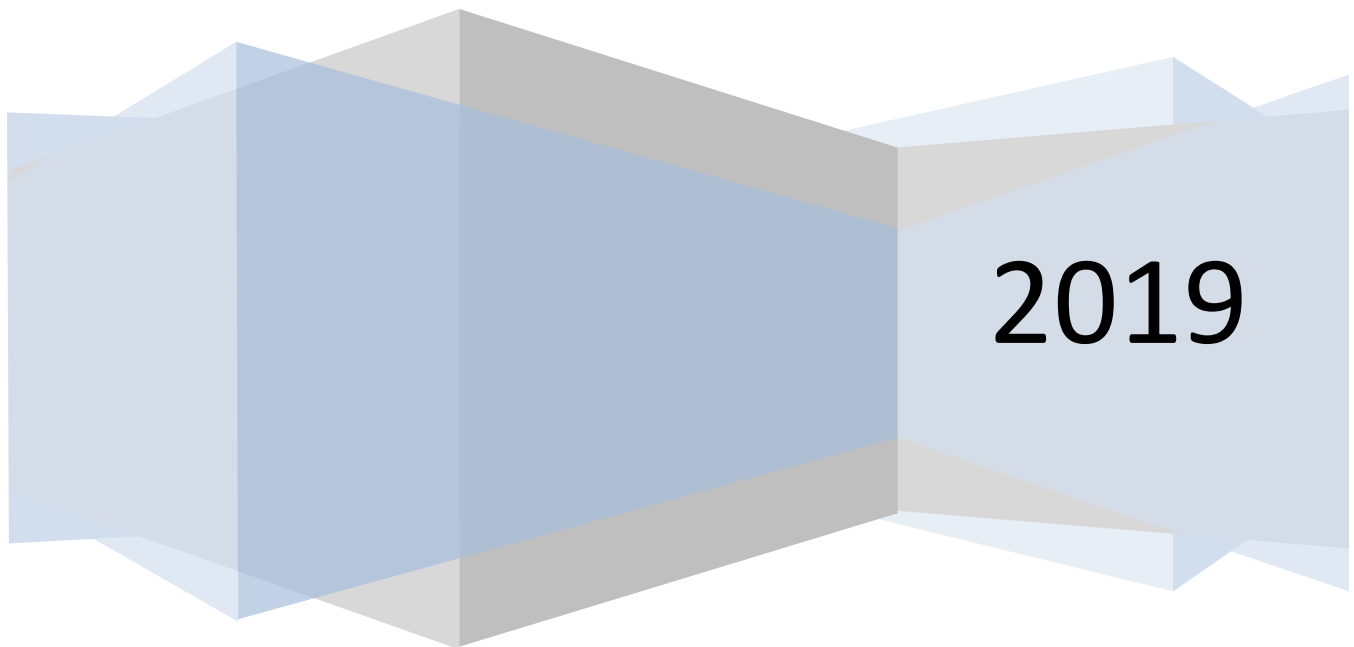




Practical Nursing Program
Student Handbook



CARTHAGE TECHNICAL CENTER

North Campus
609 S. River Street
Carthage, MO 64836
(417)359-7095

South Campus
1100 E. Airport Drive
Carthage, MO 64836
(417)359-7026

ADMINISTRATIVE PERSONNEL

Dr. Mark Baker, Superintendent, Carthage R-9 Schools
Ms. Holley Goodnight, Director, Carthage Technical Center
Mr. Jared Patrick, Assistant Director, Carthage Technical Center

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.

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 is under the jurisdiction of the Carthage R-9 School District. Carthage Technical Center is accredited by the Commission of the Council on Occupational Education (COE) and the Department of Elementary and Secondary Education (DESE). The Practical Nursing Program has full approval status from the Missouri State Board of Nursing.

To review accreditation documentation a request must be made in the CTC-North office at 609 S River St. or by calling 417-359-7095. An appointment will be scheduled with the Adult Coordinator.

Please visit the Carthage R-9 website to view all 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 policies/regulations.

