



# Adult Student Handbook

Carthage Technical Center

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2011-2012

## Carthage Technical Center

**North Campus**  
**609 River Street**  
**Carthage, MO 64836**  
**417-359-7026**

**South Campus**  
**1100 East Airport Drive**  
**Carthage, MO 64836**  
**417-359-7095**

### ADMINISTRATIVE PERSONNEL

Dr. Blaine Henningsen, Superintendent Carthage R-9 Schools  
Mr. Eddie Stephens, Director of Carthage Technical Center  
Mr. Gregg Wolf, Assistant Director of Carthage Technical Center  
Ms. Holley Goodnight, Adult and Post-Secondary Education Director

### Mission Statement

The mission of The Carthage Technical Center is based upon the belief that all people should have the opportunity to prepare themselves for gainful employment and thereby live democratic, useful and satisfactory lives.

### Carthage Technical Center Philosophy

**WE BELIEVE** that each student should acquire the knowledge, skills, and abilities (technical and non-technical) of their chosen career.

**WE BELIEVE** that all students will be given the opportunity to improve their leadership abilities, develop a positive attitude, establish good human relations, and determine their goals in life based upon rational thinking.

**WE BELIEVE** technical education is an integral part of the total education program and contributes toward the development of good citizens by upgrading their physical, social, civic, cultural, economic, and technical competencies.

### Accreditation

The Carthage Technical Center, including the Practical Nursing program, is under the jurisdiction of the Carthage R-9 School District. The Technical Center is fully accredited by the North Central Association and the Department of Elementary and Secondary Education (DESE). The Automotive program is approved by NATEF. The Practical Nursing program has initial approval by the Missouri State Board of Nursing and the Construction and the Building Trades program is approved by NCCER.

*MAKING THE FUTURE WORK!*

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Student Services Personnel

Director .....	Eddie Stephens
Assistant Director .....	Gregg Wolf
Adult Education/Post-Secondary .....	Holley Goodnight
Counselor .....	Keith Espinosa
Financial Aid Director .....	Susan Bartlett
VRE.....	Mark Sponaule
Placement.....	Rhonda Derryberry

Support Staff Personnel

Administrative Assistant .....	Gail Kreutzer
Adult and Community Education .....	Ashley Goodwin

Student Services/Support Staff Personnel Descriptions

The personnel consists of a full-time technical center director, full-time assistant director, full-time adult education director, full-time counselor, a full-time Vocational Resource Educator (VRE), full-time secretary, part-time placement coordinator, and a part-time financial aid officer/bookkeeper.

**Technical Center Director** - The Technical Center Director is the building administrator for the Carthage Technical Center. Responsibilities include supervising and leading in the development of the schools' education/learning program, determination of appropriateness and monitoring of the instructional program, and establishing and maintaining an effective learning climate in the school. In addition, the director will enforce discipline, according to Board of Education policies and applicable state/federal laws.

**Assistant Director** - The Assistant Director shall serve as the assistant to the Director of the Carthage Technical Center. The Assistant Director shall be accountable to the Technical Center Director and responsive to the educational direction from the District Superintendents.

**Adult Post-Secondary Education Director** - The adult education director is the supervisor of the adult and community education program. Responsibilities include supervision of the post-secondary programs, community education programs, and staff.

**Counselor and VRE** - The full-time guidance counselor and vocational resource educator are available to provide services to students such as personal counseling, scheduling, and support of special needs, information regarding academic pursuits, testing and evaluation of all students.

**Placement Coordinator** – The placement coordinator will assist students in relating their personal and educational development to their planning and decision-making processes. Graduate follow-up studies, job

development and placement activities will be coordinated with staff to assist students in locating and obtaining employment.

**Financial Aid Director** -The Financial Aid Officer also oversees compliance and accountability. The clerical staff will assist the adult instructors in ordering equipment and books, processing purchase orders and maintaining financial records of cash receipts and disbursements.

**Clerical Staff** – The clerical staff will work with the financial aid officer to comply with federal regulations that pertain to the disbursement and record keeping of Title IV funds.

## Adult Career Programs Description

Carthage Technical Center serves adult students in post-secondary programs designed to provide knowledge of skills required for entry-level employment. All CTC programs are clock hour programs and are completed in less than a year. Completion of enrollment and financial assistance at Carthage Technical Center is required 30 days prior to the beginning of a program.

**Community Education:** Carthage Technical Center offers short term evening courses each semester. Additional classes, workshops, seminars, and contract training is also offered when sufficient student interest in an area is determined.

It is the goal of community education to serve the needs of the service area and surrounding community and to provide informative evening classes that allow students to learn new skills they may use for personal satisfaction or careers, or to upgrade old ones while maintaining their current life-styles. Daytime students may use the evening classes to enhance their daytime classes.

## Program Instructors

Adult CNA/CMT .....	Richard Brown
Automotive Services Technology .....	Ed Hart
Computer and Networking Technology .....	Renee Riley
Construction Building Trades Technology .....	Mike Sharits
Health Science .....	Tricia Blankenship, Lora Frazier
Machine Tool Technology .....	Jeff Marrs
Medical Assistant.....	Lora Frazier
Medical Office Assistant.....	Susan Bartlett
Practical Nursing Coordinator/Instructor .....	Mary Cayton
Practical Nursing.....	Donna Nelson, Kristina Cline

## Program Descriptions

### **Automotive Services Technology**

Automotive Services is a two-year, highly technical program designed to prepare you with an extensive knowledge of automotive parts and their application, and entry into mechanically related occupations. High school students receive three credits per year, while adult students attend five hours per day and complete the curriculum in one year. In addition to training shop skills, written and oral communications, internal services, and administrative procedures, students will learn how to operate various shop machines including the electronic analyzers, precision measuring devices, brake lathe, wheel alignment equipment, hydraulic press, and hand tools. Students may also receive individualized specialized training in areas of special interest, such as diesel engines, service department, air conditioning specialist, small engine technician, and other related areas of interest.

### **Construction and Building Trades Technology**

Building Trades is a field that involves construction of commercial and residential buildings. Persons taking this class may be interested in designing, architecture, carpentry, plumbing, or electrical. Building Trades is designed to prepare students for either entry-level employment in the construction field, or to continue the student's education. Students will learn the basic skills and terminology of the construction field in the areas of carpentry, plumbing, electrical, exterior finishing, drywall, interior and exterior trim, roofing, bidding and estimating, and blueprint reading. The course will allow the student to plan, layout, and build a complete residential home. Students will have the hands-on experience of building plus the personal satisfaction from seeing people move into the house they helped build. Approximately 90% of the curriculum is a hands-on approach to learning. The curriculum is designed as a two-year program for high school students or as a one-year program for adult students who enroll on a full-time basis.

### **Machine Tool Technology**

The Machine Tool Technology course provides classroom instruction and lab experiences related to metalworking. It focuses on the operation of equipment such as the lathe, milling machines, grinders, drilling machines, precision measuring instruments, and hand tools. Blue print reading and math are important parts of this course. This advanced portion of this course focuses on milling machines, boring and drilling machines, basic study of CNC equipment and job seeking. Students in this program can qualify to take the NIMS Measurement, Materials and Safety Exam and become certified.

### **Medical Assistant**

Medical assistants are multi-skilled health professionals who work primarily in ambulatory settings such as medical offices and clinics. They perform clinical and administrative tasks and their duties vary by office or clinic. The program combines classroom, laboratory and worksite learning components to ensure that each student achieves entry-levels competencies for the medical assistant. Certification opportunities: Healthcare Provider CPR, IC3, AMT-Registered Medical Assistant or NCCT certification – NCPT, NCMA.

### **Medical Office Assistant – Clerical Focus**

Healthcare has a demand for professional with the ability to multi-task while managing health information in a computerized office environment. In this program, students will learn skills for entry-level employment in physicians' offices, clinics, hospitals and other health care facilities. Areas included, but not limited to, Fundamentals of Technology, Administrative Technologies, Office Procedures, Medical/Office Terminology, Patient Billing, Medical Insurance, ICD9-CPT Coding, and Administrative Medical Assistant Capstone.

### **Network Administration**

The Computer and Networking Technology course is designed as a one or two year study of computer hardware, operating system software, and networking technologies. Students will learn how to install and perform repairs on computer hardware, software, and peripheral equipment during the first year of the course and will have the opportunity to master competencies required of CompTIA A+ Certification. During the second year, students will learn how to design, install, and troubleshoot computer networks and will have the opportunity to master competencies required for Comptia Network+ Certification.

### Pharmacy Technician

Students in this program will learn the state and federal laws concerning controlled substances, classification of drugs and pharmaceutical math. Medical and pharmaceutical terminology will also be covered including how to properly pronounce drug names. Students will also learn the customer service and employability skills necessary to succeed in a retail pharmacy. Pharmacy technician certification is available.

### Practical Nursing

The Practical Nursing program is a ten and a half month program, including holidays and vacation time. Classes meet four days a week, 7:30 a.m. - 4:30 p.m. The purpose of practical nurse education is to help the student acquire those attitudes, skills and knowledge essential to the role of a competent practical nurse. The scope of practice for the Licensed Practical Nurse focuses on meeting the health care needs of patients/clients in hospitals, long term care facilities, clinics, doctor's offices and in the home. Licensed Practical Nurses work under the direction of the professional registered nurse and/or a licensed physician. The program is approved by the Missouri State Board of Nursing and approved by the State Department of Education. After successful completion of the program, the graduate is eligible to apply to write the State of Missouri Licensure for Practical Nurses (NCLEX\_PN).

2010-2011 Course Information
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COURSE NAME	TOTAL CLOCK HOURS	TUITION COST	MONTHS TO COMPLETE	CREDIT TOTAL
Automotive Services Technology	600	\$4500	9	Full-time
Construction and Building Trades	600	\$4500	9	Full-time
Machine Tool Technology	600	\$4500	9	Full-time
Medical Assisting	1124	\$7530	9	Full-time
Medical Office Assistant	600	\$5400	9	Full-time
Networking Administration	600	\$4200	9	Full-time
Pharmacy Technician	600	\$4300	9	Full-time
Practical Nursing	1371	\$9000	10.5	Full-time

1. A full-time student equals a 9 month school year and at least 600 clock hours.
2. Practical Nursing Program equals a 10.5 month school year and 1371 clock hours as a full-time student.

### Certificate Requirements

1. Master essential competencies of program.
2. Master employability skills for program selected.
3. Complete all testing and assignments.
4. Maintain a “C” average for classes in the declared program area.
5. Maintain the minimum attendance rate as outlined in the program attendance policy.
6. Pay in full ALL tuition, fees, and supplies owed to Carthage Technical Center 30 days prior to graduation.

### Instructional Period

1. 600 clock hour programs consist of four instructional periods and a capstone course
2. 1371 clock hour Practical Nursing program consists of one instructional period with the beginning date being the first day of instruction.

Post-secondary students are required to do an internship during their second semester of attendance. The number of hours for the internship will be determined by the Adult Education Supervisor in consultation with the attendance counsel.

### Class Start Dates/Class Schedules

Automotive Technology	August-May
Construction and Building Trades	August-May
Machine Technology	August-May
Medical Assisting	August-May
Medical Office Assistant	August-May
Network Administration	August-May
Pharmacy Technician	August-May
Practical Nursing	January-December

### Carthage Technical Center Admission Procedures

Carthage Technical Center admits as regular students only persons having a high school diploma, or a recognized equivalence of a GED. All students will take an admission test that is specific to the program standards that they are entering. Students who are home-schooled will be required to have a GED or a recommended ACT score of 19 or above and a home-schooled diploma to be considered for application to adult programs. These students are also required to meet all other admission requirements of the program in which they are enrolling.

All applicants are required to attend an Orientation workshop scheduled in August and January each year. See Practical Nursing Addendum for Practical Nursing Admission Procedures.

How to Apply

Regular Program Procedures

1. Make Contact with Carthage Tech Center	6. Complete Entrance Testing
2. Schedule to Attend an Admission Workshop	7. Schedule Appointment to Review Test Score
3. Attend Admission Workshop	8. Make a Deposit
4. Secure Funding	9. Complete Enrollment
5. Make Application	10. Acceptance and Make Deposit

Practical Nursing Program Procedures

1. Make Contact with Carthage Tech	6. Complete Entrance Exams – TABE, TEAS and ACT
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Center	
2. Schedule an Appointment for Admission Workshop	7. schedule Appointment to Review Test Score
3. Attend Admission Workshop or Meeting	8. complete Admission File
4. Secure Funding	9. wait for Acceptance
5. Complete and Turn in Application Packet	10. acceptance and Make Deposit

A written acceptance letter will be used to notify applicants of admission.

These procedures have been developed in order to accept only qualified students. These procedures provide the applicant with several opportunities to ask questions and secure facts before making a decision to enroll. CTC wants students who fully understand their responsibilities and the demands of the school.

See the Practical Nursing Addendum for specific program guidelines.

**Automotive Technology, Construction and Building Trades, Machining, Medical Assisting, Medical Office Assistant, Network Administration and Pharmacy Technician**

The following admission criteria are in place:

**Age:** At least 18 years old - Submit a readable copy of birth certificate.

**Education:** High school diploma or GED - Copy of high school transcript or GED required.

**Pre-entrance test:** Must meet minimum requirements for the Compass entrance test arranged for and given by the CTC. Remediation is available at the Carthage Adult and Literacy Center.

**Reference:** Two reference forms required.

**Other requirements:** Must have criminal background check initiated by CTC. Must not have been convicted of a class A or B felony.

Applications can be picked up at the Carthage Technical Center North campus or by calling 417-359-7095.

#### Program Re-admission

Students who withdrew or were dismissed from a program due to lack of attendance or for academic reasons may re-apply to that program one time at the appropriate semester or term. A written request should be submitted to the Program Coordinator one month before the semester/term begins. Students will not be permitted to re-enter the program during the same program year that they withdrew. See Practical Nursing Addendum for policy related to the Practical Nursing Program.

#### Foreign Students

Applicants whose native language is not English must document their English language proficiency at the time of application. The student will demonstrate a working knowledge of written and spoken English by submitting results from the TABE test. The TABE test must be taken from the Carthage R-9 School District showing a score of 2250 or greater on the test.

#### Criminal Background Check

All adult applicants applying for CTC programs will be required to undergo a criminal background check. This background check will require the applicant to list all states the applicant has lived in since 18 years of age. Failure to accurately list this information may result in denial of entrance into the program. Students that are accepted through false or incorrect information for the background check will be terminated from the educational program. Students with an insufficient or questionable background check, all Health programs, and/or adults attending programs located in a building with minors will be required to have fingerprints taken and sent to the FBI for review.

Adult applicants with felony convictions may be denied admission to CTC programs. The specifics of the felony such as background charges filed and date of occurrence will be reviewed by the administration. Any convictions in violation of the Safe Schools Act may be cause to deny admission. Examples of such convictions include assault, use or distribution of controlled substances, or weapons offenses. The administration must consider any potential risks to the safety or welfare of students and staff when making admission decisions. The administration may deny admission, admit the applicant, or admit the applicant with certain conditions.

#### DRUG TESTING/USAGE POLICY

All CTC adult students will be required to participate in the drug-screening program. This participation is mandatory and based on the belief that a safe, healthy and productive learning environment is critical to student success. The Carthage Technical Center is also committed to protecting our students, patients (clinical assignments), patient's families and staff from the potential hazards associated with drug and alcohol use in the learning environment.

1. An initial drug screening is to be completed as a part of the enrollment process. Information from this screening must be released to the school as part of the pre-entrance materials required of all students.
2. An ongoing, random drug screening may be requested and given to any student at any time during the school year. Failure to participate or failure to pass a drug test will be cause for dismissal from the program based on the school's policies regarding drug use and the rights of the student for appeal.

This drug-screening program is necessary to meet the requirements of the health care facilities where students are placed for clinical experiences, internships, and preceptorships. For any questions regarding the drug-screening program, please contact the Adult/Post-Secondary Director's Office (cost, payment process, etc.).

The following policies are put in place to address issues with drug or alcohol use that can adversely affect learning performance and safety. Students are to strictly adhere to these policies.

1. While at school, clinical learning site or authorized school-sponsored event (on or away from school premises), students are prohibited from use and unauthorized possession, distribution or abuse of alcohol or controlled substances, over-the counter or prescription drugs not used as directed or prescribed, or other mind altering or intoxicating substances.
2. Drugs prohibited by this policy include, but are not limited to, controlled substances such as cannabinoids (marijuana), cocaine, crack, phencyclidine (PCP), LSD, heroin, codeine, morphine, amphetamines, barbiturates, opiates, methaqualone or benzodiazepines, or any other substances included in the Federal Controlled Substance Act and any other substance which may impair the student's ability to work in a safe and productive manner. Drugs prohibited also include prescription or over-the-counter drugs which have been specifically prescribed by a licensed physician or are not being used for the purpose or manner prescribed.
3. Students will not be allowed to attend school or permitted to work in clinical settings while under the effects of prohibited drugs or alcohol in their system. Students who report to school/clinical setting/school function under the influence or while suffering from the effects of prohibited drugs or alcohol will be subject to disciplinary action, up to and including immediate dismissal from the program.
4. Students who are currently taking prescription medication(s) that may cause impairment of learning/work performance must report such usage to the instructor/clinical supervisor. These medications may include but are not limited to, stimulants and /or medication that causes drowsiness. Upon receipt of such information, nurse director/faculty may make appropriate evaluation as to the ability of the student to learn and properly perform their work.
5. Students are encouraged to not bring any personal medications to the school/clinical settings. Any personal medications are to always be stored in the original container and be kept out of site when in these educational settings.

Carthage Technical Center will utilize the following drug-testing procedures:

1. If a student exhibits signs, symptoms or behavior that, in the opinion of the instructor, is consistent with the use of drugs and/or alcohol, he/she will be required to submit to a urine and/or blood test.
2. The instructor will remove the student to a private area. He/she will discuss with the student the signs and symptoms observed. The student will be allowed to provide a verbal explanation of the suspicious behavior.
3. The student will be placed on suspension pending the results of the drug screen.
4. The instructor will request immediate urine and/or blood testing, if deemed appropriate. Refusal by the student to submit to testing will be grounds for dismissal from the program.
5. The student will be dismissed from class or clinical at this time, as soon as possible.
6. The student is responsible for the fee for the drug screen payable to the Carthage Technical Center.

### Payment of Fees

The responsibility of financing a student's postsecondary education belongs primarily to the student and/or the parents. Although tuition and fees are due on the first day of classes, Carthage Technical Center will allow students to pay according to a tuition deferment plan. **The required program deposit is non-refundable.** The tuition deferment payment plan is made available at the CTC North office. There is a \$100 service charge for participating in the tuition deferment plan.

A promissory note must be signed unless all fees are paid in full by the first day of class. If the student withdraws from CTC the adjusted total balance is due immediately.

If a funding agency will be providing any assistance toward the student's program costs, CTC must have the following documentation on file before the student can attend any program classes. It is the student's responsibility to work closely with his/her counselor to insure proper documentation has been received by the CTC bookkeeping and financial aid office.

1. Written letter on agency letterhead for \$35 application fee.
2. Funding voucher, training agreement, etc. for any program cost.

*If the student is receiving funding from government programs, the total amount due will be recalculated. PROPER DOCUMENTATION IS REQUIRED.*

**The student must have financial assistance pending (meaning all paper work is in the financial aid office) or have half of tuition paid for by the 1<sup>st</sup> day of class or have made other arrangements with the Financial Aid Director.**

**If you need assistance, please call the Adult Ed Office for an appointment-417-359-7095.**

### Refund Policy

1. Full refund before classes begin, less \$100 cancellation fee. (Orientation Day is considered first day).
2. Withdrawing during week one makes the student eligible for a refund of 75% of the tuition of his/her program.

3. Withdrawing during week two makes the student eligible for a refund of 50% of the tuition of his/her program.
4. Withdrawing during week three makes the student eligible for a refund of 25% of the tuition of his/her program.
5. Beginning week four, no refund will be given.

Please see Addendum for Practical Nursing Refund Policies.

## Financial Aid

### STATE GRANTS AND LOANS

**WIA (Workforce Investment Act):** Offers individual training accounts to eligible customers. Individuals must meet eligibility guidelines to receive an individual training account. For Jasper and Newton County residents to determine eligibility please call Missouri Career Center in Joplin – 417-629-3000. For Barton County residents, please call the Career Center at 417-681-0995, or visit the state website, [www.greathires.org](http://www.greathires.org). Individuals may also call the National Call Center at 1-888-728-5627.

**Worker Re-entry:** This grant provides retraining funds for persons who are displaced workers. Eligible persons must first be certified by their local WIA office.

**Division of Vocational Rehabilitation (DVR):** This grant is designed to assist individuals needing to train or retrain due to disability conditions preventing them from having employment successes at their current level of training. CTC students should contact Rebecca A Massey, M.S. Senior Counselor, 417-629-3430 or visit 801 E 15<sup>th</sup> St. Suite B, Joplin, MO 64804.

**Division of Family Services/Self-Sufficiency:** The DFS/Self-Sufficiency program executes “welfare reform” duties in the State of Missouri. Self Sufficiency is available to those students who are currently “cash” recipients of Temporary Assistance for Needy Families (TANF). The Self-Sufficiency Case Manager helps program participants recognize and develop strengths, skills, and abilities; identify, secure, and sustain resources-their own as well as general; and identify and overcome barriers-known and unknown –to their success so that they can become self-supporting by obtaining employment in a timely fashion. Support services such as childcare and attendance assistance are directly available through Self-Sufficiency.

**Career Resource Center:** Missouri Career Center Office is located at 8th & Wall, Joplin, MO. The Center provides employment and training services to citizens of the area. Job seekers are given access to Internet-ready PCs where they can enter online resumes and check job openings at the Missouri WORKS website. Job seekers are also provided proficiency-testing, employment counseling services, vocational training information, Veteran services, trade act assistance and job corps information. Employers can also obtain information about qualified job seekers from the Center. Labor market information as well as unemployment insurance benefit information is also available at the Missouri Career Center.

## Veterans

Veterans eligible for education benefits should contact their local Veterans Administration for a letter of eligibility 1-888-442-4551. The school will then complete the Certification of Enrollment (VA Form 22 1999).

## Attendance Policy

Daily attendance is required of all students. (Exceptions may be made in individual cases based on hardship conditions due to illness, death of an immediate family member, natural disaster, etc). The maximum number of absences allowed is determined by each of the program coordinators. Attendance at Carthage Technical Center is modeled after the workplace. Students are expected to be in class and on time every day. Personal business must be taken care of **on your own time**. Approved school functions are the only excused absences. **All other absences other than school functions are unexcused. Medical appointments, illness, funerals, etc., are all days absent unless prior arrangements have been made with the instructor.** In the educational process, if instruction and training opportunities are missed, it will be reflected in the marks received by that student, and more than likely affect performance.

Students must be in attendance at least 90% of the time and have a “C” average in order to qualify for a certificate of completion. Students are required to make up the time missed to maintain a 90% attendance if allowed by the program coordinator. Any student that is receiving financial aid must complete all hours from the first payment period to be able to receive any aid in the second payment period. Attendance is calculated for each program payment period.

**Students whose attendance is below 90% or having grades below a “C” average must bring attendance to 90% or above and grade level to a “C” or above before receiving any financial aid.**

Students who are absent three days will be counseled on attendance by the program instructor.

**Those students absent five consecutive days without any communication with the school can be automatically dropped from their program.** The achievement attained by any student is directly related to his/her pattern of attendance. It is very difficult to duplicate the instructions missed due to absences from class. In addition, the mission of CTC is to prepare each student in the proper skills and attitudes necessary for success in his/her chosen field. Employers consider regular attendance as the first step in becoming a successful employee. Because of this expectation, CTC maintains an attendance expectation similar to that of business and industry. Therefore, students are expected to maintain an attendance rate of 90% or higher. Students who fall below the minimum level or who have two or more unexcused absences in a quarter are subject to attendance probation and cannot participate in school activities.

Students who accumulate more than nine absences during the semester may not earn credit in that course or be eligible to earn a program certificate – see addendum for Practical Nursing guidelines.

**ABSENCE/TARDY ACCUMULATION** Tardies and absences will accumulate to absences on the following schedule:

1. Refer to program syllabus for specifics in this area.
2. Three (3) tardies (1 - 59 minutes late for class) = 1 absence.

**CLASSROOM ABSENCE NOTIFICATION GUIDELINES** - Notify the Program Instructor at the Carthage Technical Center @ 359-7095 no later than 7:30am.

**One day's absence without notification or prior notification will cause the student to be placed on attendance probation. Two days' absences without notification may be cause for dismissal from the program and student will be required to appear before the Attendance Review Board.**

**MAKE-UP WORK** - It is the responsibility of the student to contact the instructor regarding make-up work. When an absence is predetermined contact a classmate to take notes and/or get handout materials for the day. Make-up work will be accepted for full credit not more than three days after the first day returning to the program. Make-up exams will be taken the next classroom day of returning to the program for full credit.

2.5 % will be deducted for each subsequent day that passes prior to the student taking the make-up exam. 10% will be deducted from makeup exam score if the student does not notify the instructor before the exam that they are not going to be present for exam. Exams scheduled for the students first day back in school will be taken as originally scheduled.

**LATE WORK** – Assignments not turned in on the date due will be considered late. Students can receive half credit for these assignments if they are turned in the next class day. After that day no late work will be accepted.

**PARTICIPATION POINTS** – Students can earn participation points during each course. Participation points will be outlined in the course syllabus. These points will be awarded for activities such as lecture/discussion, viewing DVDs, group work, interactive activities. Only students present in class can earn participation points. Students absent from class will receive a “0” for participation regardless of the reason for the absence. Students involved in behaviors that interfere with the learning process including, but not limited to, cell phone use, being tardy, leaving a class frequently, etc., will not earn participation points for class that day.

**ACADEMICS** – Students performing unsatisfactorily during any course in academic work may be placed on academic probation. A student's progress will be considered unsatisfactory when they achieve less than 70% on any examination, miss a homework assignment, or have an overall grade under 70% (at any given time) in any theory course. The coordinator and instructor(s) will collaborate to establish a suitable program of instruction of remediation. Failure of subsequent exams in any course will require that student continue to complete assigned remedial work in the classroom with instructor supervision during scheduled Success Study Group session until the end of the course, as they may be at risk for failing the course.

**ATTENDANCE PROBATION/COUNSELING** - Attendance probation will be initiated when a student has reached an absence total that equals three days or three tardies. **Students on attendance probation must meet with the program instructor monthly and after each absence. Exception:** If the student is hospitalized for major illness/surgery, the administration will determine if the student will be allowed to return to school. Days spent in the hospital will not be counted toward the absence total. The student must be able to academically complete make-up work in order to remain in school.

**DEATH IN THE FAMILY** - Absences up to 3 days will not be counted into the students total for deaths that occur in the immediate family. Immediate family includes: spouse, children, parents, siblings, mother-in-law, father-in-law, step-parents, grandparents, and step grandparents. The student must be able to academically complete make-up work in order to remain in school.

**ABSENCE/LATE ATTENDANCE NOTICE** – When absent or tardy, students must complete an absence/late notice to be placed in his/her permanent file. When absent, the student must complete an absence/late notice

the first day he/she returns to school. The student is to place the complete notice in the program coordinator's mailbox.

**Sample of Absence/Late Attendance Notice**

<i>Carthage Technical Center</i>
<i>Program Name:</i> _____
<i>Today's Date:</i> _____
<i>I was absent/late to class on the following date(s):</i> _____
<i>Total Hours Absent</i> _____
<i>For the following reason:</i> _____ _____ _____ _____
<i>Student Signature</i> _____
<i>Director's Signature</i> _____

<b>ATTENDANCE REVIEW BOARD</b>
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The Attendance Review Board shall meet to consider appeal regarding exceptions to the excessive absence/tardy policy and program dismissal pursuant to such policy. The board shall include, but is not limited to, a member of the Carthage Technical Center administrations, program director, designated faculty, program advisory board member and adult counselor. The student's request for review must be provided in writing to the program instructor no more than five business days following the absence (s) for which the student is requesting the consideration of the Attendance Review Board. The written request must be clearly legible and include the

following information: date (s) of absence, reason for absence with appropriate corroborating documentation if available.

Students who have accumulated more than three absences or six tardies or who anticipate accumulating more than three absences or six tardies attributed to illness or another reasonable cause will appear before the Attendance Review Board for the purpose of requesting one or more of the following:

1. An exception to the absence/tardy policy for unavoidable absence/tardy due to illness or other reasonable cause.
2. An extension of the number of absences/tardies that shall accumulate before program dismissal.
3. Other appropriate exception from the contents of the absence/tardy policy.

***The above requests are conditional upon maintaining required GPA.***

The Board will consider all the facts under the circumstances of each case in deciding whether to grant or deny exception requested. Relevant factors may include, but are not limited to the following:

1. The reason for the accumulated or anticipated absences/tardies.
2. The distribution of absences/tardies, i.e., sporadically occurring throughout the semester or occurring as a single block.
3. The duration of each period of absence.
4. The pattern of attendance prior to the accrual of absences/tardies at issue.
5. Whether all class work has been satisfactorily completed.
6. The extent to which the class or clinical objectives have been met.
- 7.

The Attendance Review Board will convene within fourteen (14) calendar days of the student's return to class following more than four absences and/or six tardies. The student will be notified of the meeting date, time and place in writing.

#### **PROCEDURE FOR ATTENDANCE REVIEW BOARD**

1. Student shall present case (15 minutes allotted).
2. Questions and clarification entertained from board members (15 minutes allotted).
3. At this time, the student is dismissed from meeting with date and time to meet with board chairperson, in regards to the decision of the board.
4. Board discusses appeal and makes decision regarding request. Board chairperson or designated individual will issue in writing the decision of the board.

If the student is not in agreement with the final decision of the board, he/she is referred to the Grievance Procedure outlined in this handbook. All information discussed within the Attendance Review Board meeting is confidential.

The program coordinator will inform students of their program grading scale during orientation and it will be available in the course syllabi.

<u>All Programs Except P.N.</u>				<u>Practical Nursing Program</u>			
A	96-100%	C	74-77%	A	96-100%	C+	84-85%
A-	90-95%	C-	70-73%	A-	94 - 95%	C	80-83%
B+	88-89%	D+	67-69%	B+	92-93%	F	Below 80%
B	84-87%	D	63-66%	B	88-91%		
B-	80-83%	D-	60-62%	B-	86-87%		
C+	78-79%	F	59 & below				

Practical Nursing requires 80% or higher in any subject and pass clinical performance to maintain above failing scores.

Evaluation and Records

Each student will receive quarterly evaluation in addition to periodic reviews with the instructor. Progress records consist of the instructors' records of class assignments, tests, projects and attendance and must be signed and returned to the instructor. Quarterly records are kept on file with *Infinite Campus*.

Academic Skills

An Academic Skills Instructor is on staff to assist students whose initial Admission Workshop testing scores indicate their academic basic skills need upgrading, and to assist students already enrolled who are experiencing academic difficulty. Referrals are made during the administration procedures for applicants, and by individual instructors for students already enrolled.

Student Records

Records of attendance and academic competency progress are kept on file in the Registrar's Office at Carthage High School. A signature is required before information can be released to potential employers. A student may review his/her file by appointment. Student records will not be released until a student's account is clear of all unpaid charges.

Copies of Transcripts

Transcripts will not be released after dismissal or withdrawal from the program until the student account has a zero balance. After withdrawal or graduation, copies of transcripts will be mailed or faxed after receipt of a written request and a payment of \$4.00 per transcript after the first transcript (which will be sent free of cost).

Address Changes

A current address must be on file with the administrative offices at all times. If a student should move during the school year, please give your corrected address and telephone number to the Carthage Technical Center Office. It is the responsibility of the student to keep an accurate address on file with the CTC.

### Academic Resources

CTC does not have a full service library. Each program has materials related to that field of study. The Counseling Office contains materials on self-esteem, stress, parenting, career information, job search, resumes, interviewing, etc. The CTC does have a small Media Center located in Room 101.

In preparation for employment, students are assisted in preparation of resumes, applications, and job correspondence letters, plus provided with practice interview experiences.

### Internship & Clinical Policy

It is the policy of Carthage Technical Center Adult & Post-Secondary Education that each student is encouraged to participate in an internship, clinical program or job shadow as part of the education process. The student is to secure an internship, clinical site or job shadow no later than two weeks following the commencement of the internship start date. If the student is experiencing difficulty in seeking an internship/clinical site, the instructor and/or CTC's Adult Coordinator will assist the student. In the event the student does not secure a job site within two weeks of commencement of the internship or clinical period, the student may be dropped from the program or be required to return to the classroom to complete additional assignments in lieu of internship.

### Placement Service

Placement services may be available for current students and past graduates. Placement is approached from a team approach at the Technical Center utilizing placement personnel, instructors, and a representative from Missouri Division of Workforce Development. Students are referred for job consideration after the student's skills and abilities have been reviewed to determine if these factors match the employers requested need.

Some programs have clinical, internship, and work experience as a part of a student's curriculum. This type of instruction allows students to transfer textbook information to employment settings while allowing the employer to observe the student. These often lead to employment.

### Student Counseling Division

Students may seek counseling services from the Counselor in helping them find solutions to academic, personal, and career and technical problems. If a student is having difficulty maintaining satisfactory progress, or if other problems should arise, additional counseling sessions may be scheduled. All members of the administration staff are available to any student needing assistance with personal, academic, career and technical and/or financial problems at all times. It is the Carthage Technical Center's goal to assist each student in realizing his/her fullest potential as a student, and as a productive employee in the community.

Career and Technical Education is designed as preparation for job entry, so a student's hygiene, grooming, and clothing should always be neat and clean in appearance, as this will play a large part in securing a job. Guests, including employers and the general public, tour the class laboratories regularly so daily attention to appropriate dress is expected. Specific items of clothing may be required for student safety and professionalism. Students will be expected to abide by individual class requirements in regards to dress codes as stated in the course syllabus. In all cases, clothing considered non-professional for the instructional area will not be permitted. Offensive language or pictures on clothing are unacceptable and will not be tolerated.

Carthage Technical Center will enforce safety and workplace readiness attributes in the dress code expected for their students as well as those standards set forth by their sending schools. Below are grooming and dress guidelines for students and parents to help them to avoid attire or grooming which interfere with the learning environment.

It is understood that any student who participates in a classroom, work or clinical setting must conform to the standards established and published by the school personnel responsible for that activity. Students will be notified in advance of specific program requirements for the vocational training programs.

In keeping with established practices of good hygiene, safety, moral and social values, and to provide for a minimum of disruption and maximum of learning opportunity, the following guidelines must be followed:

1. Shoes or sandals must be worn at all times by all students.
2. Coordinators of specific programs where safety or health is a factor may require students to modify and/or adjust hair and/or clothing, accordingly, during the class, internships, and/or clinicals.
3. All shirts will be kept buttoned except when worn over another shirt as a layered look.
4. All clothing worn shall not have writing, drawings, or emblems that are obscene or derogatory. Ads for liquor, tobacco, or controlled substance will not be permitted.
5. Clothing that is slashed, revealing or is suggestive may not be worn.
6. Students are not permitted to wear caps, hats, or bandanas in the building.
7. Students are not permitted to wear gang-related apparel or insignia at school.

Employers put great emphasis on personal grooming and appearance. When prospective employers visit the school or a class, the first thing they notice is appearance of the students. It is important that employers be favorably impressed if they are to be interested in hiring graduates from CTC programs.

**Dress (Safety minded and appropriate for the workplace)**

Students are encouraged to accept the responsibility of dressing appropriately for their program area. An integral part of Career Education is training students for workplace readiness. Job Shadowing and Internship opportunities are extremely important in determining the long-term success of CTC graduates.

A key factor in determining if a student is to be placed in a job shadowing, internship or Cooperative Occupational Work Experience opportunity is the behavior that has been modeled leading up to that part of the program.

**Students that have not exhibited proper behavior including dressing safely and appropriately for their program area will not be allowed the opportunity to participate in job shadowing, internships, and other workplace readiness activities and may be removed from their CTC program.**

#### Academic Probation

Grades will be reviewed each mid-term. Students with less than a grade of C- at any mid-term grading period may be placed on academic probation until the end of that term. If progress is not satisfactory to bring the grade up to a C- or better by the end of the term, the student may not be eligible to receive a diploma and the student's financial aid eligibility may be terminated. Please see the Addendum for the Practical Nursing Guidelines.

#### Program Dismissal

Students being dismissed from a program must complete the Withdraw/Dismissal form with the Program Coordinator. Those students who received any financial aid must also complete the dismissal process by participating in an exit interview with the Financial Aid Officer. Students who owe a balance when they are dismissed must pay that balance immediately or make arrangements. All arrangements must be approved by the Director of the Carthage Technical Center, or the Adult Education Supervisor.

#### Exiting or Early Withdrawal

Students exiting (whether completing, or from early withdrawal) must complete all exiting forms. Students exiting prior to completion of a program must notify the school in writing plus complete the same forms as completers. All fees and tuition must be paid, and all books returned unless other arrangements have been made with administration. Students exiting and not completing proper forms will have grades, references and services withheld until such forms are completed. Exiting forms include:

1. School and Classroom Exiting Forms from the program instructor (this includes payment of all fees within the class) and becomes a part of your permanent file.
2. Financial Aid Exiting Form.

#### Academic Misconduct

Academic misconduct is any act that does or could improperly distort students' grades or other student academic records. Academic misconduct is cheating the student of learning the needed skills and an offense to the academic integrity of the learning environment. All forms of academic dishonesty may call for discipline.

Unprofessional and dishonest acts include, but are not limited to:

1. Copying/submitting another student's work.
2. Unauthorized taking of someone else's work.
3. Using unauthorized notes or equipment (including programmable calculators) during an examination.
4. Stealing an examination or using a stolen examination.

5. Allowing another student to have access to work, thereby enabling that student to represent the work as his/her own.
6. Plagiarizing any assignment. "Plagiarism" means using someone else's ideas or words without using quotation marks and/or giving credit by citation of source(s).
7. Theft of supplies, other materials or equipment from the school or work site.
8. Altering grades on examinations or assignments.
9. Post examination alterations.
10. Leaving site premises while on clocked time, if participating in an internship program.
11. Misrepresenting internship hours.

Instructors may use any one or more of the following disciplinary measures for a case of dishonesty:

1. A zero for the assignment.
2. An "F" for the course.
3. Recommendation of dismissal from the program.

Please see the Addendum for the Practical Nursing programs policies on Academic Misconduct.

### Crime Policy

CTC is committed to having a crime free campus for both students and faculty. Staff members and students are expected to work cooperatively to provide this type of atmosphere. Policies regarding crime and security will be reviewed with students during student orientation following student enrollment.

### Sexual and Disability Harassment

The school district is committed to ensuring equal educational opportunities for all students and is committed to providing an environment free from intimidating, hostile, or offensive behavior; unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct or communication constituting sexual harassment. Disability harassment is defined as intimidation or abusive behavior toward a student based on disability that creates a hostile environment by interfering with or denying a student's participation in receipt of benefits, services, or opportunities in a school's programs. Harassment by an employee, student or other person in the district against any person is prohibited. Allegation of harassment shall be investigated and, if substantiated, corrective or disciplinary action taken, up to and including suspension and/or expulsion of the student or suspension and/or termination of the employee. Any student who believes they have been the victim of or witnesses' sexual harassment shall bring the harassment to the attention of any teacher, guidance counselor or school administrator by complaining orally or in writing in a timely manner. The staff member who receives the complaint shall promptly inform the building administrator, or the next level administrator who is not the subject of the complaint.

### Additional Policy Statements

**Student Parking:** Student parking is reserved for the north parking for CTC North. Parking for CTC South is in the main parking lot in front of the High School.

### Computer Networking Procedures

The network is provided for adults and students to conduct research. Network managers may review files and communications to maintain system integrity and to ensure that staff members are using the system responsibly. Users should not expect that files stored on district servers will be private.

The following is not permitted on district networks:

1. Sharing confidential information of students or employees.
2. Sending or displaying offensive messages or pictures.
3. Web pages residing outside the district web server.
4. Using obscene language.
5. Harassing, insulting or attacking others.
6. Engaging in practices that threaten the network.
7. Violating copyright laws.
8. Intentionally wasting limited resources.
9. Employing the network for commercial purposes.
10. Violating regulations prescribed by the network provider.

The network manager and instructor(s) will report inappropriate behavior, violations, or complaints to the administration for appropriate action.

**Computer Network** (Reference: District Policy 6320)

1. NO food or drink will be allowed near the computers.
2. Computer programs may not be installed on any school computer without permission.
3. Before leaving the computer, log out and clean up the workstation.
4. DO NOT give anyone your password(s) or use anyone else's password.
5. No email or broadcast messages may be sent to any group of users without permission.
6. Email is not to be used during class time. Only the email program provided by the school may be used.
7. No program files may be downloaded. Graphic movie and sound files must be deleted after fulfillment of the assignment for which they were obtained.
8. Documents created at home must be virus-checked in the media center or computer lab. Only school personnel may copy files from disks the school file.
9. Students must sign a computer usage agreement to be able to access the network.

**Distribution of Noncurricular Publications By Students** (Reference: District Policy 2170) The district recognizes that student expression regarding a variety of topics may be beneficial to the district's educational mission. Discussion and debate regarding serious issues can engender tolerance for diverse viewpoints. The district, however, has the obligation to ensure that student expression is consistent with the district's educational mission. Accordingly, the district has adopted guidelines to regulate student expression in a manner consistent with the district's educational goals.

**Drug Free Workplace** - CTC is committed to having a drug free working environment for both students and faculty. Staff members as well as students are expected to report to work and school on time and in appropriate mental and physical condition for work. Each student will be required to read the school drug policy. This policy includes sanctions that may occur as a result of drug use and lists assistance programs. Students must then sign a statement stating they have read and understand the school drug policy.