School Website— <http://www.carthagetech.org>

District Website— <http://www.carthagetigers.org>

District Policies— <http://moconed.com/district/CarthageRIX/district.php>

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STUDENT SERVICES PERSONNEL

Director	Holley Goodnight
Assistant Director	Jared Patrick
Adult Coordinator	Samantha Esposito
Counselor	Lee Ann Fent
Financial Aid/Reporting Officer	Kelly Wilson
Vocational Resource Educator	Mark Sponaugle
Career Placement Coordinator	Rhonda Derryberry
Practical Nursing Coordinator	Jennifer Huston

SUPPORT STAFF PERSONNEL

Administrative Assistant	Kelsey O’Daniel
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STUDENT SERVICES/SUPPORT STAFF PERSONNEL DESCRIPTIONS

Director—The Director is the building administrator for the Carthage Technical Center. Responsibilities include supervising and leading in the development of the school's 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 in accordance with the Board of Education policies and applicable state and 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 Director and responsive to the educational direction from the District Superintendents.

Adult Coordinator—The Adult Coordinator oversees the adult and community education program as well as compliance and accountability for accreditation.

Financial Aid/Reporting Officer- The Financial Aid Officer is responsible for all things financial aid related.

Counselor and Vocational Resource Educator—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.

Career Placement Coordinator—The Career 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.

Support Staff—The Support Staff works with financial aid to comply with federal regulations that pertain to the disbursement and record keeping of Title IV funds. The Support Staff will assist the adult instructors in ordering equipment and textbooks, processing purchase orders, and maintaining financial records of cash receipts and disbursements.



WELCOME

On behalf of the Carthage Technical Center Practical Nursing Program faculty and staff, I would like to welcome you to our Practical Nursing Program! Practical nurses continue to be extremely valuable members of the health care team and we are very excited to be able to partner with you in accomplishing your 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. Our faculty and staff are committed to providing excellent instruction, learning opportunities and support as you complete our program this year.

The PN Program Student Handbook has been prepared to help you successfully function within the program guidelines and assist you in meeting health care facility expectations. Please review it very carefully.

We look forward to working with you in the coming year as you complete your education towards training as a practical nurse and begin your career in nursing!

Sincerely,

Jennifer Huston, RN, BSN
Practical Nursing Program Coordinator

FACULTY

Jennifer Huston RN, BSN—Program Coordinator
Jessica Cooper, RN, MSN—Full-time Instructor
Kerenza Crane, RN, BSN—Full-time 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 nursing 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.

GENERAL STUDENT CODE OF CONDUCT

Students enrolling at CTC assume an obligation to conduct themselves in a manner compatible with the educational purposes of the school. If a student fails to do so and engages in behavior disruptive to the educational process, the school will institute appropriate disciplinary action.

Specifically, students are expected to comply with federal, state and local laws concerning activities prohibited generally and specifically on public school property and sponsored functions. Among these illicit activities are civil disobedience, forgery, gambling, immoral conduct, libel, theft, use of and sale of alcohol, tobacco and narcotics, and vandalism. In addition to demonstrating honesty and integrity, students are expected to comply with all policies, regulations and procedures of the Carthage Technical Center.

PHILOSOPHY AND MISSION STATEMENT

Mission Statement—The mission of the Carthage Technical Center Practical Nursing Program is to provide a high quality of 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 healthcare 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 and 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 accomplish 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 healthcare team under the direction of a licensed registered nurse based on the standards of practice outlined in the Nurse Practice Act.

2019 PROGRAM INFORMATION

Program	Clock Hours	Program Length	Status
Practical Nursing	1,325	44 weeks	Full-time

TRANSFER CREDIT POLICY

Carthage Technical Center does not accept transfer credits or clock hours from other post-secondary institutions. There is not an advanced placement policy for individuals who have had prior training. It is the belief of the Carthage Technical Center that students entering any program need to complete all aspects of that program. The Carthage Technical Center does not allow students from one program to transfer to another program in the middle of a program year. All students must enter every program at the CTC at the beginning of the starting term.

FOREIGN STUDENTS

Applicants for whom English is a second language and/or applicants that are non U.S. citizens must take the TABE, TOEFL test of English proficiency, or Michigan Test and obtain a passing score. Applicants are responsible for making their own arrangements for testing. International students must have proper documentation that allows them to participate in post-secondary education in the United States to be admitted to the CTC. A financial responsibility agreement form must be completed before being admitted to any CTC program. International students must meet the same requirements for admission and must qualify for licensure and/or certificate per program. Once this process is completed the TEAS entrance exam will be required to be taken per the application criteria.

CRIMINAL BACKGROUND SCREENING

All adult applicants applying for CTC programs will be required to undergo a criminal background check. Students that are accepted through false or incorrect information for the background check will be terminated from the educational program.

Adult applicants with felony convictions may be denied admission to CTC programs. The specifics of 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 result in being denied 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.