## **Student Alcohol/Drug Abuse**

The Board recognizes its share of responsibility for the health, welfare and safety of the students who attend Carthage R-9 School District. Therefore, the use, sale, transfer, possession of any medication or being under the influence of alcoholic beverages or controlled substances on any school property, in any school-owned vehicle or in any other school-approved vehicle used to transport students to and from school or school activities; or off school property at any school-sponsored or school-approved activity, event or function, such as a field trip, clinical site or internship, where students are under the jurisdiction of the school district, is prohibited. For the purpose of this policy, a controlled substance shall include any controlled substance, counterfeit substance or imitation controlled substance as defined in the Narcotic Drug Act, Section 195.010, RSMo. All medications prescribed by an authorized prescriber, as well as all nonprescription medications, will be administered in accordance with district policy. The school administration or teachers shall have the right to conduct searches, which are reasonable in scope, of persons reasonably suspected to be in violation of this policy during or after school hours on school property, or at any school event, whether at the school or at some alternate location. Such searches shall be conducted in accordance with board policy. (Reference: District Policy 2150) Any student who, after being given an opportunity to present his or her version of the incident, is found by the administration and/or staff to be in violation of this policy shall be subject to disciplinary action up to and including suspension, expulsion or other discipline as provided in the district's discipline policy, and referral for prosecution. Strict compliance is mandatory. All controlled substances shall be turned over to the local law enforcement agency. Students may appeal the decision by obtaining a comprehensive drug test at an approved agency within 24 hours at the student's expense. Alcohol testing must be completed within the hour. The school resource officer has the training to complete a test on site. Failure to submit to an alcohol test is an admission of guilt. Upon a CONCLUSIVE NEGATIVE result, the student's disciplinary record may be expunged. The district, pursuant to the requirements of the 1989 amendments of the Drug-Free Schools and Communities Act, and for the purpose of preventing the use of illicit drugs and alcohol by students, shall provide age-appropriate, developmentally-based drug and alcohol education and prevention programs to all students in all grades from early childhood level through grade 12. Such programs shall (a) address the legal, social and health consequences of drug and alcohol use, and (b) provide information about effective techniques for resisting peer pressure to use illicit drugs or alcohol. The district shall provide information about any drug and alcohol counseling and rehabilitation and re-entry programs that are available to students. Students may be required to participate in such programs in order to avoid suspension or expulsion if they are found to be in violation of this policy. All parents and students shall annually be provided with a copy of this policy. The district shall certify that it has adopted and implemented the drug 49 prevention program described in this policy in the form required by the Department of Elementary and Secondary Education or the United States Department of Education. The district shall conduct a biennial review of such program to determine its effectiveness, to implement necessary changes and to ensure that the disciplinary sanctions are consistently enforced.

## **Prohibition Against Weapons And Firearms** (Reference: District Policy 1433)

Possession of firearms and weapons is prohibited on school premises at all times, except for law enforcement officials acting within the scope of their duties. School premises include all district buildings, grounds, adjacent property, vehicles and parking areas. This prohibition also extends to the sites of school activities, whether or not those school activities are conducted on District property, and non-school activities that may occur on school property. Prohibition against the possession of a weapon while on school property applies to weapons present in any and all vehicles parked on school property, regardless whether such weapon is concealed or openly displayed, and regardless whether such vehicle is owned and/or operated by a student, parent, patron,

vendor, or any other person or entity, except as otherwise explicitly provided herein. Violations of this policy will be dealt with severely and the law enforcement officials will be notified.

**School Calendar** – Holidays and breaks will be the same as those observed by the Carthage R-9 School District. When the Carthage R-9 School District is dismissed due to inclement weather, all adult education classes will also be dismissed. Snow days for Practical Nursing classes may be made up at the discretion of the Practical Nursing Coordinator. These days could be made up on a Friday and attendance will be expected. Students may be given one week advance notice. Please see individual program calendars for proposed make up snow days.

**Telephone Use and Cell Phone Use:** Students may be allowed, under certain conditions, to use the school’s business phone to schedule interviews related to their training program. Emergency messages will be delivered immediately to students, but other messages for students will be delivered at break time, or after class. Cell phone use will not be permitted during the instructional day.

**Tobacco Use** - Tobacco use is prohibited on the grounds of the Carthage R-9 School District. Tobacco shall not be used in the clinical setting. Persons using tobacco are required to be at least 250 feet away from school property. The pavilion located in the park across from the Technical Center is an appropriate location for tobacco use.

## Emergency Procedures

**Emergency Drills** - Severe weather, earthquake, fire and other emergency drills are held at regular intervals during the school year. Students will be instructed by the teacher as to the procedure to follow. Standard policies for each part of the building are established by the director. Each student should follow the directions posted in the classroom. Please familiarize yourself with the directions in each room.

**Fire** - When a fire is detected (visible flames, visible smoke, or the smell of smoke), sound the fire alarm using one of the pull stations located in each hallway and contacted the office. Our alarm system automatically alerts the fire department, where applicable.

When exiting out the external fire doors, insert a door jam or other device between the door frame and the door in order that the door does not completely close and lock. This will allow the students and staff to reenter the building quickly (reverse evacuation) if the hazard outside the building is greater than the hazard inside the building. Reverse evacuation will be initiated by a series of five or more short blasts on a whistle or a verbal command.

Stay low and avoid breathing smoke. Smoke can sear the lungs and can impair physical (vision, etc.) and mental functions.

The school has a designated search and rescue team that is trained in light fire suppression. If the fire is small and contained, they are the school staff members who may decide to use the appropriate fire extinguisher to engage the fire. All other school staff members should only use a fire extinguisher when it is necessary to assist in the evacuation of the school. Considerations when making the decision to use a fire extinguisher are:

1. The evacuation of the building has been initiated and no one is dependent on you to assist in their evacuation.

2. The fire department has been called.
3. The fire is small and confined to the immediate area where it started.
4. The portable fire extinguisher available is in good working order and is the proper type for the fire you are fighting.
5. You are trained to use the extinguisher and can operate it safely.
6. Another adult supports the first by monitoring the exit route and carrying a back up fire extinguisher.

Have injured personnel escorted to the designated first aid station. If the injured parties cannot or should not be moved, send someone to the first aid station to request assistance. **Await further instructions. Do not return to the building until instructed to do so by the director or designee.**

**Tornado** - When a *Tornado Watch* (conditions are right for a tornado) is issued for our area, office personnel will monitor the NOAA radio as well as the primary radio outlet (KDMO/KMXL-AM/FM 1490/95.1) and/or television outlet (KODE-TV Channel 12, KSN-TV Channel 16, KOAM Channel 7, and FOX 14).

If a *Tornado Warning* (a tornado has been spotted in our vicinity) is issued, the school alarm (siren) will be sounded. Follow instructions as indicated by the program instructor.

Get medical assistance from the First Aid Team as necessary. **Await further instructions. Do not return to the classroom until instructed to do so by the director or designee. Be prepared to evacuate the building.**

#### **Earthquake –**

1. Drop! Cover! Hold! Earthquakes strike without warning and the immediate need is to protect students and staff by taking the best available cover.
  - a. Talk calmly to avoid panic.
  - b. Get beneath a desk, table or bench.
  - c. Cover head with a coat, clothing or hands.
  - d. If no cover is available, crouch against an inside wall and cover head.
  - e. Stay away from outside walls, windows or expanses of glass.
  - f. Students and staff outside the building should move away from the building and any overhead electrical wires.
  - g. All doors should be left open to minimize jamming if the building shifts.
2. Stay in the protective position until tremors stop and debris stops falling.
3. Be prepared to drop, cover, and hold for aftershocks.
4. If the fire alarm sounds, evacuate to a safe distance from the building. One teacher will lead the evacuating students out the primary evacuation route. If the primary route is blocked, the lead teacher will select an alternate route. The other teacher will follow the last student from the two classrooms, making sure doors are left open and lights are turned off. If electricity is out, the alternate fire alarm will be sounded. Some fire evacuation routes will not be suitable for earthquake evacuation due to overhead power lines, exposed gas lines, etc. Follow the earthquake evacuation routes posted in each room.
5. If outside the school building when the earthquake or aftershock occurs:
  - a. Get clear of all buildings, trees, exposed wires, or other hazards that may fall. The safest place is in the open; and
  - b. Assume the “drop and cover” position until the quake is over.

**Await further instructions. Do not return to the building until instructed to do so by the director or designee**

## Student Health and Safety

All Career and Technical Adult students are required to complete an Emergency Data form. This form will be kept in the Carthage Technical Center Office.

CTC believes in providing learning experiences in laboratory settings that closely emulate the settings found in a trade, business or industry. Because every industry has some degree of occupational hazard associated with it, students may be exposed to conditions that present potential dangers if appropriate safety procedures are not observed. Student SAFETY is of paramount concern; therefore, students are required to demonstrate appropriate knowledge and safe operating procedures before being allowed to perform tasks in a laboratory setting. Students must pass safety tests with 100% accuracy.

### **Emergency/Accident**

Students are to report all injuries or illnesses immediately to their instructor; then, if deemed necessary, to the office of the CTC Director. Ill or injured students must receive permission from the office before calling parents or leaving the premises. If a student needs emergency hospital or medical aid, the school will notify the parents or the emergency contact listed on their application. If the emergency contact cannot be reached, the hospital or physician named on the emergency form will be contacted.

### **Accident Insurance**

Missouri State Law does not permit a school district to carry accident insurance on students. However, it is important that students consider carrying an accidental or medical policy on themselves while enrolled in programs at CTC that require shop or medical laboratory experiences. In such programs, the students may be exposed to such things as: hand tools, power equipment, machinery or in medical settings, contagious disease. **MEDICAL & ACCIDENT INSURANCE IS THE RESPONSIBILITY OF THE INDIVIDUAL STUDENT AND HIS/HER PARENT/GUARDIAN.**

### **Medical Treatment**

Emergency first aid measures will be taken to treat any student injuries occurring on campus. If the emergency requires a level of treatment beyond that of the capability of staff and is viewed as an injury requiring immediate treatment, an ambulance will be summoned. Every attempt will be made to notify the parent/guardian or emergency contact given on the student's medical emergency information card. **The adult student or parent/guardian will be legally responsible for the cost of any medical services or care provided.** CTC does not staff a school nurse, but does have access to the Carthage High School nurse.

### **Emergency Medical Information**

In the event of a medical emergency, it is important to know of chronic conditions (diabetes, seizure disorders, allergies or other factors). Please inform the CTC office of any changes important to a student's health and safety.

### **Accident Reports**

In order that proper measures may be taken to avoid recurrence of accidents, written reports will be prepared on all accidents occurring on school premises or at school-sponsored activities of the school district

## Student Discipline

### **Standards for Conduct**

Students have the responsibility of upholding the standards, traditions and policies of the Carthage Technical Center which has granted them membership in the academic community at their own request. They also have the responsibility of making maximum use of their abilities or exercising good judgment, of observing the rights of others and of adhering to the requirements of the adult society.

### **Rationale**

The primary purpose for the imposition of discipline in the postsecondary setting is to protect the campus community. Consistent with that purpose, reasonable efforts will be made to foster the personal, educational and social development of those students who are held accountable for violations of college regulation.

### **Purpose of the Disciplinary System**

People grow and mature in communities. Living in a community requires depending upon the knowledge, integrity and decency of others. In turn, the best communities help individuals mold habits and values that will enable them to achieve the highest personal satisfaction, including the satisfaction associated with helping to make a better world. This Code protects the community at each campus of Carthage Technical Center. It fosters Carthage Technical Center's commitment to excellence and equity, and affirms the shared values that make respect for diversity possible.

### **Student Rights and Responsibilities**

#### Unlawful Discrimination

**Right:** No student shall be subject to unlawful discrimination on the grounds of age, ethnicity, national origin, gender, sexual orientation, or disability in any activity sponsored by the school on or off the school grounds.

**Responsibility:** Students shall not engage in unlawful discrimination against other students or faculty members. Every student shall treat all members of the Carthage Technical Center community with respect and courtesy.

#### Freedom of Expression and Inquiry

**Right:** Students have First Amendment rights to freedom of expression and inquiry. Such freedom is protected in order to build a community dedicated to the pursuit of truth, grounded in respect for diversity and civil discourse.

**Responsibility:** Students must express themselves in a civil and lawful manner that does not materially or substantially disrupt the operation of the school, or interfere with the rights of others.

#### Freedom of Association

**Right:** Students have the right to freedom of association.

**Responsibility:** Students are responsible for respecting the rights of others to freedom of association. When assembling and expressing their views, students must do so in a manner which does not materially or substantially disrupt the educational process or the operations of the school.

### Freedom from Arbitrary and Capricious Grading

Right: Students have the right to be free from arbitrary or capricious grading, and to seek appropriate review of legitimate grievances, as specified in college regulations.

Responsibility: Students are responsible for achieving reasonable standards of performance and behavior established for each course.

### Right to Privacy

Right: Students have rights to privacy, inspection and challenge of their educational records, as provided by the Family Educational Rights and Privacy Act of 1974.

Responsibility: Students have responsibility to respect the established privacy rights of others, including the privacy of educational records belonging to other students.

### Freedom of the Press

Right: Students may publish news and commentary in accordance with established First Amendment standards.

Responsibility: Students may not misuse school property (including computer resources) or the school name for unauthorized purposes. Students are responsible for adhering to pertinent state and federal law, including laws regarding defamation, obscenity, copyright infringement, invasion of privacy, prohibited harassment, ethnic intimidation, and threats of violence. Students shall adhere to established standards of journalistic ethics, including a commitment to honest reporting, and a responsibility to allow diverse views to be heard.

### Freedom of Speech

Right: Students have the right to express their views on matters affecting school life, in accordance with established procedures for campus governance.

Responsibility: Students have the responsibility to encourage a diversity of views, and to follow democratic procedures designed to create a climate of reasoned discourse and action.

### Freedom from Harassment

Right: Students have the right to be free from unlawful intimidation or coercion, including sexual harassment.

Responsibility: Students are responsible for respecting the rights of others to be free from unlawful intimidation or coercion, including sexual harassment.

## **Disciplinary Actions**

One or more of the following disciplinary actions may be imposed by the Carthage Technical Center for violation of the school's policies:

1. **Warning:** Disciplinary warning is an official notification the student's behavior has been unacceptable for a student at Carthage Technical Center. Any additional misconduct may result in probation, suspension or expulsion. **Disciplinary**

2. **Probation:** Disciplinary probation indicates the student's behavior has not met standards expected of students of the Carthage Technical Center. A specified period is established in which the student is expected to display exemplary behavior. The disciplinary probation may also include a loss of designated privileges. As an educational component of the school's discipline process, students placed on disciplinary probation for violations in which their behavior indicates an alcohol or substance abuse problem may be referred to a mandatory on-campus alcohol/substance abuse educational program or referred to a comprehensive alcohol/substance treatment program as a condition of continued enrollment. The violation of the terms of disciplinary probation or the infraction of any school policy during the period of probation may be grounds for suspension or expulsion.
3. **Expulsion:** Separation from the Carthage Technical Center.
4. **Suspension:** Dismissal from the Carthage Technical Center for a stated period of time. Reinstatement is not automatic. Students who have been suspended must petition for reinstatement. Re-application is required for the program the student is pursuing.

### **Rules of Procedure in Disciplinary Matters**

The following rules of procedure shall be followed in any disciplinary proceedings commenced, subject to the inherent right of the Carthage R-9 Board and the delegated right of the Adult/Post-Secondary Director to exercise supervision over all disciplinary matters of the school.

1. **Administration:** The Director of Adult/Post-Secondary is designated the primary officer for administration of discipline for unacceptable conduct or infraction of Carthage Technical Center rules and regulations, and he/she will initiate action in accordance with these regulations.
2. **Preliminary Procedures:** The Adult/Post-Secondary Director or his/her designated representative, shall discuss, consult and advise with any student whose conduct is called into question and give the student the opportunity to present a personal version of the incident before initiating formal disciplinary procedures. Students shall attend such consultations as requested by the Director or his/her designated representative.
3. **Informal Disposition:** The Director or his/her designated representative, after consulting with the student and when acceptable to the student, shall have the authority to impose any disciplinary action or sanction against the student. Where the disposition proposed by the Director or his representative in the preliminary proceeding is not accepted by the student in writing, the student shall have the rights of notice, hearing and formal procedures as hereinafter set forth before the Hearing Committee. Appeals must be submitted within 48 hours after the initial disposition.
4. **Temporary Suspension:** The Adult/Post-Secondary Director may at any time temporarily suspend a student from the Carthage Technical Center pending further procedures when he/she finds and believes that the presence of a student on campus, because of allegations or facts coming to his/her attention, would seriously disrupt the Carthage Technical Center or constitute a danger to the health, safety or welfare of the Carthage Technical Center. The Adult/Post-Secondary Director may initiate emergency evaluation procedures if needed.
  - a. **General Statement of Procedures:** Unless disposed of in the manner provided by paragraph three or whose behavior is handled by Emergency Evaluation Procedure, a student charged with unacceptable conduct or breach of Carthage Technical Center rules or regulations is entitled to a written notice as set forth in subparagraph A and C. The procedures set forth below shall be

interpreted and administered to accomplish this objective and provide for prompt consideration and disposition of student conduct cases. Disciplinary proceedings are not to be construed as adversary proceedings or judicial trials, but care shall be taken to comply as fully as possible with the spirit and intent of the procedural safeguards set forth herein. The Carthage R-9 attorney shall be the legal adviser to the Hearing Committee.

- b. **Hearing Committee:** The required hearing shall be held before the Hearing Committee which shall consist of the Director of Carthage Technical Center, or his/her designate who shall act as chairman; two faculty members appointed by the Superintendent of R-9 Schools, and two students appointed by the Assistant Director of the Carthage Technical Center. This committee shall have the authority to take disciplinary action against any student appearing before it including suspension, probation or expulsion.
- c. **Notice:** The Adult/Post-Secondary Director shall initiate the disciplinary action by arranging with the Chairman to call a meeting of the Hearing Committee and by giving written notice by certified mail or personal delivery to the student charged with misconduct. The notice shall set forth the date, time and place of hearing before the Hearing Committee. The notice shall be given at least two class days prior to the date set for the hearing. A notice by mail shall be considered as given on the day following the day on which the notice was placed in the mail, postage prepaid and addressed to the student at the last address as it appears on the records of the Carthage Technical Center.
- d. **Student Rights Upon Hearing:** A student appearing before the Hearing Committee pursuant to notice shall have the following rights:
  - To be present at the hearing;
  - To have an adviser or counselor of the student's choice at any time during the hearing (but such adviser or counselor shall have no right to participate otherwise in the hearing except consent of the committee);
  - To hear or examine evidence presented to the committee against the student;
  - To question witnesses present and testifying against the student;
  - To present evidence by witnesses or affidavit of any defense the student desires to offer;
  - To be informed in writing of the findings of the Hearing Committee and any disciplinary action it imposes; and
  - To petition for review or appeal as follows:
    - 1) **Conduct of Hearing:** The chairman of the Hearing Committee shall preside at the hearing, call the meeting in order, call the roll of the committee in attendance, ascertain the presence or absence of the student charged with misconduct, read the notice of hearing and charges and verify the giving of the required notice, ascertain whether or not the student is represented by an adviser or counselor, and call to the attention of the student charged and the adviser any special or extraordinary procedures to be employed during the hearing and permit the student to make formal objections thereto.
    - 2) **Opening Statement:** The Adult/Post-Secondary Director shall make opening remarks outlining the general nature of the case.
    - 3) **Presentation of Carthage Technical Center Evidence:** The Carthage Technical Center shall then present its evidence in the matter by witnesses or reports.
    - 4) **Student's Opening Statement:** The student charged shall have an opportunity to make a statement to the Committee about the charge. Such statement may be made following

the opening statement of the Director of the Carthage Technical Center or at the conclusion of the presentation of the Carthage Technical Center's case.

- 5) **Student's Evidence:** The student may then present evidence through witnesses or reports.
- 6) **Rebuttal Evidence:** The Committee may permit the Carthage Technical Center or the student to offer any material in rebuttal.
- e. **Determination by Committee:** The Hearing Committee shall then make its findings and determination in executive session out of the presence of the Adult/Post-Secondary Director. No discipline shall be assessed against a student except by majority vote of the Committee.
- f. **Official Report of Findings and Determination:** The Committee shall transmit in writing its determination and findings to the Adult/Post-Secondary Director.
- g. **Rights of Hearing Committee:** The Hearing Committee shall have the right to permit the incorporation in the record, by reference, of any document, affidavit or other evidences produced; to question witnesses or other evidence introduced by either the Carthage Technical Center or the student; to call additional witnesses or require additional investigation; to dismiss any action at any time or permit informal disposition; to dismiss any person from the hearing who interferes with or obstructs the hearing or fails to abide by any rulings; and summarily to suspend any students who, during the hearing obstruct or interfere with the course thereof or fail to abide by a ruling.
- h. **Other Procedural Questions:** Procedural questions not covered by these rules shall be determined by the Chairman. The ruling shall be final, unless the question is presented to the full Committee at the request of a member, in which event the ruling of the majority of the Committee shall be final.
- i. **General Rules of Decorum:** The following general rules of decorum shall be adhered to:
  - 1) All proceedings shall be closed.
  - 2) All persons in attendance at the hearing shall come to order at the direction of the Chairman.
  - 3) All requests to address the Committee shall be addressed to the Chairman.
  - 4) The Chairman will rule on all requests and points of order and may consult with Committee's legal adviser prior to any ruling.
  - 5) Rules of common courtesy and decency shall be respected at all times.
  - 6) Advisers and counselors will not be permitted to address the Committee without permission of the Chairman, except for the clarification of a procedural matter or an objection to the procedure, after recognition by the Chairman.
- j. **Record of Hearing:** A taped or stenographic record of the hearing shall be made and kept for three months following the final disciplinary action. The notice, exhibits, hearing record, and the findings and determination of the Committee shall become the "Record" of the case and shall be filed in the office of the Adult/Post-Secondary Director and be accessible at reasonable times and places to both the Carthage Technical Center and the student.
- k. **Right to Appeal:** The student or the Adult/Post-Secondary Director may appeal the Committee's decision to the Board of the Carthage R-9 School District by filing written notice of appeal with the Superintendent of the Carthage R-9 School District, within ten days of notification of the action of the Committee. Upon the filing of a notice of appeal, the Superintendent shall cause the record to be filed promptly with the Secretary of the School Board. The appealing party may file a written reply within ten days. The School Board shall take such action on the appeal as it deems

appropriate, and the Secretary of the Board shall notify the student in writing of the decision of the Board.

**Status During Appeal:** In cases of suspension, dismissal or expulsion where a notice of appeal is filed within the required time, a student may petition the Adult/Post-Secondary Director in writing for permission to attend classes pending final determination of the appeal. The Adult/Post-Secondary Director may permit, upon such conditions as he may impose, a student to continue in school pending completion of appellate procedures provided that such continuance in his opinion will not seriously disrupt the Carthage Technical Center or constitute a danger to the health, safety or welfare of the Carthage Technical Center community. In such event, however, any final disciplinary action imposed shall be effective from the date of the action of the Hearing Committee.

### **Emergency Evaluation Procedures**

Individuals whose behavior appears to pose a serious threat to the health and safety of themselves or others may be in violation of the Student Handbook and may be subject to the following extraordinary procedures.

#### **1. Medical and/or Psychological Evaluation**

The Adult/Post-Secondary Director may direct a student to participate in a medical and/or psychological evaluation whenever the behavior of the student appears to pose a serious threat to the health and safety of such student or others. The medical and/or psychological evaluation process is designed to assess:

- a. Whether the student's behavior poses a threat to the safety of the student or others, and the nature, duration and severity of the risk.
- b. Whether the threat to safety would continue if the student remains on campus.
- c. Whether reasonable modifications of policies or procedures will mitigate the risk.
- d. Whether the student needs assistance or referral to appropriate support or treatment services.

Failure to respond to a directive from a Carthage Technical Center official to complete the medical and/or psychological evaluation, or failure to provide necessary records of prior treatment by the date requested, may result in administrative action, up to and including temporary suspension from the Carthage Technical Center until the evaluation and records request requirements are met.

#### **2. Withdrawal Prior to Evaluation**

The student who leaves, withdraws or fails to return to the Carthage Technical Center, before the medical and/or psychological evaluation is completed may be banned from campus and not be permitted to register for classes until the outstanding matter is resolved.

#### **3. Withdrawal by Administrative Action**

The Adult/Post-Secondary Director may initiate and approve procedures for the administrative withdrawal from the Carthage Technical Center of any student for any of the following reasons:

- a. Behavior that poses a threat to the health and safety of such student, or others.
- b. Completion of a mandated evaluation and behavior that continues to pose a threat to the health and safety of such student, or others.
- c. Inability to control the behavior that poses a threat to the health and safety of such student, or others, as assessed in this evaluation procedure.
- d. Administrative withdrawal determination shall be made by the Adult/Post-Secondary Director. Students may challenge the withdrawal through the submission of a written appeal to the Adult/Post-Secondary Director supported by medical and/or mental health professional

documentation. The Adult/Post-Secondary Director may present appeal information to a Behavioral Review Team for their input. However, all final decisions regarding appeals shall be made by the Adult/Post-Secondary Director.

## **Student Conduct**

A student enrolling in the Carthage Technical Center assumes the responsibility for personal conduct compatible with the Carthage Technical Center policies. Misconduct for which students are subject to discipline falls into the following categories:

1. Dishonesty, such as cheating, plagiarism or knowingly furnishing false information to the Carthage Technical Center. The term “cheating” includes, but is not limited to the following:
  - a. Use of any unauthorized assistance in taking quizzes, tests, or examinations.
  - b. Dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments.
  - c. The acquisition, without permission, of tests or other academic material before such material is revealed or distributed by the instructor.
  - d. The misrepresentation of papers, reports, assignments, or other materials as the product of a student’s sole independent effort, for the purpose of affecting the student’s grade, credit or status in the Carthage Technical Center.
  - e. Failing to abide by the instructions of the proctor concerning test-taking procedures; examples include, but are not limited to, talking, laughing, failing to take a seat assignment, failing to adhere to starting and stopping times, or other disruptive activity.
  - f. Influencing, or attempting to influence, any Carthage Technical Center official, faculty member, or employee responsible for processing grades, evaluating students, or for maintaining academic records, through the use of bribery, threats, or any other means of coercion in order to affect a student’s grade or evaluation.
  - g. Any forgery, alteration, unauthorized possession, or misuse of Carthage Technical Center documents pertaining to academic records by means of computer resources or other equipment also is included within this definition of “cheating.”
2. Forgery, alteration or misuse of Carthage Technical Center documents, records or identification and excused absence documentation.
3. Obstruction or disrupting of teaching, research, administrative disciplinary procedures or other Carthage Technical Center activities, including its public service functions or other authorized activities on the Carthage Technical Center premises.
4. Physical abuse of any person on Carthage Technical Center owned or controlled property or at Carthage Technical Center sponsored or supervised functions or conduct that threatens the health or safety of any such person.
5. Hazing, defined as initiation or disciplining fellow students by forcing them to do ridiculous, humiliating, dangerous, painful or illegal acts.
6. Theft of or damage to property of the Carthage Technical Center or a member of the Carthage Technical Center community or campus visitor.
7. Violation of Carthage Technical Center policies or of campus regulations, including the use of Carthage Technical Center facilities or the time, place and manner of public expression including internship/externship/job shadow and clinical assignments.

8. Violation of rules governing residence in the Carthage Technical Center owned or controlled property.
9. Disorderly conduct, stalking, sexual harassment, hateful behavior, or lewd, indecent or obscene conduct or expression on Carthage Technical Center owned or controlled property or at Carthage Technical Center sponsored or supervised functions.
10. Failure to comply with directions of Carthage Technical Center officials acting in the performance of their duties and/or failure to identify oneself to these persons when requested to do so. (The student identification card, which is issued at orientation or first day of class, must be carried by the student at all times for identification purposes. An identification card may not be used by a person other than the one to whom it was issued.)
11. Violation of federal, state or local law on Carthage Technical Center premises or at Carthage Technical Center sponsored or supervised activities. Gambling, alcoholic beverages, illegal drug, narcotic paraphernalia, firearms, ammunition, explosives, BB guns, pellet guns, bows and arrows, and anything else that could be construed as potentially lethal are specifically prohibited on Carthage Technical Center property.
12. Misuse of fire equipment or refusing to obey lawful directions by fire, safety or Carthage Technical Center officials.
13. Use of physical force directed at any person for any reason other than the protection of life and limb.
14. Deprive others of their rights, or damage property.
15. Participation in a campus demonstration which disrupts the normal operations of the Carthage Technical Center and infringes on the rights of other members of the Carthage Technical Center community; leading or inciting other to disrupt scheduled and/or normal activities within any campus building or area; interfere with freedom of movement, either pedestrian or vehicular, on campus.
16. Theft or abuse of computer time, including but not limited to:
  - a. Unauthorized entry into a file, to use, read or change the contents, or for any other purpose.
  - b. Unauthorized transfer of a file.
  - c. Unauthorized use of another individual's access code, identification or password.
  - d. Use of computing facilities to interfere with the work of another student, faculty member, or Carthage Technical Center official.
  - e. Use of computing facilities to interfere with normal operation of the Carthage Technical Center computing system.
17. Abuse of the Carthage Technical Center Judicial System, including but not limited to:
  - a. Failure to obey the summons of the Carthage Technical Center official.
  - b. Falsification or misrepresentation of information before a Carthage Technical Center official or Hearing Committee.
  - c. Disruption of the orderly conduct of the judicial proceeding.
  - d. Harassment (verbal or physical) and/or intimidation of a member of a judicial body prior to, during or after a judicial proceeding.
  - e. Failure to comply with the sanction(s) imposed under the student handbook.
18. Conduct which adversely affects that student's suitability as a member of the academic community.

### **Standards of Classroom Behavior**

Primary responsibility for managing the classroom environment rests with the faculty. Students who engage in any prohibited or unlawful acts that result in disruption of a class may be directed by the faculty member to

leave the class for the remainder of the class period. Longer suspensions from a class, or dismissal on disciplinary grounds, must be preceded by a hearing or disciplinary conference.

### **Prohibited Behavior**

Carthage Technical Center expects that its students will adhere to high standards of good citizenship. The following misconduct is subject to disciplinary action as determined by the Director of Carthage Technical Center:

1. Intentionally or recklessly causing physical harm to any person on school premises or at school-sponsored activities, or intentionally or recklessly causing reasonable apprehension of such harm to an including bullying behavior.
2. Sexual assault or sexual harassment, as defined in published Carthage R-9 District regulations.

### Notice of Non-Discrimination

In accordance with Board of Education Policy adopted January 17, 2000, applicants for admission and employment, students, parents of elementary and secondary school students, employees, sources of referral of applicants for admission and employment, and all unions or professional organizations holding collective bargaining or professional agreements with the Carthage R-9 School District, are hereby notified that this institution is prohibited from, and hereby declares a policy against, engaging in unlawful discrimination on the basis of race, color, religion, socioeconomic status, marital status, sex, national origin, ancestry, disabling conditions, organizational memberships, age or use of leave protected by the Family and Medical Leave Act, in admission/access to, or treatment/employment in its programs and activities. The district further prohibits harassment, sexual harassment or creation of a hostile environment in its programs and activities.

The Carthage R-9 School District provides equal opportunities for education without regard to sex, age, race, color, creed, national origin, and/or handicap. Furthermore, this district is an Equal Opportunity Employer. Any person who feels that their rights have been violated by the Carthage R-9 Schools has the right of grievance as set forth in the written Carthage R-9 school board policies. Such policies are on file in the Office of the Superintendent of Schools, 710 Lyon Street, Carthage, Missouri, and can be accessed on the district Web site at [www.carthage.k12.mo.us](http://www.carthage.k12.mo.us)

### Facilities and Services for Students with Disabilities

The facilities at Carthage Technical Center are completely barrier-free and accessible to individuals with physical disabilities. In most areas work stations can accommodate individuals with special needs.

Carthage Technical Center is committed to meeting the needs of all adult/post-secondary students who meet the criteria for special assistance or accommodations. Accommodations are those measures which are reasonable and appropriate and will aid in providing an equal educational opportunity for the post-secondary student. It is the post-secondary students' responsibility to initiate the request for services. These guidelines are designed to supply directions to post-secondary students concerning the information necessary to accomplish this goal. It is Carthage Technical Center's policy to comply fully with federal and state law regarding post-secondary

students with disabilities. The law requires the post-secondary student to provide appropriate documentation of the disability if the post-secondary student wants to implement accommodations. The documentation should be mailed to Carthage Technical Center – South Campus, Attention: Mark Sponaugle, 1100 East Airport Drive, Carthage, MO 64836. These documents can also be hand delivered to the office of Mark Sponaugle, in a sealed company envelope with the professional’s signature on the seal.

## FERPA-MODEL OF NOTIFICATION OF STUDENTS RIGHTS

**School** - The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. These rights are:

**The right to inspect and review the student’s education records within 45 days of the day the school receives a request for access.** Parents or eligible students should submit to the Carthage Technical Center Director a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

**The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate or misleading.** Parents or eligible students may ask the school to amend a record that they believe is inaccurate or misleading. They should write the CTC Director, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

**The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.** One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. (NOTE: FERPA requires a

school district to make a reasonable attempt to notify the parent or eligible student of the records request unless it states in its annual notification that it intends to forward records on request.)

**The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA.** The name and address of the office that administers FERPA are: Family Policy Compliance Office, U.S. Department of Education, and 400 Maryland Avenue SW, Washington DC 20202-5901.

#### Video & Publications Permission

The Carthage Technical Center is involved with several innovative programs and there are times when information about the programs is shared with other groups and organizations. Students may be videotaped or photographs may be taken of students involved in learning activities. The videotapes/photographs will be used to highlight the importance of career and technical education and for educational purposes. The photographs could be used on the school web page, in newspaper articles or in program brochures. Students are required to notify the Program Director in writing within thirty days of school starting if they prefer not to be part of these groups that may be videotaped/photographed for educational purposes in the school setting. If questions exist, please call the school office 417-359-7095.

#### Grievance Procedure

1. Complaints and grievances are to be handled at the faculty/instructor level first.. Where it is reasonable, verbal communication of the problem is to be made with the individual directly involved.
2. Unresolved complaints may be taken to the Director or the Adult Education Supervisor no later than ten (10) days after the alleged problem.
3. Complaints not resolved may be filed as formal or written grievances under the following procedures: Students may present complaints in writing to the school director no later than thirty (30) days after the alleged problem. Written complaints must contain the date of filing, description of problem, and names of school staff involved. Upon receipt of the written complaint/grievance, the Director will first notify the Superintendent and then make a decision no later than ten (10) days following the filing of the complaint/grievance.
4. Beyond this, appeals may be filed to the Superintendent of Carthage R-9 Schools and then to the Carthage R-9 Board of Education. The Board of Education reserves the right to refuse to hear anyone who does not follow the proper procedures outlined in steps 1-4.
5. If the Board decides to hear the appeal, the complainant will be notified of the hearing date, time and place. The written decision of the Board will be final.
6. Financial Aid, WIA, and the Practical Nursing program each have a grievance procedure. In all cases, steps one and two of this procedure are to be followed before filing any grievance action.
7. The school requires the student to immediately provide the school with a written notice if the student believes the training is inappropriate or inadequate.

#### **DISCLAIMER**

*All statements in this publication are announcements of present policy and are subject to change at any time without prior notice. This handbook is meant to be purely informational and does not serve as a contract or offer to contract with any student.*

*Adult Student Grievance Form*

609 River Street, Carthage, MO 64836

Phone: 417-359-7095

Fax: 417-359-7418



Student Name \_\_\_\_\_

Program Name \_\_\_\_\_

Place where you may be reached \_\_\_\_\_

Address \_\_\_\_\_

Telephone Number \_\_\_\_\_

Nature of your grievance – Please describe the policy or action you believe may be in violation of and identify any person(s) you believe may be responsible.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If others are affected by the possible violation, please give their names and positions.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If you wish, please describe any corrective action you would like to see take place with regard to the possible violation or provide other information relevant to this grievance.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

## Policy Changes

Several policies/regulation have been revised and some new policies have been added during the past year. Please visit the Carthage R-9 website to view the following policies/regulations. It is the responsibility of the student to make sure you are familiar with these policies and regulations and the CTC assumes you have read and understood the following items:

Regulation 1310	Civil Rights, Title IX, Section 504
Policy 2100	Nondiscrimination and Student Rights
Regulation 2110	Equal Education Opportunity
Policy/Regulation 2130	Harassment
Policy 2255	Disabled Students ( <b>new</b> )
Policy 2420	Recordings of Meetings ( <b>new</b> )
Policy/Regulation 2620	Firearms and Weapons in School
Policy 2640	Student Use of Alcohol and Firearms
Policy 2651	Student Dress
Policy 2655	Bullying
Policy 2670	Corporal Punishment
Policy/Regulation 2672	Discipline of Students with Disabilities
Policy 2673	Reporting of Violent Behavior
Policy 2720	Employment of Students
<b>Policy 2770</b>	<b>Seclusion and Restraint (new)</b>
Policy 2815	Assessment and Referrals to Outside Services
Policy 2830	Health Services
Policy/Regulation 2870	Administering Medicines to Students

<b>Policy/Regulation 2875</b>	<b>Student Allergy Prevention and Response (new)</b>
Regulation 3380	Sale/Lease of Real Property
Policy 4110	Equal Opportunity Employment
Policy 4640	Teaching Standards
Policy 6140	Services for Students with Disabilities
Policy/Regulation 6180	English Language Learner (ELL) / <b>Lau Plan (new)</b>
Policy/Regulation 6250	Instruction for Students with Disabilities
<b>Policy/Regulation 6255</b>	<b>Independent Education Evaluation (new)</b>
Policy 6260	Educational Surrogate
Policy/Regulation 6275	Instruction for Non-Disabled Homebound Students
<b>Policy 6325</b>	<b>Internet Safety Policy (new)</b>



# **Practical Nursing**

## ***Addendum Policies***

2011 PROGRAM YEAR  
POLICIES and PROCEDURES

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## **Welcome**

Welcome to the Carthage Technical Center School of Practical Nursing! Practical nurses continue to be very important members of the health care team. We are very excited to be able to partner with our students toward personal and professional goals. A strong work ethic, effective time management skills and high ethical and moral standards are qualities that will be essential to success in this program. As instructors, we will be committed to providing excellent learning experiences to assist you in this process.

This handbook has been prepared to help our students successfully function within the program guidelines and health care facility expectations.

We look forward to working with you, and to the coming academic year, as you complete your education towards training as a practical nurse.

Mary Cayton, RN, BSN  
Program Coordinator

## FACULTY

Mary Cayton, RN, BSN - PN Program Coordinator  
Donna Nelson, RN, BSN - Practical Nursing Instructor  
Kristina Cline, RN, BSN - Clinical Nursing Instructor

The following committees will be maintained to provide assistance with administration of the Practical Nursing Program:

### **Advisory Committee**

The Advisory Committee members will be appointed by the Coordinator of the Practical Nursing Program with approval of the Director of Carthage Technical Center. Members will represent a variety of persons who are interested in practical nurse education. The Advisory Committee is advisory only. The functions of the Advisory Committee are to: study and protect the needs of the program, assist with the interpretation of the philosophy and outcome criteria to the public, assist in securing funds for the program, scholarships and loans, advise on the development of policies and assist in recruitment, and establish admission policies which will be utilized by the faculty to select candidates for the class. This committee will meet twice a year or more often as needed.

### **Faculty Committee**

The faculty committee consists of the members of the Practical Nursing faculty. The purpose of this committee is to develop, implement, maintain, and evaluate the curriculum, coordinate educational experiences for students, and develop and implement policies for student selection, progression and retention. This committee will meet monthly.

## PRACTICAL NURSING PROGRAM PHILOSOPHY AND MISSION STATEMENT

**MISSION STATEMENT** - The mission of the Carthage Technical Center Practical Nursing Program is to provide a high quality nursing education empowering students to become caring, competent nurses who are able to successfully meet the expectations and challenges of the practical nursing profession with excellence.

**PHILOSOPHY** - The CTC Practical Nursing Program embraces the philosophy of the Carthage R-9 School District and is committed to providing high quality career and technical education.

We believe that nursing is both a science and an art. The understanding that man is a multidimensional being with physical, psychosocial and emotional needs demands that health care professionals be trained in the importance of meeting the needs of the individual from more than one perspective. This requires that curriculum and preparation for the field of nursing is deliberate, focused and comprehensive in its framework utilizing a systematic approach to addressing patient needs. Our curriculum is based on the physical and behavioral sciences, the humanities and the nursing process. It is constructed with the intent to develop healthcare professionals who are competent and effective critical thinkers, of strong moral character who are empathetic to the individual and committed to responding to the varied needs of the patient.

Practical nursing programs have a responsibility to provide students with excellent nursing educators who will assist the student learner to strive for excellence in his/her academic and clinical achievements while fostering an understanding of the ethical responsibility to sincerely care for the individual which is so inherent to the nursing profession. Our faculty is committed to mentoring students throughout this educational experience in order to assist them in realizing their potential, thereby enabling them to accomplishing their personal and professional goals. We believe that these goals are met through a strong partnership between the student, faculty and community partners who demonstrate a commitment to the success and development of healthcare professionals.

Upon graduation the professional practical nurse will have the knowledge and skills to function as a contributing member of the health care team under the direction of a licensed registered nurse based on the standards of practice outlined in the Nurse Practice Act.

## ADMISSION CRITERIA

Students shall be selected on the basis of the philosophy and objectives of the practical nursing program and the ability of the student to carry the program toward completion.

Applicants must:

1. Be a high school graduate or hold a GED certificate. Documentation must be presented to the school.
2. Show evidence of good moral character (three letters of reference are required).
3. Be eighteen years of age. There is no upper age limit; however, each applicant must be able to perform duties of a student practical nurse.
4. A criminal background clearance check will be successfully completed as required by Emergency Rule 9CSR 10-5.190. Any individual who has been convicted of a felony against persons (as specified in the rule) may not be admitted into the LPN program at Carthage Technical Center - North Campus.
5. Achieve a recommended composite score of 19 on the ACT. The CTC reserves the right to accept students with lower than 19 with admission conditions. Admission to the practical nursing program is also determined by TEAS scores that are at or above the National Average.
6. Have a physical examination by a physician or nurse practitioner utilizing the form provided in the acceptance packet. This examination will be at the expense of the applicant. A statement from the healthcare provider is required indicating that the student is physically and emotionally suitable for the practice of nursing.
7. Submit proof of Hepatitis B immunity to the Program Coordinator (immunization record or recent positive titer).
8. Provide student immunization records with proof of current Hepatitis B series, tetanus-diphtheria booster\*, MMR, and a negative Manitou TB test. If there is a past history of a positive TB skin test, a release statement from the physician will be required. All immunizations must be current. If born during or after 1957, you must have proof of a second MMR or record of positive Rubella titer indicating immunity.

\*For adults who have not received a Td booster in the past 10 years, it is highly recommended that they receive a Tdap as their booster instead of a Td or receive one dose of Tdap if it has been two years after the last Td dose.

- *All immunizations and testing are at the students expense. Immunizations are due by December 1<sup>st</sup>.*
- *No student shall be admitted later than five school days after the established entrance date of the program.*

**SELECTION PROCESS** - Applications are reviewed and selected by the Admission/Selection Committee without consideration of age, marital status, sex, national origin, race, color, creed, disability and/or religion to the extent required by the law. Applicants will be selected based on whose records indicate the most potential for success in the nursing program. ACT and TABE scores, reference responses and an interview are evaluated for acceptance to the program. The top 24 applicants will be accepted for the upcoming school year as long as the application process is completed and all required documents have been provided by the applicant.

**FOLLOWING SELECTION** - Applicants will be required to get a physical and have it sent to the Nursing Program. An up-to-date record of all immunizations must be on file (a detailed listing can be obtained from the nursing office). Drug screening and background check will be required on all students prior to beginning classes. No student will be admitted after five days of class have elapsed.