Healthcare 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 fingerprinting to be completed/submitted with application for licensure to become a Licensed Practical Nurse.

DRUG TESTING/USAGE POLICY

All CTC adult students will be required to participate in the drug screening process. 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), patients' families, and staff from the potential hazards associated with drug and alcohol use in the learning environment.

The final step in the acceptance process is a drug screening which is to be completed prior to the first day of the program. Final acceptance is contingent on a positive background check and negative drug screen(s) in compliance with Practical Nursing Program standards of professionalism. Information from this screening must be released to the school as part of the pre-entrance materials required of all students. 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 cause dismissal from the program based on the school's policies regarding drug use and the rights of the student for appeal.

Drug screening is a common hiring process for jobs that our programs are training students to achieve. Instituting a Drug Testing Policy is preparing our students for realistic expectations of the workforce. For any questions regarding the drug screening process, please contact the Program Coordinator'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 performances and safety. Students are to strictly adhere to these policies.

1. While at school, clinical learning sites or authorized school-sponsored events (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/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, 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 settings/school functions 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 cause drowsiness. Upon receipt of such information, the 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 setting. 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.
6. The student is responsible for paying the drug screen fee; payment must be payable to the Carthage Technical Center.
7. To assure the delivery of competent and safe patient care, the Program Coordinator reserves the right to require drug testing of a student if there is reason to believe that drugs/alcohol has been used/abused.

PROGRAM OUTCOME CRITERIA

Upon graduation the professional practical nurse will have the knowledge and skills to function as a contributing member of the healthcare 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 trimesters, 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 healthcare 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 the 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 while 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 course per the Promotion Policy requirements.
3. Satisfactory attendance and punctuality record including completion of assigned attendance make-up hours.
4. Return of all Media Center books and periodicals.
5. Pay all tuition and fees prior to graduation.
6. Complete the ATI NCLEX-PN Predictor Exam per ATI program policy.
7. Complete all required ATI NCLEX-PN End-of-Course Exams per program ATI policy.
8. Make application to write the NCLEX-PN to the Missouri State Board of Nursing and pay appropriate application fees.
9. Obtain National Career Readiness Certification and complete related WorkKeys Assessments.
10. Conduct exit conference with the Program Coordinator.
11. Schedule exit conference with Financial Aid Director if appropriate.
12. Complete all 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/Communication Skills—Student will demonstrate the ability to interact with individuals, families, and groups from a variety of social, emotional, cultural, and intellectual backgrounds, the ability to establish rapport with patients and colleagues, the ability to use therapeutic communications and function as part of a team, the ability to explain treatment procedures, initiate health teaching, document and interpret nursing actions and patient responses, and the ability to identify cause and effect relationships in clinical situations, along with developing nursing care plans, calculating medication dosage accurately, evaluating patient responses, and promoting 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 the telephone, influence people, and explain information through writing.

Motor Skills—Physical stamina sufficient to perform the complete range of required patient care activities for the entire length of a 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 manometers, charts, computer screens, 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 TEAS pre-entrance test.

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

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

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 one 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, careers, or to upgrade old ones while maintaining their current lifestyles. Daytime students may use the evening classes to enhance their daytime classes.

2019 PN PROGRAM CALENDAR

January 4, 7, 8, 10	Instructor In-Service/Work Day
January 9	PN Program Orientation
January 14	First Day of Program
January 21	Martin Luther King Day—no class
February 18	President's Day—no class
March 18 – 22	Spring Break
April 5	Good Friday
April 25	First Trimester Ends
May 27	Memorial Day—no class
June 24 – July 19	Summer Break
August 29-September 2	Labor Day Break
September 5	Second Trimester Ends
October 7	Instructor In-Service/No School
November 4	Instructor In-Service/No School
November 27 – 29	Thanksgiving Break
December 12	Last Day of Class
December 17	Graduation/Pinning Ceremony (Tentative)
December 16-19	Instructor In-Service/Work Day

Friday Attendance Dates: 5/3, 6/14, 11/1

SCHOOL CALENDAR

The Practical Nursing Program spans most of the year with classes continuing during the summer months. Holidays and breaks will generally follow the Carthage R-9 School District calendar during the secondary school year. Check the Practical Nursing calendar for variances in days off or early dismissal days. When the Carthage R-9 School District is dismissed due to inclement weather, practical nursing program classes/clinical will also be dismissed. Access to the inclement weather phone message is available 24 hours a day at 417-359-7010 – option 5. Snow days will be made up at the discretion of the Practical Nursing Coordinator/Administration. These days may be made up on a Friday and attendance will be required. Students may be given one week advanced notice.