#### PROGRAM OUTCOME CRITERIA

Upon graduation the professional practical nurse will have the knowledge and skills to function as a contributing member of the health care team under the direction of a licensed registered nurse based on the standards of practice outlined in the Nurse Practice Act.

**GRADUATE COMPETENCIES** - During three semesters, the school curriculum and practicum prepare students to demonstrate the achievement of the program's objectives by learning to:

1. Demonstrate an understanding of anatomy and physiology based on the body systems and their interrelationship when planning and providing patient care.
2. Demonstrate characteristics and qualities of a health care professional as evidenced by appropriate use of communication, self-management, interpersonal and leadership skills.
3. Demonstrate application of knowledge of growth and development as evidenced by ability to consider physical, psychosocial and emotional needs related to the life-cycle within the nursing process framework.
4. Demonstrate knowledge and application of basic nursing care as evidenced by utilization of nursing principles, skills and assessment techniques in the lab/clinical setting when addressing the physiological, psychosocial and emotional needs of the client.
5. Demonstrate understanding of the role nutrition plays in health/wellness and disease prevention as evidenced by appropriate utilization of nutritional considerations within the nursing process.
6. Administer medications utilizing the principles for safe preparation and administration.
7. Perform basic nursing procedures with dexterity using appropriate safety and infection control techniques.
8. Provide basic nursing care for the adult patient utilizing the nursing process.
9. Provide basic nursing care for the pediatric patient utilizing the nursing process.

10. Provide basic nursing care for the maternity patient utilizing the nursing process.
11. Provide basic nursing care for the geriatric patient in a variety of health care settings utilizing the nursing process.
12. Demonstrate a positive image of practical nursing as evidenced by professional and ethical conduct.
13. Develop, implement and utilize multiple plans of care utilizing the nursing process based on the physiological, psychosocial and emotional needs of assigned patients.
14. Demonstrate knowledge of major causes, signs/symptoms, treatment, prognosis and appropriate nursing interventions/observations of the most common medical and surgical conditions when providing patient care and utilizing the nursing process.
15. Recognize the importance of continuing education and self-development as evidenced by participation in professional organizations and educational/career planning.
16. Function as a contributing member of the professional health care team being accountable for one's own actions within the legal and ethical framework of a practical nurse.

### GRADUATION REQUIREMENTS

1. Demonstrate consistent safety and competency in each clinical area.
2. Successful completion of each theory and clinical area.
3. Satisfactory attendance and punctuality record.
4. Turn in all library books and periodicals.
5. Have all tuition and fees paid prior to graduation.
6. Pass the NCLEX-PN Predictor Exam
7. Level 2 Proficiency on ATI NCLEX-PN End-of-Course Predictor Exams.
8. Make application to write the NCLEX-PN to the Missouri State Board of Nursing and pay appropriate application fees.
9. Conduct exit conference with program director.
10. Schedule exit conference with financial aid director if appropriate.
11. Complete program evaluations.

### PERFORMANCE STANDARDS

**Students seeking admission and graduation from Carthage Technical Center's Practical Nursing program are required to meet specific academic and performance standards.**

**Critical Thinking** – Student will demonstrate sound clinical judgment. Student will exhibit the reasoning skills sufficient to perform deductive/inductive critical thinking in the clinical setting.

**Interpersonal/Communications Skills** – Ability to interact with individuals, families and groups from a variety of social, emotional, cultural and intellectual backgrounds. Establish rapport with patients and colleagues; use therapeutic communications: function as part of a team. Explain treatment procedures, initiate health teaching, document and interpret nursing actions and patient responses. Identify cause and effect relationships in clinical situations; develop nursing care plans; calculate medication dosage accurately; evaluate patient responses; promote patient safety.

Communication abilities sufficient for effective interactions with others both in verbal and written form; ability to operate information technology systems, i.e. teach patient and family, explain procedures, give oral reports, interact with others, speak on telephone, influence people, explain information through writing.

**Motor Skills** – Physical stamina sufficient to perform the complete range of required patient care activities for the entire length of work day. Physical fitness to move from room to room and maneuver in small spaces; full ROM; manual and finger dexterity; and hand-eye coordination sufficient to provide safe and effective nursing care. Administer CPR procedures, stand/walk for extensive periods of time, use equipment, transfer patients, and lift 50 pounds.

### **Sensory Skills**

Hearing Abilities sufficient to monitor and assess health needs, hear heart monitor alarms, emergency signals, auscultatory sounds, and cries for help.

Visual Abilities sufficient for observation and assessment necessary in nursing (can be corrected to 20/40). Observe patients responses, secretions, and color. Read manometer, charts, computer screen, digital printouts, labels, graphs, gauges, and syringes.

Tactile Abilities sufficient for physical assessments and interventions when necessary in nursing. Ability to perform functions of physical examination and/or those related to therapeutic intervention, e.g. insertion of a catheter or IV, etc.

Olfactory Abilities sufficient for maintaining environmental and patient safety (smell). Distinguish smells which are contributory to assessing and/or maintaining the patient’s health status or environmental safety.

**Reading Abilities** - Understand written documents. Read and understand policies, procedures and patient charts. Reading ability will be tested on the TABE pre-entrance test.

**Mathematical Skills** - Perform computations including counting, measuring and performing calculations. Math abilities tested on the TABE pre-entrance test.

**Professional Attitude and Demeanor** - Present professional appearance and skills required to maintain physical, mental health and emotional boundaries. Assume responsibility and accountability for own actions. Stability. Work under stressful conditions. React calmly in emergency situations. Show concern for others.

<b>2012 SCHOOL CALENDAR</b>
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January 5	Program Orientation/Teacher In-service – afternoon (dismiss at 11:30 am)
January 9	First Day of Class
February 20	President’s Day – no school
March 19-23	Spring Break
April 6	Good Friday – no school
April 26	First Trimester Ends
May 28	Memorial Day – no school
July 4	Independence Day – no school
July 6	Make-up Day for Independence Day – 7:30am – 4:30pm
July 23 – August 3	Summer Break
August 16	Second Trimester Ends

September 3	Labor Day – no school
October 1 – 5	Fall Break
October 8	Teacher In-service - afternoon (dismiss at 11:30 am)
November 21 – 23	Thanksgiving Break
December 6	Last Day of Class
December 11	Tentative Date for Graduation and Pinning Ceremony

## FACULTY ROSTER AND COURSE ASSIGNMENTS

Mary Cayton, RN, BSN - Program Coordinator

1<sup>st</sup> Trimester - Pharmacology I, Anatomy and Physiology, Personal and Vocational Concepts

2<sup>nd</sup> Trimester - Pharmacology II, IV Therapy

3<sup>rd</sup> Trimester - Pharmacology III, IV Therapy, Nursing Leadership and Management

Donna Nelson, RN, BSN - Full-time Instructor

1<sup>st</sup> Trimester - Nursing Fundamentals, Growth and Development, Nutrition

2<sup>nd</sup> Trimester *Weeks 1-7* - Maternal and Newborn Nursing, Nursing Care of the Child

*Weeks 8- 14* - Nursing Care of the Adult I

3<sup>rd</sup> Trimester *Weeks 1- 7* - Nursing Care of the Adult II

*Weeks 8 -14* - Nursing Care of the Older Adult, Community Health /Mental Health

Kristina Cline, RN, BSN – Part-time Instructor

1<sup>st</sup> Trimester - Growth and Development, clinical and skills instruction

2<sup>nd</sup> Trimester - Clinical supervision of students all day Tuesdays and Wednesday mornings

3<sup>rd</sup> Trimester - Clinical supervision of students all day Tuesdays and Wednesday mornings

## COURSE DESCRIPTIONS

### **First Trimester – 14.75 weeks**

***NU 100 Anatomy and Physiology/6 credit hours*** - This introductory course covers the normal basic structure and function of the human body. Basic chemistry, medical terminology, body systems and their integration, and laboratory experiences will be incorporated into the course.

***NU 101 Nursing Fundamentals w/Lab & Medical Terminology/7 credit hours*** - This course lays the foundation for the student learner to begin to acquire the skills to adequately care for the physical, psychosocial and emotional needs of the client based on the nursing process and evidence-based practice. The course reviews fundamental nursing principles, skills and assessment techniques while enabling the student to begin his/her development as a practical nurse. Theory, laboratory and clinical experiences are integrated throughout the Fundamentals of Nursing course. Anticipating the holistic needs and cultural diversity of the individual is included.

***NU 102 Personal and Vocational Concepts/3 credit hours*** - The course is developed to equip the student with the knowledge and skills that will encourage personal, as well as professional growth and success within the nursing profession. Legal and ethical standards, communication techniques, professional character traits, learning styles and personal goal setting are emphasized. Students will be introduced to techniques to assist with time management and dealing with stress in the healthcare setting. An understanding of the importance of caring for one's self physically and emotionally, along with strategies to maintain healthy interpersonal relationships, will be incorporated. An overview of the history of nursing, the nursing process and current

trends in the profession will also be included including the importance of evidence-based practice and cultural considerations.

***NU 103 Growth and Development/3 credit hours*** - This course explores human growth and development throughout the life-cycle including physical, psychosocial and emotional development from newborn to the older adult. The effects of hereditary, social and environmental factors are explored. Discussion regarding cultural diversity and the needs of the patient from a holistic viewpoint are integrated. Application of growth and development considerations when providing nursing care are discussed based on evidence-based practice.

***NU 104 Nutrition & Health Maintenance/3 credit hours*** - This course is a comprehensive review of the relationship between balanced nutrition and health maintenance and prevention. The nursing process is utilized to give direction in planning nursing care of the individual based on his/her changing physical and psychosocial needs, cultural diversity and stage in life. The role of the nurse as caregiver and educator is emphasized and founded on evidence-based practice.

***NU 105 Pharmacology I/ 2 credit hours*** - This course equips the student with a foundation in the understanding of medications and their role in the care of the client. Educational and cultural patient care considerations are discussed. The student is expected to meet appropriate psychomotor, cognitive and affective competencies related to safe medication administration utilizing the nursing process and evidence-based practice.

### **Second Trimester – 14 weeks**

***NU 106 Pharmacology II/2 credit hours*** - This course will build on the fundamentals of medication administration introduced in Pharmacology I. Medication administration considerations for the adult, older adult, maternal/newborn and child nursing care will be incorporated into the curriculum. Discussion regarding cultural and educational considerations is included. The student will be expected to continue to develop his/her psychomotor, cognitive and affective competencies related to safe medication administration utilizing the nursing process and evidence-based practice.

***NU 108 Maternal Health and Newborn Nursing/4 credit hours (weeks 1-7)*** - This course provides the student with an understanding of the conception, development and delivery of a newborn. The nursing process and evidence-based practice is utilized to address the physical, psychosocial and emotional needs of the maternal patient through these stages, as well as for the newborn. Psychosocial and multi-cultural dynamics of the family are considered. Common complications of pregnancy are also incorporated into the curriculum.

***NU 109 Nursing Care of the Child / 4 credit hours (weeks 1-7)*** - The focus of this course is the nursing care of the child. The understanding of the child's normal growth and development is the foundation for further study regarding the diseases and disorders common to each age group. Basic physiological, psychosocial, emotional and cultural needs are explored utilizing the nursing process and evidence-based practice. Pharmacological, nutritional, safety and health promotion considerations are incorporated into the course.

***NU 110 Nursing Care of the Adult 1/7 credit hours (weeks 8-14)*** - This course is designed to continue to provide development of fundamental nursing knowledge and skills while providing holistic care to the medical surgical adult patient. Evidence-based management of disease processes related to various body systems and patient assessment will be emphasized with the expectation of consistent use of the nursing process to address the physiological, psychosocial, emotional and cultural needs of the client. Strategies that enhance critical thinking and problem solving activities are incorporated into the curriculum.

***NU 112 Intravenous Fluid Therapy/2 credit hours*** - This course utilizes the IML Venous Access and Intravenous Infusion Treatment Modalities curriculum and is based on evidence-based practice. The curriculum is designed to prepare the practical nursing student to gain the knowledge and skills to perform intravenous

therapy as outlined in Missouri Rule 4 CSR 200.6010. The course requires the student to perform at least one successful initiation of IV therapy with supervision of an RN who is the clinical instructor or the preceptor. Students will also be required to pass the written final examination in accordance with the IML course requirements for certification.

### **Third Trimester – 14 weeks**

***NU 107 Pharmacology III/2 credit hours*** - This course will build on the fundamentals of medication administration introduced in Pharmacology I. Medication administration considerations for the adult, older adult, maternal/newborn and child nursing care will be incorporated into the curriculum. Discussion regarding cultural and educational considerations is included. The student will be expected to continue to develop his/her psychomotor, cognitive and affective competencies related to safe medication administration utilizing the nursing process and evidence-based practice.

***NU 111 Nursing Care of the Adult II /7 credit hours (weeks 1-7)*** - This course is designed to continue to provide development of fundamental nursing knowledge and skills while providing holistic care to the medical surgical adult patient. Evidence-based practice and management of disease processes related to various body systems and patient assessment will be emphasized with the expectation of consistent use of the nursing process addressing the physiological, psychosocial, emotional and cultural needs of the client. Strategies that enhance critical thinking and problem solving skills are incorporated into the curriculum.

***NU 113 Nursing Care of the Older Adult/4 credit hours (weeks 8-14)*** - This course focuses on the specialized needs of the geriatric client. The physiological, psychosocial, emotional and cultural adjustments are explored as they relate to aging utilizing the nursing process and evidence-based practice. The nurse's role as a client advocate as well as caregiver is emphasized.

***NU 114 Community Health/Mental Health/4 credit hours (weeks 8-14)*** - This course provides the student with the knowledge and skills to care for the client who is experiencing an alteration in mental health. The course explores the various mental disorders, associated behaviors, therapeutic interventions as well as the application of the nursing process and evidence-based practice in planning and implementing patient care. Personality dynamics, cultural diversity, behavior development and the concept that abnormal behavioral manifestations are an expression of needs are presented. The role of stress and its effect on emotional and mental balance is discussed. Clinical experience will provide the opportunity for application of the principals of care of the patient with alterations in mental health, enhancing the student's understanding of the process of moving through the mental health-illness continuum.

***NU 115 Nursing Leadership and Management/1 credit hour (weeks 8-14)*** - This course fosters the development of leadership qualities in the practical nursing student including decision making, time management, delegating authority and reinforcement of the nursing process. Leadership skills that assist in functioning as a viable member of the interdisciplinary health care team with an emphasis on effective communication skills and holistic care of the patient are incorporated. The course includes observation of a practical nurse functioning as a charge nurse in the medical surgical and/or long-term care setting and will emphasize the importance of professional growth and development, the nursing process and evidence-based practice. Discussion regarding the important role nursing theory has played in the development of the profession will be explored.

## EVALUATION AND RETENTION POLICIES

### **CLASSROOM**

1. Students will receive a progress report every four weeks during each trimester.

2. After each student has read and signed his/her performance report, a copy will be provided to the student for personal files.
3. Proactive measures will be instituted should a student fail to meet 80% overall in any theory class during the course. The student will be counseled and assisted in developing a written plan for successfully completing the course. This plan will include criteria and a time frame for demonstrating improvement.
4. Theory courses are assigned letter grades.

### **DOSAGE CALCULATION POLICY**

A dosage calculation exam pass score of 100% is required to begin passing medications starting in the Adult Nursing I clinical rotation. Students will be allowed two attempts after which scheduled remediation will be required.

### **CLINICALS**

1. Students will receive a summative performance report each week of clinical rotation.
2. Clinical performance issues will be addressed by the Program Coordinator, nursing director and/or nursing faculty with appropriate measures taken.
3. Should a student in clinical rotation fail the critical outcome criteria as designated in the performance evaluation and clinical syllabus, counseling will be initiated.
4. Student may be removed from the clinical site and/or Nursing Program if, in the judgment of the program director and clinical instructor, it is in the best interest of the patient/clients.
5. Excessive absenteeism/tardiness, poor attitude, difficulty with interpersonal relationships, cheating, poor hygiene, lack of initiative, sleeping in class, failure to follow school/program policies, impaired ability to function or other infraction of program standards may lead to dismissal.
6. Clinical courses will be graded on a Pass/Fail basis.

**PROGRESSION AND RETENTION OF STUDENTS** - The grading and evaluation system at the Carthage Technical Center is designed to encourage the students to be successful in all areas of training. The practical nursing program consists of a series of academic courses and a series of clinical courses. All courses are established on a point system. Each activity and examination will be assigned a specific number of points at the instructor's discretion. To compute the letter grade, the total number of points earned by the student is divided by the total number of points possible, obtaining a percentage. Letter grades are assigned by the following system:

#### **GRADING SCALE**

##### 2012 Program Year Grading Scale

A	96 – 100 %
A -	94 – 95 %
B +	92 – 93 %
B	88 – 91 %
B -	86 – 87 %
C +	84 – 85 %
C	80 – 83 %
F	Below 80%

Grades will be distributed periodically by computer printout. A failing score in any final exam will necessitate the exam to be retaken within one week of the original test. Only the first exam grade will be applied towards

the student's academic record. Final grades will be distributed at the completion of each theory course and clinical course with the final grades for each being recorded on the student transcript. A final grade of 80% or higher is required for each theory course and pass/fail grade in each clinical course in order to continue the program of nursing. Passing grade in clinical courses is 80% or higher. Final exams will be worth 10% – 20 % of the total course grade. Each course syllabus may super cede program policies stated in this handbook.

**PROMOTION POLICY - A student must have a minimum of 80% in each theory course and a Pass in the clinical component in order to remain in the program. Any student not meeting these requirements will be dismissed from the program.**

**ROUNDING OF GRADES** – There will be no rounding up of grades at any level of the academic process. If a student has a 79.5% grade on an assignment, test or course grade, it will stand. This standard must be adhered to in order to maintain the academic integrity of the program.

**TESTS/ASSIGNMENT RESULTS/SCORES** - Individual results will be distributed to the student in class or returned to student's individual mailboxes. Students shall be responsible for monitoring their own grades.

**CHALLENGING TEST QUESTIONS** - Students wishing to challenge a test question will be required to research the question and present findings in writing to the instructor including the following information. Challenges must include:

1. The complete question
2. Rationale for answer
3. Resource utilized for rationale

## STUDENT'S RIGHTS AND RESPONSIBILITIES

The success of any organization is dependent on all members working together cooperatively and effectively, so that the rights and interests of all are supported. This is especially true in the nursing profession, our nursing program and the facilities in which you will be working. Students are expected to conduct themselves in a caring, professional manner reflecting respect for the Carthage Technical Center, the Practical Nursing Program and Instructors, fellow students and the patients you will be caring for. Exhibiting professionalism and high ethical and moral standards in the classroom and clinical setting will demonstrate this respect and facilitate student's success in the program and in his/her future career. Taking into account not only one's own needs, but also the rights and needs of others, is expected and will prove to enhance the total educational experience. Therefore the following rights, responsibilities and rules of conduct have been established. *It is each student's responsibility to know and follow them.*

Practical Nursing students will abide by the following Code of Ethics as established by the National Association for Practical Nurse Education and Service (NAPNES) in 1972.

The Licensed Practical Nurse shall:

1. Consider as a basic obligation, the conservation of life and the prevention of disease.
2. Promote and protect the physical, mental, emotional, and spiritual health of the patient and his family.
3. Fulfill all duties faithfully and efficiently.
4. Function within established legal guidelines.

5. Accept personal and responsibility for his/her acts and seek to merit the respect and confidence of all members of the health care team.
6. Hold in confidence all matters coming to his/her knowledge, in the practice of his/her profession, and in no way at no time violate this confidence.
7. Give conscientious service and charge just remuneration.
8. Learn and respect the religious and cultural beliefs of his/her patient and of all people.
9. Meet his/her obligation to the patient by keeping abreast of current trends in health care through reading and continuing education.
10. As a citizen of the United States of America, uphold the laws of the land and seek to promote legislation, which shall meet the health needs of its people.

## ATTENDANCE POLICY

**Students are expected to be regular and punctual in their attendance. They are responsible for their own learning in the classroom and for the patients they are to care for in the health care facilities. Dependability is an extremely important in the workplace and especially critical in the health care setting where fellow co-workers and patients are relying on us. Good attendance is a mark of dedication and professionalism that is very important to future employers. Every student is expected to be in the class/clinical setting and ready to learn at the scheduled class or clinical time.**

**CLASSROOM ABSENCE NOTIFICATION GUIDELINES** - Notify the Program Coordinator at the Carthage Technical Center @ 359-7026 ext. 17102 no later than 7:30am. Classroom hours are 7:30am- 4:30pm Monday through Thursday.

**CLINICAL ABSENCE NOTIFICATION GUIDELINES** - Notify the clinical instructor no later than 6:00a.m. Clinical hours may vary but will generally be Tuesdays and Wednesdays during the second and third trimesters. Please call the clinical setting only if you are unable to reach the instructor at home or cell phone. Instructor names and phone number will be distributed during program orientation.

**ABSENCE/TARDY ACCUMULATION** – Tardies and absences will accumulate to absences on the following schedule:

1. Four (4) tardies (1 - 59 minutes late for class) = 1 absence.
2. 1 – 4 hours absent from the school day = 0.50 of one absence.
3. Over 4 hours – 1 day of absence.

**One day's absence without notification or prior notification will cause the student to be placed on attendance probation. Two days' absences without notification may be cause for dismissal from the program and student will be required to appear before the Attendance Review Board.**

*Absences accumulating to a total of six may be cause for dismissal from the program. Continuation in the program will be at the discretion of the Attendance Review Board.*

**MAKE-UP WORK** - It is the responsibility of the student to contact the instructor regarding make-up work. When an absence is predetermined contact a classmate to take notes and/or get handout materials for the day. Make-up work will be accepted for full credit not more than three days after the first day returning to the

program. Make-up exams will be taken the next classroom day of returning to the program for full credit. 2.5 % will be deducted for each subsequent day that passes prior to the student taking the make-up exam. 10% will be deducted from makeup exam score if the student does not notify the instructor before the exam that they are not going to be present for exam. Exams scheduled for the students first day back in school will be taken as originally scheduled.

**LATE WORK** – Assignments not turned in on the date due will be considered late. Students can receive half credit for these assignments if they are turned in the next class day. After that day no late work will be accepted.

**PARTICIPATION POINTS** – Students can earn participation points during each course. Participation points will be outlined in the course syllabus. These points will be awarded for activities such as lecture/discussion, viewing DVDs, group work, interactive activities. Only students present in class can earn participation points. Students absent from class will receive a “0” for participation regardless of the reason for the absence. Students involved in behaviors that interfere with the learning process including, but not limited to, cell phone use, being tardy, leaving a class frequently, etc., will not earn participation points for class that day.

### **ATI PREDICTOR EXAMS**

1. Students are expected to pass the NCLEX-PN Predictor Exam prior to program completion.
2. Standardized End-of-Course Exams will count no more than 105 towards the related course grade. The Program National Average will be the equivalent of the total points or 100% of the exam score. Student’s scores will be figured by this standard. Students will be expected to score at least a Level 2 on all ATI End-of-Course exams.

**ACADEMICS** – Students performing unsatisfactorily during any course in academic work may be placed on academic probation. A student’s progress will be considered unsatisfactory when they achieve less than 80% on any examination, miss a homework assignment, or have an overall grade under 80% (at any given time) in any theory course. Students performing unsatisfactorily will be required to attend any scheduled Success Study Group on Fridays (8:00am – 12:00 pm) at the school until the next exam, until the overall grade rises above 80%, or these unsatisfactory conditions are resolved. If a student is required to attend because they failed to turn in a homework assignment, they will be required to attend the Friday of the week the assignment was due. If the student misses a scheduled Friday, it will be counted against their attendance as an absence (1/2 day). The coordinator and instructor(s) will collaborate to establish a suitable program of instruction of remediation for the Friday schedule. Failure of subsequent exams in any course will require that the student continue to complete assigned remedial work in the classroom with instructor supervision during scheduled Success Study Group sessions on Fridays until the end of the related course.

**ATTENDANCE PROBATION/COUNSELING** - Attendance probation will be initiated when a student has reached an absence total that equals four days or four tardies. **Students on attendance probation must meet with the Coordinator of the PN program monthly and after each absence.** **Exception:** If the student is hospitalized for major illness/surgery, the administration will determine if the student will be allowed to return to school. Days spent in the hospital will not be counted toward the absence total. The student must be able to academically complete make-up work in order to remain in school.

**DEATH IN THE FAMILY** - Absences up to 3 days will not be counted into the students total for deaths that occur in the immediate family. Immediate family includes: spouse, children, parents, siblings, mother-in-law,

father-in-law, step-parents, grandparents, and step grandparents. The student must be able to academically complete make-up work in order to remain in school.

**ABSENCE/LATE ATTENDANCE NOTICE** – When absent or tardy, students must complete an absence/late notice to be placed in his/her permanent file. When absent, the student must complete an absence/late notice the first day he/she returns to school. The student is to place the complete notice in the program coordinator’s mailbox.

**Sample of Absence/Late Attendance Notice**

<i>Carthage Technical Center Practical Nursing Program</i>
<i>Today’s Date:</i> _____
<i>I was absent/late to class on the following date(s):</i> _____
<i>Total Hours Absent</i> _____
<i>For the following reason:</i> _____ _____ _____ _____ _____
<i>Student Signature</i> _____
<i>Director’s Signature</i> _____

**ATTENDANCE REVIEW BOARD**

The Attendance Review Board shall meet to consider appeal regarding exceptions to the excessive absence/tardy policy and program dismissal pursuant to such policy. The board shall include, but is not limited to, a member of the Carthage Technical Center administrations, program director, designated faculty, program advisory board member and adult counselor. The student’s request for review must be provided in writing to the Coordinator of the Practical Nursing program no more than five business days following the absence (s) for which the student is requesting the consideration of the Attendance Review Board. The written request must be clearly legible and include the following information: date (s) of absence, reason for absence with appropriate corroborating documentation if available.

Students who have accumulated more than four absences or six tardies or who anticipate accumulating more than four absences or six tardies attributed to illness or another reasonable cause will appear before the Attendance Review Board for the purpose of requesting one or more of the following:

1. An exception to the absence/tardy policy for unavoidable absence/tardy due to illness or other reasonable cause.
2. An extension of the number of absences/tardies that shall accumulate before program dismissal.
3. Other appropriate exception from the contents of the absence/tardy policy.

***The above requests are conditional upon maintaining required GPA.***

The Board will consider all the facts under the circumstances of each case in deciding whether to grant or deny exception requested.

Relevant factors may include, but are not limited to the following:

1. The reason for the accumulated or anticipated absences/tardies.
2. The distribution of absences/tardies, i.e., sporadically occurring throughout the semester or occurring as a single block.
3. The duration of each period of absence.
4. The pattern of attendance prior to the accrual of absences/tardies at issue.
5. Whether all class work has been satisfactorily completed.
6. The extent to which the class or clinical objectives have been met.

The Attendance Review Board will convene within fourteen (14) calendar days of the student's return to class following more than four absences and/or six tardies. The student will be notified of the meeting date, time and place in writing.

#### **PROCEDURE FOR ATTENDANCE REVIEW BOARD**

1. Student shall present case (15 minutes allotted).
2. Questions and clarification entertained from board members (15 minutes allotted).
3. At this time, the student is dismissed from meeting with date and time to meet with board chairperson, in regards to the decision of the board.
4. Board discusses appeal and makes decision regarding request. Board chairperson or designated individual will issue in writing the decision of the board.

If the student is not in agreement with the final decision of the board, he/she is referred to the Grievance Procedure outlined in this handbook. All information discussed within the Attendance Review Board meeting is confidential.

**READMISSION** – Readmission will only be considered for students with unforeseen circumstances beyond his/her control (serious medical problems, serious personal problems, etc.) requiring withdrawal from school. To be considered for readmission at the beginning of the second trimester the following criteria must be met:

1. Completion of at least one trimester of the program.
2. Have a cumulative grade of B or above.
3. Request in writing within seven calendar days of last day attended.
4. Verify facts pertaining to request and present them to the Attendance Review Board.
5. Complete a Program Withdrawal Form.

Readmission will only be considered one time for the following school year and if it does not cause class size to exceed the limit set forth by the State Board of Nursing in accreditation status.

If a student is withdrawn from the program due to academic reasons, the student may reapply to the program one time but must meet all application criteria and start at the beginning of the first trimester. The student is responsible for any balance on their student account as well as the tuition and fees for the program year they are applying to.

**TRANSFER POLICY** – Transfer students will be considered on an individual basis by the Practical Nursing Coordinator and the Adult/Post-Secondary Education Director on a space available basis. The following criteria outline the qualifications for transfer.

1. Student's previous practical nursing education experience must have been within the past twelve months.
2. An application must be filed in accordance with CTC admission policies.
3. Transfer/advance placement admission student must be enrolled at least six month in the CTC School of Practical Nursing in order to graduate from the program.
4. Transcripts will be carefully reviewed. Instructor developed and/or standardized examinations and observations in the laboratory may be used to determine eligibility for advance credit and/or transfer.
5. Transfer students must have a cumulative grade point average of a B or above as indicated by previous official school transcript.
6. Transfer students must meet all requirements as set forth by the program.
7. Transfer students must have a recommendation from the practical nursing program director from the previous school attended.
8. Transfer students will meet with the Financial Aid Office to make arrangements for payment of tuition and fees prior to beginning the program.

**WITHDRAWAL** – Students desiring to withdraw from the school must contact the nurse director and submit a written statement giving reason for withdrawal within seven calendar days of last day's attendance. Students must also complete a withdrawal form in the Adult/Post-Secondary Director's Office. Tuition refunds are based on official drop dates and are prorated accordingly as outlined the Student Handbook. Withdrawal date must be reported as soon as possible.

**WITHDRAWAL AND READMISSION** – Withdrawal and readmission will only be considered for a student with unusual circumstances, such as a medical or serious personal issue requiring him/her to withdraw from school. The following criteria outline this process:

1. Student must have completed a minimum of one trimester of the program.
2. Have a cumulative grade average of B or above.
3. Request in writing within 7 calendar days of last day attended.
4. Verify facts pertaining to request and present them to the Attendance Review Board.
5. Complete a withdrawal form in the Adult/Post-secondary Director's Office.

Readmission is conditional and student may be readmitted only if readmission does not cause class size to exceed limit set forth by State Board of Nursing in accreditation status.

In the event that readmission of a student would cause the school to exceed the limits set forth for any class by one student, the student may be admitted provided that the nurse director of the Practical Nursing Program feels that the student will not overload the faculty or facilities.

## POLICIES AND PROCEDURES RELATED TO THE LEARNING ENVIRONMENT

Students are expected to take responsibility for their learning in the classroom, lab and clinical settings. These environments must provide structure and guidelines in order to facilitate the learning experience. The following policies and procedures have been put in place to assist in this process.

### **The Classroom Setting**

**STUDENT/FACULTY CONFERENCE** - Faculty members will be available for student conferences directly before and after class, during class breaks and on Friday mornings by appointment.

**CONFERENCE SCHEDULING** - The Nursing Coordinator and Faculty encourage an open-door policy; however, it is recommended that the student schedule conference times to assure privacy and that adequate time will be available. Examples of conference needs may be clarification of or assistance with subject matter and/or assignments, extenuating circumstances, etc.

**PROBATION** - Students performing unsatisfactorily in either academic work or clinical work can be placed on probation. The coordinator and instructor(s) will collaborate to establish a suitable program of probational instruction or makeup.

**CHEATING/PLAGIARISM** - Students are expected to conduct themselves morally, ethically and professionally. Conduct involving cheating or plagiarism is strictly prohibited. Students who engage in cheating or plagiarism will receive written warning and be placed on behavioral probation. A second offense may result in dismissal from the program. Examples of cheating include but are not limited to the following: copying assignments/tests, turning another student's work in as original, recording false vital signs, or viewing another student's test.

**PHONE CALLS** - Calls will be forwarded to students only in the event of an emergency, otherwise a message will be placed in the individual's mailbox. *Cell phones must be out of sight and turned off, or silenced, in the classroom. Students violating the cell phone policy will be expected to keep their cell phone in the faculty office until the end of the day. There are no cell phones allowed in the clinical areas at any time.*

**VISITORS** - Children, relatives or friends are not permitted to be in attendance during school hours. The coordinator of the program shall approve anyone, other than those regularly in attendance, who is to be requested to be present.

**MAILBOXES** - A mailbox will be provided for each student/instructor in the nursing lab. All test scores, handouts, assignments, etc. will be placed in the mailboxes. All information in mailboxes is confidential.

## **The Lab Setting**

The laboratory is a clinical setting and professional behavior is expected at all times. It should be remembered that the purpose of the lab is to provide students with opportunities to participate in lifelike, effective patient care experiences.

**SCHEDULING OF LAB TIMES** - The lab will be open to students at scheduled times and at the discretion of the coordinator and instructors.

**CONFIDENTIALITY** - Students will be encouraged to keep confidential the nature of the lab session in which they participate. This is done to facilitate an effective lab experience for all students. All students will be required to sign a lab confidentiality statement to participate in laboratory scenarios. A breach of confidentiality will result in the student being placed on clinical probation; a second breach will result in clinical failure.

**EQUIPMENT/SUPPLIES** - Students will be expected to bring the appropriate personal health care equipment with them such as stethoscope, penlights, and personal clinical guidelines. No pens are allowed in the lab, students are to bring pencils. No cell phone or pagers will be allowed in the lab. Failure to comply will result in the student being placed on clinical probation.

**INFECTION CONTROL** - Universal precautions are to be practiced including frequent hand washing or hand sanitizing as appropriate. Hand washing should be performed before and after participation in lab. No food or drink will be allowed in the simulation laboratories.

**EVALUATIONS** - Students are encouraged to complete evaluations of their lab experience. This will facilitate improvements in the process and promote an effective lab session.

**DOCUMENTATION** - Students will be encouraged to use the marker boards located in each of the individual laboratories to make notes or mark on flow sheets to aid in the documentation process. At no time are the students to place writing utensils on the mannequins, or to use the mannequins as a base upon which to write. Students are encouraged to use the lab tables or the marker boards as appropriate writing surfaces.

**PREPAREDNESS/PUNCTUALITY** - Arriving to the lab experience unprepared will result in a loss of points towards the total lab session grade. Students who arrive late will accrue a tardy just as in the clinical setting.

## **The Clinical Setting**

**HEALTH CARE FACILITIES (CLINICAL ASSIGNMENTS)** - As a practical nursing student in the affiliating agencies, students will be working with physicians, nursing personnel, patients and families. This will require that all students conduct themselves in a professional manner. The health care facility is a therapeutic and learning environment where poor attitude, rowdiness, foul language, practical joking and other inappropriate behavior will be cause for disciplinary action or immediate dismissal.

While working in health care facilities, the student will observe all policies of conduct for employees as stated in the individual agencies' policy handbook. We are guests in the clinical facilities. Failure to comply with rules of the clinical facility will result in failure of the clinical rotation.

The clinical instructor and/or clinical preceptor are also responsible for student activities and behavior while in the clinical facility. The student is encouraged to seek guidance from his/her instructor/preceptor as needed.

**UNIFORMS** - Uniforms are to be worn at designated times only. They must be clean, neat and in good repair. Wearing the uniform in public places is discouraged. Student nametags are to be worn on the left front chest area at all times. (If nametag is lost it must be replaced **immediately**. See coordinator for replacement arrangements.) White lab coats (white) may be worn over the uniform for warmth. Clinical attire policies are to

be adhered to any time the student is required to be at the facility, including Monday evenings if pre-clinical research is required.

The clinical uniform will consist of:

**Male students:** Ceil blue scrubs with school patch, \*white shoes, white socks, ID badge, watch with a second hand, bandage scissors, stethoscope, gait-belt, ball-point pen and small note pad.

**Female students:** Ceil blue scrubs with school patch, \*white shoes, white socks, ID badge, watch with a second hand, bandage scissors, stethoscope, gait-belt, pen-light, ball-point pen and small note pad.

**\*Shoes - krocs with holes, canvas shoes and sandals are not permitted.**

**PERSONAL APPEARANCE** - The public gains knowledge and an understanding of our practical nursing program and our school from contact with our students. It is very important that students contribute to the public image of nursing through proper appearance and grooming. Professional dress and manner also contribute to the impression made on fellow peers, staff, etc. as well as fostering poise and self-confidence. The following policies are to be followed in both the clinical and classroom settings:

1. Students must always wear their picture ID badges. (Freeman Requirements – Students are required to wear the Freeman student picture ID badge at any Freeman clinical rotation site.) All picture ID badges (Carthage and Freeman) must be returned to the Coordinator at the end of the program year.
2. Good daily personal hygiene classroom/clinical – includes daily bath, use of effective deodorant, clean fingernails, and good oral hygiene. Careless personal hygiene can distract from positive qualities.
3. Hair must be clean, simply styled, well groomed and off the collar while in uniform. Beards and mustaches must be neatly groomed. Barrettes, bows, hairnets and ribbons are not allowed while in the clinical setting.
4. Makeup must be conservative (colorless or pastel nail polish may be worn if in good repair). In certain clinical areas nail polish may not be allowed.
5. Nails must not extend beyond the tips of the fingers.
6. When in the clinical and professional settings, visible body jewelry\* shall be limited to a watch, wedding ring and/or engagement ring (provided deemed safe) and one pair of small post earrings (ears only). In certain clinical areas jewelry may not be allowed. \*Body jewelry includes the following: eyebrow, nose, naval, tongue and toe rings\*.
7. All artwork on the skin shall be covered.
8. Pins, promotional buttons, stethoscope decorative, etc., may not be worn while in clinical.
9. No halter tops, crop tops, tank tops, muscle shirts, hats, spandex, or miniskirts, may be worn. Clothing/hats with alcohol, tobacco or offensive slogans/logos will not be permitted.
10. No excessive chewing or popping of gum.
11. While representing the Program of Practical Nursing on field trips, seminars, etc. remember it is imperative to dress in a professional manner. **For example: nice dress pants, shirt, skirt blouse, dress, - omitting denim jeans, tee shirts, mini- skirts, shorts, etc. (You may meet a potential future employer and first impressions are lasting!)**

**TRANSPORTATION AND PARKING** - Students are responsible for their own transportation to and from the clinical site. Students may be asked to car pool if parking space is limited at the clinical site. Attendance policies are strictly enforced and students will be counted tardy if driver/riders are late. Students will park in designated areas at each clinical facility. Students will comply with parking regulations for each facility.

**ATTENDANCE POLICY FOR CLINICALS** - Students should report to the assigned clinical area and clinical instructor or preceptor prior to day shift report in order to receive assignment. Clinical times will coincide with the beginning of the day shift and end at 1530 following post conference. Some outlying clinical sites will vary depending on location. If a student is going to be tardy to the clinical site, they must call their clinical instructor before the start of clinical. If they do not call, it may be considered a no-call, no-show. Sending word with another student is not acceptable. The student must call their instructor in person. Not having a telephone is not an acceptable excuse. A no-call, no-show may be cause for failure of the clinical rotation. If a student is more than one hour late to clinical they will not be allowed to participate in the clinical rotation and they will be sent home. Students who do not comply with proper dress code or professional behavior may also be sent home. Students who miss clinical will be assigned make-up work and may be required to do make-up clinical hours. This make-up work and clinical hours must be satisfactorily completed to pass the clinical rotation. An additional fee of \$30.00 per hour may be required. There are no cell phones allowed in the clinical area and could be cause for failure of the clinical rotation. Students must always wear their picture ID badges. (Freeman Requirements – Students are required to wear the Freeman student picture ID badge at any Freeman clinical rotation site.) All picture ID badges (Carthage and Freeman) must be returned to the Program Coordinator at the end of the program year.

**REPORTING OFF DUTY** - Students are to complete clinical assignments in a timely fashion and be at the post clinical conference on time. A complete report should be given to the staff person caring for your patients. All charting must be completed before leaving the clinical area. Nurse's notes are to be reviewed and signed by the preceptor/clinical instructor.

**PERFORMANCE OF MEDICATION ADMINISTRATION AND CLINICAL SKILLS CHECK OFF** - When preparing to perform a skill in the clinical area, which has not been checked off or requires supervision, the preceptor/instructor must be present. Gather all supplies and equipment before notifying the instructor. The clinical checklist should be with each individual during all clinical experiences. The need for instructor presence for completion of skills in the clinical area will be determined by the individual instructor. Any medication administration will be directly supervised and co-signed by the clinical instructor or preceptor. Students are strictly prohibited from administering any medication unless directly supervised as stated above. Students who fail to comply with these medication administration guidelines or to inform the instructor of a skill to be performed may result in failure of the clinical rotation.

**GRATUITIES** - Soliciting or accepting tips or gratuities from any source, including patients, patient's families, friends or staff of clinical facilities for services provided while performing assignments or responsibilities is strictly prohibited. Students who have accepted tips or gratuities will be subject to discipline.

<b>CONFIDENTIALITY</b>
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In the classroom or clinical setting confidentiality is not just an ethical and professional principle but also the law. During clinical rotation, the student is permitted to obtain patient information from a medical record for the purpose of preparing a patient plan of care only. Obtaining health information for any other purpose is strictly prohibited and will be cause for disciplinary action and/or immediate dismissal.

The Health Insurance Portability and Accountability Act requires that a patient's health information record is confidential. Students are held to the same standard as employees of the health care facility to keep this

information confidential and in doing so protect the right to privacy of the patient. Students are not to discuss patient information with friends, relatives, classmates or fellow employees. The student may only discuss patient information with other nurses, physicians, his/her instructors or other nursing students. Any discussion must take place in a private area. Any situations witnessed or information learned while witnessed in the clinical setting such as doctor's office between physician/patient, physician/staff or staff/staff, is confidential and any breach of this confidentiality may result in dismissal from the program.

## HEPATITIS B POLICY

It is recommended that all students in the practical nursing program take the Hepatitis B immunization series. The Occupational Safety and Health Administration recommends the Hepatitis B vaccine for any person with the potential for exposure to blood or body fluids at least one time per month.

Upon selection/admission to the program, Hepatitis B information is provided as well as a declination/waiver of the Hepatitis B vaccination forms. The student may obtain the series of vaccination at the local health department at a reduced cost or from his/her private health care provider at the individual's own expense. Each student is responsible for either obtaining or declining the vaccination prior to the beginning of the entrance into the clinical setting in March.

If the student is going to receive the vaccinations, it is very important that he/she begin the process as soon as possible. If the student has not obtained/started the series of vaccinations or signed the declination form, he/she will not be allowed to enter the clinical component of the program. Each student is required to provide the program coordinator with proof of vaccination or must sign a declination form to release the Carthage Technical Center from liability.

## MISSOURI STATE BOARD OF NURSING POSITION STATEMENT HIV or HBV INFECTION

The Missouri State Board of Nursing recognizes the serious implications the spread of HIV or HBV has on the health, safety and welfare of the public, and the Board's mandated responsibility to the public for assuring safe and competent nursing care.

Mandated by Section 191.694 RSMo, 2002, all licensed nurses and nursing students, shall immediately implement and adhere to the universal precautions recommended by the Centers for Disease Control and Prevention in the care of **all** clients.

All licensed nurses and nursing students who discriminate against a client on the basis of HIV or HBV infection, or makes HIV or HBV testing condition of treatment shall be subject to the denial of licensure or the disciplinary processes of the Missouri State Board of Nursing.

All licensed nurses and nursing students who perform invasive procedures are encouraged by the Missouri State Board of Nursing to voluntarily participate in the Department of Health's evaluation process.

All licensed nurses and nursing students who violate a restriction or limitation placed on their practice by the Department of Health shall be subject to denial or licensure or the disciplinary processes of the Missouri State Board of Nursing.

It is the position of the Missouri State Board of Nursing that all licensed nurses and nursing student(s) with HIV or HBV are entitled to the same reasonable accommodation guaranteed by the American with Disabilities Act.  
MSBN 5/01

### CRIMINAL BACKGROUND CHECKS

Health care facilities make it a policy to require background checks prior to entrance into the clinical setting. Students will be required to complete application for a background check prior to the first day of class.

The Missouri State Board of Nursing requires Identix fingerprinting to be completed/submitted with application for licensure to become a Licensed Practical Nurse.

### DRUG TESTING/USAGE POLICY

All practical nursing students will be required to participate in the drug-screening program. This participation is mandatory and based on the belief that a safe, healthy and productive learning environment is critical to student success. The Carthage Technical Center Practical Nursing Program is also committed to protecting our students, patients (clinical assignments), patient's families and staff from the potential hazards associated with drug and alcohol use in the learning environment.

1. An initial drug screening is to be completed as a part of the enrollment process. Information from this screening must be released to the school as part of the pre-entrance materials required of all students.
2. An ongoing, random drug screening may be requested and given to any student at any time during the school year. Failure to participate or failure to pass a drug test will be cause for dismissal from the program based on the school's policies regarding drug use and the rights of the student for appeal.

This drug-screening program is necessary to meet the requirements of the health care facilities where students are placed for clinical experiences, internships, and preceptorships. For any questions regarding the drug-screening program, please contact the Adult/Post-Secondary Director's Office (cost, payment process, etc.).

The following policies are put in place to address issues with drug or alcohol use that can adversely affect learning performance and safety. Students are to strictly adhere to these policies.

1. While at school, clinical learning site or authorized school-sponsored event (on or away from school premises), students are prohibited from use and unauthorized possession, distribution or abuse of alcohol or controlled substances, over-the counter or prescription drugs not used as directed or prescribed, or other mind altering or intoxicating substances.
2. Drugs prohibited by this policy include, but are not limited to, controlled substances such as cannabinoids (marijuana), cocaine, crack, phencyclidine (PCP), LSD, heroin, codeine, morphine, amphetamines, barbiturates, opiates, methaqualone or benzodiazepianes, or any other substances included in the Federal Controlled Substance Act and any other substance which may impair the student's ability to work in a safe and productive manner. Drugs prohibited also include prescription or

over-the-counter drugs which have been specifically prescribed by a licensed physician or are not being used for the purpose or manner prescribed.

3. Students will not be allowed to attend school or permitted to work in clinical settings while under the effects of prohibited drugs or alcohol in their system. Students who report to school/clinical setting/school function under the influence or while suffering from the effects of prohibited drugs or alcohol will be subject to disciplinary action, up to and including immediate dismissal from the program.
4. Students who are currently taking prescription medication(s) that may cause impairment of learning/work performance must report such usage to the nurse director/faculty. These medications may include but are not limited to, stimulants and /or medication that causes drowsiness. Upon receipt of such information, nurse director/faculty may make appropriate evaluation as to the ability of the student to learn and properly perform their work.
5. Students are encouraged to not bring any personal medications to the school/clinical settings. Any personal medications are to always be stored in the original container and be kept out of site when in these educational settings.

Carthage Technical Center will utilize the following drug-testing procedures:

1. If a student exhibits signs, symptoms or behavior that, in the opinion of the instructor, is consistent with the use of drugs and/or alcohol, he/she will be required to submit to a urine and/or blood test.
2. The instructor will remove the student to a private area. He/she will discuss with the student the signs and symptoms observed. The student will be allowed to provide a verbal explanation of the suspicious behavior.
3. The student will be placed on suspension pending the results of the drug screen.
4. The instructor will request immediate urine and/or blood testing, if deemed appropriate. Refusal by the student to submit to testing will be grounds for dismissal from the program.
5. The student will be dismissed from class or clinical at this time, as soon as possible.
6. The student is responsible for the fee for the drug screen payable to the Carthage Technical Center.

#### VIDEO AND PUBLICATIONS PERMISSION

The Carthage Technical Center is involved with several innovative programs and there are times when information about our programs is shared with other groups and organizations. Students may be videotaped or photographs taken of students involved in learning activities. The videotapes/photographs will be used to highlight the importance of vocational education and for educational purposes. The photographs could be used on the school web page, in newspaper articles or in program brochures. Students are required to notify the Program Director in writing within thirty days of school starting if they prefer not to be part of these groups that may be videotaped/photographed for educational purposes in the school setting. If questions exist, please call the school office 417-359-7095.

## LIBRARY POLICY

The Practical Nursing classroom is equipped with a reference library and internet access. Continued efforts will be made to add to this important part of the program. References include books, pamphlets, and magazines. The library is cataloged according to subject. Students are encouraged to use these resources to enhance their learning. Library policy is as follows:

1. Materials may be checked out for **OVERNIGHT ONLY**. This is courtesy for others who may wish to use the reference.
2. **TO CHECK OUT BOOKS AND MAGAZINES** - The student checking out the book should write his/her name on the sign-out form and give to the coordinator. The book should be returned to the coordinator.
3. Students are responsible for all overdue and lost books from the library. Should books be lost, the student will replace the text with a book of today's value before final grades will be given. If books are overdue, a student may lose the privilege of checking out books from the library.
4. Information from the Internet may be copied with permission from faculty observing copyright laws. At the completion of the student's use for the information, it is to be returned to the faculty for future students' use.
5. Quiet time will be observed in the classroom during breaks and lunchtime. The library will be available thirty minutes before and after class on non-clinical days for student use.

## PROGRAM EVALUATION

At the end of each academic unit, students shall complete and turn in an "Instructor Evaluation in the Classroom Setting" form. The results of the evaluation forms will be compiled by the Adult/Post Secondary Director or his/her designee. At the conclusion of each clinical rotation, students shall complete and turn in an "Evaluation of the Clinical Experience" form. Prior to graduation, students shall complete and turn in an "End of the Year Evaluation" of the practical nursing program. The completed program evaluation forms are sealed and not opened until after the class graduates. Personnel from each clinical facility will be asked to provide input by completing an evaluation form regarding the clinical learning experience.

## STUDENT ORGANIZATIONS

All students in the Practical Nursing Program are encouraged to participate in the Carthage Technical Center Student Practical Nursing Organization. This local organization helps the student to develop leadership, professional skills and knowledge related to the nursing profession. Participation in state and national student organizations is encouraged as well.

### **ARTICLES OF THE CONSTITUTION**

### **THE CARTHAGE TECHNICAL CENTER PRACTICAL NURSING STUDENT ORGANIZATION CONSTITUTION AND BY-LAWS**

ARTICLE I – This organization will be known as the CTC Practical Nursing Student Organization.

ARTICLE II – The objectives of this Organization:

1. Promote new learning opportunities and experiences for students.
2. Organize initiatives for health related community service.
3. Foster awareness of the benefit of memberships in professional organizations.
4. Provide opportunities to develop leadership and professional skills for students.

ARTICLE III – Members shall include all students of the program.

ARTICLE IV – Direction and management of affairs and finances shall be by the executive board.

Section I – The executive board shall include:

1. President
2. Vice-President
3. Secretary/Historian
4. Treasurer
5. Class representative (will represent the class on various committees)

Section II – Nominations and elections shall be by-laws

ARTICLE V – This organization will be under the supervision of a faculty advisor.

ARTICLE VI – There will be regular scheduled monthly meetings. Additional meetings shall be called by the Executive Board.

Section I – A 2/3 majority must be present to constitute a quorum.

## **ARTICLES OF THE BYLAWS**

ARTICLE I – MEMBERSHIP - Membership shall include all students of the CTC Practical Nursing Class.

ARTICLE II – DUES – Dues shall be set by vote of the class and are to be paid to the Treasurer by a designated time frame.

ARTICLE III – MEETINGS – Regular meetings shall be held on the third Thursday of every month. Minutes of these meetings will be recorded and a copy posted and a copy kept on file.

ARTICLE IV – DUTIES OF OFFICERS

1. President – Shall conduct meetings, name committees, call executive board meetings.
2. Vice President – Presides in absence of President.
3. Secretary – Records minutes of meetings, posts them, responsible for class correspondence and presents monthly report.
4. Treasurer – Collects funds and dues, presents report of meetings.
5. Historian – To keep a historic account of the class activities by means of scrapbook, newspaper, cards and all memories of the class.

ARTICLE V – STANDING COMMITTEES – The standing committees may be composed of students who volunteer or may be appointed as deemed necessary by the President.

## REFUND POLICY

**REFUND POLICY** - For students who begin classes, 100% of the books, supplies, and fee allowances are considered expended. **Tuition is the only expense that may be refunded and is done so in accordance with the institutional refund policy.**

<u>Week Withdrawn</u>	<u>Refund Amount</u>
Week 1	80% of tuition
Week 2	60%
Week 3	40%
Week 4	20%
After 4 weeks enrollment	<b>NO REFUND</b>

## HEALTH CARE POLICY

The Carthage Technical Center's Program of Practical Nursing or the health care facilities to which the students are assigned do not provide health services for students. In the event of illness or accidents during the class or clinical hours, neither the school nor clinical site will assume responsibility. It is strongly recommended that all students carry health insurance.

A continuous health record will be kept for each student during the school year and include the following:

1. Pre-entrance physical and drug screening.
2. Record of current immunizations.
3. Record of illness or injuries during the school year.
4. Hepatitis B vaccination record.
5. Emergency Information form – see below.
6. Documentation of negative TB skin test performed within the previous 3 months of program start date.

**EMERGENCY HEALTH CARE** - If a student becomes ill or injured while in the classroom or on duty at a health care facility, the situation should be reported to classroom/clinical instructor immediately. Emergency care/health care will be the responsibility of the individual student. Such care will be at the expense of the student. In the event of an emergency/illness or injury, first aid measure may be initiated by the nurse director/faculty or technical center director or appropriate health care personnel until parent, spouse, significant other or emergency services are rendered. This service is limited to the comfort and protection of the student until medical evaluation and recommendation is secured.

**EMERGENCY CARD** - All students at the Carthage Technical Center will complete an emergency procedure card that will be on file in the front office. This card will include names of persons to be contacted in case of emergency, spouse's name, if applicable, and name of doctor. In addition, the student will indicate their wish to be taken to the nearest hospital emergency room in case of serious injury, and permission from the student for the school to contact their doctor. Medical care received from a hospital or physician is at the expense of the student. It is strongly recommended that students carry health insurance.

**ACCIDENT REPORTS** - In order that proper measures may be taken to avoid recurrence of accidents, written reports will be prepared on all accidents occurring on school premises or at school-sponsored activities of the school district.

## DISMISSAL FROM PROGRAM

**DISMISSAL** - Mature behavior of Carthage Technical Center students is essential to the safety and success within each class. Proper behavior and general work habits are basic requirements for successful employment and are stressed as part of the educational program and are as important as the skilled areas of the course. If students fail to conduct themselves properly and do not abide by the Carthage Technical Center standards, disciplinary action will become necessary. Practical Nursing students will follow the discipline policies in the Carthage Practical Nursing Student Handbook.

Additional causes for dismissal include, but are not limited to, the following:

1. Failure to meet attendance requirements.
2. Failure to achieve satisfactory progress in theory or clinical. (Academic failure in the theory portion of a course or failure of one clinical rotation.)
3. Stealing property of the school or at the clinical site.
4. Two episodes of cheating.
5. Unprofessional or unethical behavior in the clinical setting.
6. Violation of patient confidentiality.

The following are examples of interactions which could result in immediate termination from the program.

1. Falsification of records (includes hospital records). \*\*To give an untruthful account of; to misrepresent; to alter or tamper with in order to deceive; to forge.
2. Refusal to follow instruction in carrying out the duties assigned by the instructor; insubordination.
3. Conviction and/or use of, or unauthorized possession of narcotics, alcohol, or other drugs illegally, except by prescription at any time, including those times outside of class and clinical program hours.
4. Attending class or clinical under the influence of drugs or alcohol.
5. Possession of a weapon such as a gun, knife, or other harmful implement on school premises or clinical sites.
6. Performing any task outside the scope of practice of a student practical nurse.
7. Breach of confidentiality.
8. Assault of client or classmate verbally, emotionally or physically.
9. Any individual who is added to or found to be on the Missouri Employee Disqualification List during the course of the program will be immediately terminated from the program.
10. Any individual who is found to have been convicted of a Class A, B, or C felony during the course of the program will be immediately terminated from the program.

The following are examples of interactions which could result in disciplinary action or dismissal from the program.

1. Unauthorized absence from assigned duty station during scheduled hours.
2. Loitering, loafing, or sleeping while in assigned clinical area.
3. Use of abusive or obscene language, or acting in a disrespectful manner to any classmate or instructor in the classroom or to a patient, visitor, or staff member while in the clinical area.
4. Threatening, intimidating, or coercing a classmate, instructor, staff member, patient, or visitor.
5. Fighting, horseplay, annoying others or other disorderly conduct on school or clinical premises.
6. Failure to follow call-in policy.
7. Failure to report to clinical instructor/preceptor upon arrival to clinical site.

Disciplinary procedure:

1. Written warning for personal file.
2. Counseling session with Program Coordinator and/or Adult-Post-secondary Director.
3. Termination from program.

## GRIEVANCE PROCEDURES

### **Procedures for Students Claiming Discrimination on the Basis of Sex, Race, Creed, Color or National Origin:**

1. Verbal communications of alleged discrimination shall be made directly to the instructor or other school employee directly involved.
2. Unresolved grievances may be taken directly to the nursing coordinator after a reasonable time has been permitted for corrective action. Chain of command will be followed.
3. Grievances not resolved in the informal stages may be presented as formal charges under the following procedures:
  - a. Student may present discrimination grievance in writing to the nursing coordinator. Student must sign written grievance. Written grievance must include the following information: date of filing, description of alleged grievances and names of the school staff involved. Upon receipt of the formal grievance, the Coordinator will:
    - i. Forward copies of the grievance to the Carthage Technical Center Adult/Post-Secondary Education Director and the staff member or members involved.
    - ii. Make a decision and notify the student and the Technical Center Adult/Post-Secondary Education Director of that decision no later than ten school days following the filing of the formal grievance.
  - b. Student may appeal the decision of the coordinator and Director of the Technical Center. The student may arrange a conference with the Director of the Technical Center. Student must appear and present the written report of the decision of the director and coordinator. Notification of the action taken by the Director will be given in writing to the student, Adult/Post-Secondary

Education Director, coordinator and staff member or members involved within five days after this conference.

- c. Student may appeal the decision of the Director to the Superintendent and the Board of Education by notifying the Director of their intent and by appearing before the Superintendent. The hearing before the Board of Education may be conducted in executive session upon the request of either the Board of Education or the student, or staff or member or members involved.

### **Procedures for Students Receiving Suspension or Termination from the Nursing Program:**

1. Verbal communications shall be made directly to the instructor involved in the grievance.
2. Unresolved grievances may then be taken directly to the coordinator of nursing after a reasonable time has been permitted of corrective action. Chain of command will be followed.
3. Grievances not resolved in the informal stages may be presented as formal charges under the following procedures:
  - a. Students may appeal the suspension/termination in writing to the coordinator.
  - b. Student must sign written grievance. Written grievance must include the following information: date of filing, description of grievance, and the name of the staff member or members involved. Upon receipt of the formal grievance, the coordinator will:
    - i. Forward copies of the grievance to the Carthage Technical Center director and superintendent of schools and staff member or members involved.
    - ii. Make a decision and notify the student and superintendent of that decision no later than ten school days following the filing of the formal grievance.
  - c. Student may appeal the decision of the director to the superintendent of schools. Student must appear and present their written report of the decision of the director. Notification of the action taken by the superintendent will be given in writing to the student, director and staff member or members involved within five days after this conference.
  - d. Student may appeal the decision of the superintendent to the Board of Education by notifying the superintendent of their intent and by appearing before the Board of Education at the next regularly scheduled or specially called meeting of the Board of Education. The hearing before the Board of Education may be conducted in an executive session upon the request of either the Board of Education or the student, or staff member or members involved.

All students must comply with the Missouri Nurse Practice Act section 335.066 to sit for the NCLEX-PN Board exam. The decision to write the board exam rests with the Missouri State Board of Nursing and **graduation from this program does not guarantee eligibility to write the NCLEX-PN Board exam.**

335.066. Denial, revocation, or suspension of license, grounds for, civil immunity for providing information.

1. The board may refuse to issue any certificate of registration or authority, permit or license required pursuant to sections 335.011 to 335.096 for one or any combination of causes stated in subsection 2 of this section. The board shall notify the applicant in writing of the reasons for the refusal and shall advise the applicant of his or her right to file a complaint with the administrative hearing commission as provided by chapter 621, RSMo.

2. The board may cause a complaint to be filed with the administrative hearing commission as provided by chapter 621, RSMo, against any holder of any certificate of registration or authority, permit or license required by sections 335.011 to 335.096 or any person who has failed to renew or has surrendered his or her certificate of registration or authority, permit or license for any one or any combination of the following causes:
  - a. Use or unlawful possession of any controlled substance, as defined in chapter 195, RSMo, or alcoholic beverage to an extent that such use impairs a person's ability to perform the work of any profession licensed or regulated by sections 335.011 to 335.096.
  - b. The person has been finally adjudicated and found guilty, or entered a plea of guilty or nolo contendere, in a criminal prosecution pursuant to the laws of any state or of the United States, for any offense reasonably related to the qualifications, functions or duties of any profession licensed or regulated pursuant to sections 335.011 to 335.096, for any offense an essential element of which is fraud, dishonesty or an act of violence, or for any offense involving moral turpitude, whether or not sentence is imposed.
  - c. Use of fraud, deception, misrepresentation or bribery in securing any certificate of registration or authority, permit or license issued pursuant to sections 335.011 to 335.096 or in obtaining permission to take any examination given or required pursuant to sections 335.011 to 335.096.
  - d. Obtaining or attempting to obtain any fee, charge, tuition or other compensation by fraud, deception or misrepresentation.
  - e. Incompetency, misconduct, gross negligence, fraud, misrepresentation or dishonesty in the performance of the functions or duties of any profession licensed or regulated by sections 335.011 to 335.096.
  - f. Violation of, or assisting or enabling any person to violate, any provision of sections 335.011 to 335.096, or of any lawful rule or regulation adopted pursuant to sections 335.011 to 335.096.
  - g. Impersonation of any person holding a certificate of registration or authority, permit or license or allowing any person to use his or her certificate of registration or authority, permit, license or diploma from any school.
  - h. Disciplinary action against the holder of a license or other right to practice any profession regulated by sections 335.011 to 335.096 granted by another state, territory, federal agency or country upon grounds for which revocation or suspension is authorized in this state.  
A person is finally adjudged insane or incompetent by a court of competent jurisdiction.
  - i. Assisting or enabling any person to practice or offer to practice any profession licensed or regulated by sections 335.011 to 335.096 who is not registered and currently eligible to practice pursuant to sections 335.011 to 335.096.
  - j. Issuance of a certificate of registration or authority, permit or license based upon a material mistake of fact.
  - k. Violation of any professional trust or confidence.
  - l. Use of any advertisement or solicitation which is false, misleading or deceptive to the general public or persons to whom the advertisement or solicitation is primarily directed.
  - m. Violation of the drug laws or rules and regulations of this state, any other state or the federal government.

- n. Placement on an employee disqualification list or other related restriction or finding pertaining to employment within a health-related profession issued by any state or federal government or agency following final disposition by such state or federal government or agency.
3. After the filing of such complaint, the proceedings shall be conducted in accordance with the provisions of chapter 621, RSMo. Upon a finding by the administrative hearing commission that the grounds, provided in subsection 2 of this section, for disciplinary action are met, the board may, singly or in combination, censure or place the person named in the complaint on probation on such terms and conditions as the board deems appropriate for a period not to exceed five years, or may suspend, for a period not to exceed three years, or revoke the license, certificate, or permit.
4. An individual whose license has been revoked shall wait one year from the date of revocation to apply for relicensure. Relicensure shall be at the discretion of the board after compliance with all the requirements of sections 335.011 to 335.096 relative to the licensing of an applicant for the first time.
5. The board may notify the proper licensing authority of any other state concerning the final disciplinary action determined by the board on a license in which the person whose license was suspended or revoked was also licensed of the suspension or revocation.
6. Any person, organization, association or corporation who reports or provides information to the board of nursing pursuant to the provisions of sections 335.011 to 335.259 and who does so in good faith shall not be subject to an action for civil damages as a result thereof.

# **Construction**

## ***Addendum Policies***

2011 PROGRAM YEAR  
POLICIES and PROCEDURES

## POLICY INFORMATION

Students are responsible to know the School policies as documented in the Adult Student Handbook and the Classroom Management Sheets given to you at the beginning of school.

## REQUIREMENTS

Materials/Supplies/Equipment needed:

1. Writing material
2. Appropriate work clothes
3. Work boots/shoes
4. Safety glasses or goggles at \$2.50 each
5. Two carpentry pencils (students will purchase any additional pencils needed)
6. Text book as needed
7. Hardhats when required

## ASSESSMENT

Exams will be comprehensive and/or hands-on. Final exam will be a two day hands-on assessment.

# **Adult Health Science**

Medical Assisting

Medical Office Assistant

Pharmacy Technician

## ***Addendum Policies***

2011 PROGRAM YEAR

POLICIES and PROCEDURES

## GRADUATION REQUIREMENTS

1. Demonstrate consistent safety and competency in each clinical area.
2. Successful completion of each theory and clinical area.
3. Satisfactory attendance and punctuality record.
4. Turn in all library books and periodicals.
5. Have all tuition and fees paid prior to graduation.
6. Make application to sit for the identified program certification
7. Conduct exit conference with program director.
8. Schedule exit conference with financial aid director if appropriate.
9. Complete program evaluations.

## PERFORMANCE STANDARDS

**Students seeking admission and graduation from one Carthage Technical Center's Health Science programs are required to meet specific academic and performance standards.**

**Critical Thinking** – Sound clinical judgment. Reasoning skills sufficient to perform deductive/inductive thinking for nursing decisions.

**Interpersonal/Communications Skills** – Ability to interact with individuals, families and groups from a variety of social, emotional, cultural and intellectual backgrounds. Establish rapport with patients and colleagues; use therapeutic communications: function as part of a team. Explain treatment procedures, initiate health teaching, document and interpret nursing actions and patient responses. Identify cause and effect relationships in clinical situations; develop nursing care plans; calculate medication dosage accurately; evaluate patient responses; promote patient safety.

Communication abilities sufficient for effective interactions with others both in verbal and written form; ability to operate information technology systems, i.e.: teach patient and family, explain procedures, give oral reports, interact with others, speak on telephone, influence people, explain information through writing.

**Motor Skills** – Physical stamina sufficient to perform the complete range of required patient care activities for the entire length of work day. Fitness to move from room to room and maneuver in small spaces; full ROM; manual and finger dexterity; and hand-eye coordination sufficient to provide safe and effective nursing care. Administer CPR procedures, stand/walk for extensive periods of time, use equipment, transfer patients, and lift 50 pounds

### **Sensory Skills**

Hearing Abilities sufficient to monitor and assess health needs, hear heart monitor alarms, emergency signals, auscultatory sounds, and cries for help.

Visual Abilities sufficient for observation and assessment necessary in nursing (can be corrected to 20/40). Observe patients responses, secretions, and color. Read manometer, charts, computer screen, digital printouts, labels, graphs, gauges, and syringes.

Tactile Abilities sufficient for physical assessments and interventions when necessary in nursing. Ability to perform functions of physical examination and/or those related to therapeutic intervention, e.g. insertion of a catheter or IV, etc.

Olfactory Abilities sufficient for maintaining environmental and patient safety (smell). Distinguish smells which are contributory to assessing and/or maintaining the patient's health status or environmental safety.

**Reading Abilities** - Understand written documents. Read and understand policies, procedures and patient charts. Reading ability will be tested on the TABE pre-entrance test.

**Mathematical Skills** - Perform computations including counting, measuring and performing calculations. Math abilities tested on the TABE pre-entrance test.

**Professional Attitude and Demeanor** - Present professional appearance and skills required to maintain physical, mental health and emotional boundaries. Assume responsibility and accountability for own actions. Stability. Work under stressful conditions. React calmly in emergency situations. Show concern for others.

## EVALUATION AND RETENTION POLICIES

### CLASSROOM

1. Students will receive a progress report every four weeks during each quarter.
2. After each student has read and signed his/her performance report, a copy will be provided to the student for personal files.
3. Proactive measures will be instituted should a student fail to meet 70% overall in any theory class during the course. The student will be counseled and assisted in developing a written plan for successfully completing the course. This plan will include criteria and a time frame for demonstrating improvement.
4. Theory courses are assigned letter grades.

### CLINICAL LAB SETTING

1. Students may receive a summative performance after each skill set in the clinical lab.
2. Clinical performance issues will be addressed by the instructor
3. Should a student in clinical skill lab fail the critical outcome criteria as designated in the performance evaluation and clinical syllabus, counseling will be initiated.
4. Student may be removed from the Health Science Program if, in the judgment of the program instructor, it is in the best interest of the patient/clients.
5. Excessive absenteeism/tardiness, poor attitude, difficulty with interpersonal relationships, cheating, poor hygiene, lack of initiative, sleeping in class, failure to follow school/program policies, impaired ability to function or other infraction of program standards may lead to dismissal.

**PROGRESSION AND RETENTION OF STUDENTS** - The grading and evaluation system at the Carthage Technical Center is designed to encourage the students to be successful in all areas of training. The Health

Science programs consists of a series of academic courses and a series of clinical skill labs. All courses are established on a point system. Each activity and examination will be assigned a specific number of points at the instructor's discretion. To compute the letter grade, the total number of points earned by the student is divided by the total number of points possible, obtaining a percentage.

Letter grades are assigned by the following system:

<u>All Programs Except P.N.</u>			
A	96-100%	C	74-77%
A-	90-95%	C-	70-73%
B+	88-89%	D+	67-69%
B	84-87%	D	63-66%
B-	80-83%	D-	60-62%
C+	78-79%	F	59 & below

Grades will be distributed periodically by computer printout. Final grades will be distributed at the completion of each semester. A final grade of 70% or higher is reported in order to continue the Health Science program.

**PROMOTION POLICY - A student must have a minimum of 70% in each theory course in order to remain in the program. Any student not meeting these requirements will be dismissed from the program.**

**ROUNDING OF GRADES** – There will be no rounding up of grades at any level of the academic process. If a student has a 77.5% grade on an assignment, test or course grade, it will stand. This standard must be adhered to in order to maintain the academic integrity of the program.

**TESTS/ASSIGNMENT RESULTS/SCORES** - Individual results will be distributed to the student in class or returned to student's individual mailboxes. Students shall be responsible for monitoring their own grades.

**CHALLENGING TEST QUESTIONS** - Students wishing to challenge a test question will be required to research the question and present findings in writing to the instructor including the following information. Challenges must include:

1. The complete question
2. Rationale for answer
3. Resource utilized for rationale

## POLICIES AND PROCEDURES RELATED TO THE LEARNING ENVIRONMENT

Students are expected to take responsibility for their learning in the classroom, lab and clinical settings. These environments must provide structure and guidelines in order to facilitate the learning experience. The following policies and procedures have been put in place to assist in this process.

### The Classroom Setting

**STUDENT/FACULTY CONFERENCE** - Faculty members will be available for student conferences directly before and after class and during class breaks

**CONFERENCE SCHEDULING** - The CTC Faculty encourage an open-door policy; however, it is recommended that the student schedule conference times to assure privacy and that adequate time will be available. Examples of conference needs may be clarification of or assistance with subject matter and/or assignments, extenuating circumstances, etc.

**PROBATION** - Students performing unsatisfactorily in either academic work or clinical lab skills work can be placed on probation. The instructor(s) will collaborate to establish a suitable program of probational instruction or makeup.

**CHEATING/PLAGIARISM** - Students are expected to conduct themselves morally, ethically and professionally. Conduct involving cheating or plagiarism is strictly prohibited. Students who engage in cheating or plagiarism will receive written warning and be placed on behavioral probation. A second offense may result in dismissal from the program. Examples of cheating include but are not limited to the following: copying assignments/tests, turning another student's work in as original, recording false vital signs, or viewing another student's test.

**PHONE CALLS** - Calls will be forwarded to students only in the event of an emergency, otherwise a message will be placed in the individual's mailbox. *Cell phones must be out of sight and turned off in the classroom. Students violating the cell phone policy will be expected to keep their cell phone in the faculty office until the end of the day. There are no cell phones allowed in the clinical areas at any time.*

**VISITORS** - Children, relatives or friends are not permitted to be in attendance during school hours. The coordinator of the program shall approve anyone, other than those regularly in attendance, who is to be requested to be present.

**MAILBOXES** - A mailbox will be provided for each student/instructor in the nursing lab. All test scores, handouts, assignments, etc. will be placed in the mailboxes. All information in mailboxes is confidential.

### **The Lab Setting**

The laboratory is a clinical setting and professional behavior is expected at all times. It should be remembered that the purpose of the lab is to provide students with opportunities to participate in lifelike, effective patient care experiences.

**SCHEDULING OF LAB TIMES** - The lab will be open to students at scheduled times and at the discretion of the instructors.

**CONFIDENTIALITY** - Students will be encouraged to keep confidential the nature of the lab session in which they participate. This is done to facilitate an effective lab experience for all students. All students will be required to sign a lab confidentiality statement to participate in laboratory scenarios. A breach of confidentiality will result in the student being placed on clinical probation; a second breach will result in clinical failure.

**EQUIPMENT/SUPPLIES** - Students will be expected to bring the appropriate personal health care equipment with them such as stethoscope, penlights, and personal clinical guidelines. No pens are allowed in the lab, students are to bring pencils. No cell phone or pagers will be allowed in the lab. Failure to comply will result in the student being placed on clinical probation.

**INFECTION CONTROL** - Universal precautions are to be practiced including frequent hand washing or hand sanitizing as appropriate. Hand washing should be performed before and after participation in lab. No food or drink will be allowed in the simulation laboratories.

**EVALUATIONS** - Students are encouraged to complete evaluations of their lab experience. This will facilitate improvements in the process and promote an effective lab session.

**DOCUMENTATION** - Students will be encouraged to use the marker boards located in each of the individual laboratories to make notes or mark on flow sheets to aid in the documentation process. At no time are the students to place writing utensils on the mannequins, or to use the mannequins as a base upon which to write. Students are encouraged to use the lab tables or the marker boards as appropriate writing surfaces.

**PREPAREDNESS/PUNCTUALITY** - Arriving to the lab experience unprepared will result in a loss of points towards the total lab session grade. Students who arrive late will accrue a tardy just as in the clinical setting.

### **The Clinical Setting**

**HEALTH CARE FACILITIES (Internship/Job Shadow Assignments)** - As a health science student in the affiliating agencies, students will be working with physicians, nursing personnel, patients and families. This will require that all students conduct themselves in a professional manner. The health care facility is a therapeutic and learning environment where poor attitude, rowdiness, foul language, practical joking and other inappropriate behavior will be cause for disciplinary action or immediate dismissal.

While working in health care facilities, the student will observe all policies of conduct for employees as stated in the individual agencies' policy handbook. We are guests in the clinical facilities. Failure to comply with rules of the clinical facility will result in failure of the clinical rotation.

The clinical instructor and/or clinical preceptor are also responsible for student activities and behavior while in the clinical facility. The student is encouraged to seek guidance from his/her instructor/preceptor as needed.

**UNIFORMS** - Uniforms are to be worn daily at the CTC. They must be clean, neat and in good repair. Wearing the uniform in public places is discouraged. Student nametags are to be worn on the left front chest area at all times. (If nametag is lost it must be replaced **immediately**. See instructor for replacement arrangements.) White lab coats (white) may be worn over the uniform for warmth. Clinical attire policies are to be adhered to any time the student is required to be at the facility. Please refer to the program syllabus for complete description of the program uniform.

**PERSONAL APPEARANCE** - The public gains knowledge and an understanding of our practical nursing program and our school from contact with our students. It is very important that students contribute to the public image of nursing through proper appearance and grooming. Professional dress and manner also contribute to the impression made on fellow peers, staff, etc. as well as fostering poise and self-confidence. The following policies are to be followed in both the clinical and classroom settings:

1. Students must always wear their picture ID badges
2. Good daily personal hygiene classroom/clinical – includes daily bath, use of effective deodorant, clean fingernails, and good oral hygiene. Careless personal hygiene can distract from positive qualities.
3. Hair must be clean, simply styled, well groomed and off the collar while in uniform. Beards and mustaches must be neatly groomed. Barrettes, bows, hairnets and ribbons are not allowed while in the clinical setting.
4. Makeup must be conservative (colorless or pastel nail polish may be worn if in good repair). In certain clinical areas nail polish may not be allowed.
5. Nails must not extend beyond the tips of the fingers.
6. When in the clinical and professional settings, visible body jewelry\* shall be limited to a watch, wedding ring and/or engagement ring (provided deemed safe) and one pair of small post earrings (ears only). In certain clinical areas jewelry may not be allowed. \*Body jewelry includes the following: eyebrow, nose, naval, tongue and toe rings\*.

7. All artwork on the skin shall be covered.
8. Pins, promotional buttons, stethoscope decorative, etc., may not be worn while in clinical.
9. No halter tops, crop tops, tank tops, muscle shirts, hats, spandex, or miniskirts, may be worn. Clothing/hats with alcohol, tobacco or offensive slogans/logos will not be permitted.
10. No excessive chewing or popping of gum.
11. While representing the Program of Practical Nursing on field trips, seminars, etc. remember it is imperative to dress in a professional manner. **For example: nice dress pants, shirt, skirt blouse, dress, - omitting denim jeans, tee shirts, mini- skirts, shorts, etc. (You may meet a potential future employer and first impressions are lasting!)**

**TRANSPORTATION AND PARKING** - Students are responsible for their own transportation to and from the clinical site. Students may be asked to car pool if parking space is limited at the clinical site. Attendance policies are strictly enforced and students will be counted tardy if driver/riders are late. Students will park in designated areas at each clinical facility. Students will comply with parking regulations for each facility.

### CONFIDENTIALITY

In the classroom or clinical setting confidentiality is not just an ethical and professional principle but also the law. During clinical internship or job shadow, the student may be permitted to obtain patient information from a medical record for the purpose of preparing a patient plan of care only. Obtaining health information for any other purpose is strictly prohibited and will be cause for disciplinary action and/or immediate dismissal.

The Health Insurance Portability and Accountability Act requires that a patient's health information record is confidential. Students are held to the same standard as employees of the health care facility to keep this information confidential and in doing so protect the right to privacy of the patient. Students are not to discuss patient information with friends, relatives, classmates or fellow employees. The student may only discuss patient information with other nurses, physicians, his/her instructors or other nursing students. Any discussion must take place in a private area. Any situations witnessed or information learned while witnessed in the clinical setting such as doctor's office between physician/patient, physician/staff or staff/staff, is confidential and any breach of this confidentiality may result in dismissal from the program.

### HEALTH CARE POLICY

The Carthage Technical Center's Health Science or the health care facilities to which the students are assigned do not provide health services for students. In the event of illness or accidents during the class or clinical hours, neither the school nor clinical site will assume responsibility. It is strongly recommended that all students carry health insurance.

A continuous health record will be kept for each student during the school year and include the following:

1. Pre-entrance physical and drug screening.
2. Record of current immunizations.
3. Record of illness or injuries during the school year.
4. Hepatitis B vaccination record.
5. Emergency Information form – see below.

6. Documentation of negative TB skin test performed within the previous 3 months of program start date.

**EMERGENCY HEALTH CARE** - If a student becomes ill or injured while in the classroom or on duty at a health care facility, the situation should be reported to classroom/clinical instructor immediately. Emergency care/health care will be the responsibility of the individual student. Such care will be at the expense of the student. In the event of an emergency/illness or injury, first aid measure may be initiated by the nurse director/faculty or technical center director or appropriate health care personnel until parent, spouse, significant other or emergency services are rendered. This service is limited to the comfort and protection of the student until medical evaluation and recommendation is secured.

**EMERGENCY CARD** - All students at the Carthage Technical Center will complete an emergency procedure card that will be on file in infinite campus in the front office. This file will include names of persons to be contacted in case of emergency, spouse's name, if applicable, and name of doctor. In addition, the student will indicate their wish to be taken to the nearest hospital emergency room in case of serious injury, and permission from the student for the school to contact their doctor. Medical care received from a hospital or physician is at the expense of the student. It is strongly recommended that students carry health insurance.

**ACCIDENT REPORTS** - In order that proper measures may be taken to avoid recurrence of accidents, written reports will be prepared on all accidents occurring on school premises or at school-sponsored activities of the school district.

#### HEPATITIS B POLICY

It is recommended that all students in the health science programs take the Hepatitis B immunization series. The Occupational Safety and Health Administration recommends the Hepatitis B vaccine for any person with the potential for exposure to blood or body fluids at least one time per month.

Upon selection/admission to the program, Hepatitis B information is provided as well as a declination/waiver of the Hepatitis B vaccination forms. The student may obtain the series of vaccination at the local health department at a reduced cost or from his/her private health care provider at the individual's own expense. Each student is responsible for either obtaining or declining the vaccination prior to the beginning of the entrance into the program.

If the student is going to receive the vaccinations, it is very important that he/she begin the process as soon as possible. If the student has not obtained/started the series of vaccinations or signed the declination form, he/she will not be allowed to enter the clinical component of the program. Each student is required to provide the program coordinator with proof of vaccination or must sign a declination form to release the Carthage Technical Center from liability.

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## CRIMINAL BACKGROUND CHECKS

Health care facilities make it a policy to require background checks prior to entrance into the clinical setting. Students will be required to complete application for a background check prior to the first day of class.

## DRUG TESTING/USAGE POLICY

All CTC students will be required to participate in the drug-screening program. This participation is mandatory and based on the belief that a safe, healthy and productive learning environment is critical to student success. The Carthage Technical Center is also committed to protecting our students, patients (clinical assignments), patient's families and staff from the potential hazards associated with drug and alcohol use in the learning environment.

1. An initial drug screening is to be completed as a part of the enrollment process. Information from this screening must be released to the school as part of the pre-entrance materials required of all students.
2. An ongoing, random drug screening may be requested and given to any student at any time during the school year. Failure to participate or failure to pass a drug test will be cause for dismissal from the program based on the school's policies regarding drug use and the rights of the student for appeal.

This drug-screening program is necessary to meet the requirements of the health care facilities where students are placed for clinical experiences, internships, and preceptorships. For any questions regarding the drug-screening program, please contact the Adult/Post-Secondary Director's Office (cost, payment process, etc.).

The following policies are put in place to address issues with drug or alcohol use that can adversely affect learning performance and safety.

Students are to strictly adhere to these policies.

1. While at school, clinical learning site or authorized school-sponsored event (on or away from school premises), students are prohibited from use and unauthorized possession, distribution or abuse of alcohol or controlled substances, over-the counter or prescription drugs not used as directed or prescribed, or other mind altering or intoxicating substances.
2. Drugs prohibited by this policy include, but are not limited to, controlled substances such as cannabinoids (marijuana), cocaine, crack, phencyclidine (PCP), LSD, heroin, codeine, morphine, amphetamines, barbiturates, opiates, methaqualone or benzodiazepines, or any other substances included in the Federal Controlled Substance Act and any other substance which may impair the student's ability to work in a safe and productive manner. Drugs prohibited also include prescription or over-the-counter drugs which have been specifically prescribed by a licensed physician or are not being used for the purpose or manner prescribed.
3. Students will not be allowed to attend school or permitted to work in clinical settings while under the effects of prohibited drugs or alcohol in their system. Students who report to school/clinical

- setting/school function under the influence or while suffering from the effects of prohibited drugs or alcohol will be subject to disciplinary action, up to and including immediate dismissal from the program.
4. Students who are currently taking prescription medication(s) that may cause impairment of learning/work performance must report such usage to the instructor/clinical supervisor. These medications may include but are not limited to, stimulants and /or medication that causes drowsiness. Upon receipt of such information, nurse director/faculty may make appropriate evaluation as to the ability of the student to learn and properly perform their work.
  5. Students are encouraged to not bring any personal medications to the school/clinical settings. Any personal medications are to always be stored in the original container and be kept out of site when in these educational settings.

Carthage Technical Center will utilize the following drug-testing procedures:

1. If a student exhibits signs, symptoms or behavior that, in the opinion of the instructor, is consistent with the use of drugs and/or alcohol, he/she will be required to submit to a urine and/or blood test.
2. The instructor will remove the student to a private area. He/she will discuss with the student the signs and symptoms observed. The student will be allowed to provide a verbal explanation of the suspicious behavior.
3. The student will be placed on suspension pending the results of the drug screen.
4. The instructor will request immediate urine and/or blood testing, if deemed appropriate. Refusal by the student to submit to testing will be grounds for dismissal from the program.
5. The student will be dismissed from class or clinical at this time, as soon as possible.
6. The student is responsible for the fee for the drug screen payable to the Carthage Technical Center.

## LIBRARY POLICY

The Health Science classroom is equipped with a reference library and internet access. Continued efforts will be made to add to this important part of the program. References include books, pamphlets, and magazines. The library is cataloged according to subject. Students are encouraged to use these resources to enhance their learning.

Library policy is as follows:

1. Materials may be checked out for **OVERNIGHT ONLY**. This is courtesy for others who may wish to use the reference.
2. **TO CHECK OUT BOOKS AND MAGAZINES** - The student checking out the book should write his/her name on the sign-out form and give to the coordinator. The book should be returned to the coordinator.
3. Students are responsible for all overdue and lost books from the library. Should books be lost, the student will replace the text with a book of today's value before final grades will be given. If books are overdue, a student may lose the privilege of checking out books from the library.
4. Information from the Internet may be copied with permission from faculty observing copyright laws. At the completion of the student's use for the information, it is to be returned to the faculty for future students' use.

## PROGRAM EVALUATION

At the end of each academic unit, students shall complete and turn in an “Instructor Evaluation in the Classroom Setting” form. The results of the evaluation forms will be compiled by the Adult/Post Secondary Director or his/her designee. Prior to graduation, students shall complete and turn in an “End of the Year Evaluation” of the practical nursing program. The completed program evaluation forms are sealed and not opened until after the class graduates. Personnel from each clinical internship/job shadow facility will be asked to provide input by completing an evaluation form regarding the clinical learning experience.