TRIMESTER DATES/PROGRAM SCHEDULE (Subject to change)

1st Trimester (January 14 – April 25)

Monday through Thursday Class Hours 8:00 a.m. – 3:30 p.m.

2nd Trimester – 2.1 IV Therapy Course (April 29 – May 3)

Monday through Friday Class Hours 8:00 a.m. – 4:30 p.m.

2nd Trimester 2.2 and 2.3 (May 6 – September 5)

Monday and Thursday Class Hours 8:00 a.m. – 3:30 p.m.

Tuesday and Wednesday Clinical Hours generally 6:30 a.m. – 3:30 p.m.

3rd Trimester (September 9 – December 12)

Monday and Thursday Class Hours 8:00 a.m. – 3:30 p.m.

{ Monday weeks 8 – 14 - Class Hours 8:00 a.m. – 4:30 p.m. }

Tuesday and Wednesday Clinical Hours generally 6:30 a.m. – 3:30 p.m.

Friday Attendance Dates: 5/3, 6/14, 11/1

*Class day schedules include 30 minutes for lunch

*Clinical hours will vary depending on clinical assignment

PN PROGRAM COURSE DESCRIPTIONS

First Trimester (14 Weeks)

NU 100 Anatomy and Physiology / 112 clock 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 with Lab & Medical Terminology / 240 clock 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. Students will explore human growth and development throughout the life-cycle including physical, psychosocial and emotional development from newborn to the older adult. A comprehensive review of the relationship between balanced nutrition and health maintenance and prevention will be included in this course. Theory, laboratory and clinical experiences are integrated throughout the Fundamentals of Nursing course. Anticipating the holistic need and cultural diversity of the individual is included.

NU 102 Personal and Vocational Concepts / 42 clock hours—This course is developed to equip the student with 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 105 Pharmacology I / 40 clock 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 (15 Weeks)

NU 112 Intravenous Fluid Therapy / 40 clock hours (week 1) - This course is an intensive one week curriculum that includes classroom instruction and clinical skills scheduled Monday – Friday followed the final exam on Friday afternoon. 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 2200.6040 and 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 are also required to pass a written final examination and perform several IV therapy skills to be awarded Intravenous Therapy Certification.

NU 106 Pharmacology II / 40 clock hours (weeks 2 – 15) —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 administration utilizing the nursing process and evidence-based practice.

NU 108 Maternal Health and Newborn Nursing / 100.5 clock hours (weeks 2-8)—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 / 100.5 clock hours (weeks 2-8)—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 I / 188.5 clock hours (weeks 9-15)—This course is designed to continue to provide development of fundamentals nursing knowledge and skills while providing holistic care to the medial 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.

Third Trimester (14 Weeks)

NU 111 Nursing Care of the Adult II / 210 clock 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 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. Included in this course is the continuation of building the fundamentals of medication administration introduced in Pharmacology I & II, medication administration considerations for the adult, older adult, maternal/newborn and child nursing care. Strategies that enhance critical thinking and problem solving skills are incorporation into the curriculum.

NU 113 Nursing Care of the Older Adults / 79 clock 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 / 103.5 clock 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 & Management / 13 clock 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 healthcare 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.

NU 116 NCLEX-PN Prep / 16 clock hour (weeks 8-14) – This course content will focus on review of the most current nursing content, test approaches, and other topic areas designed to achieve success on the NCLEX, as well as preparation for entry level professional nursing practice.

ACADEMIC EVALUATION AND RETENTION POLICIES

Classroom

1. Students will receive a progress report for midterm, final grade, and periodically if grade is below 80% of each course.
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 90% is required to begin passing medications starting in the Adult Nursing I clinical rotation. Students are expected to pass the exam by the end of first trimester and will be allowed one more attempt after which continued remediation will be required including attendance of Study/Student Advisement Sessions at the discretion of the Program Coordinator. Students are required to provide their own calculator. Calculators on cell phones may not be used during class.

Clinicals

1. Students will receive a formative performance evaluation most weeks of the 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, dishonesty, poor hygiene, lack of initiative, sleeping, failure to follow school/program policies, impaired ability to function, conduct potentially detrimental to safety of patients/clients or other infraction of program standards may lead to dismissal from the program.
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

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 on any final exam will necessitate the exam to be retaken within approximately two weeks of the original test. Only the first exam grade will be applied toward the student's academic record. The course final and related ATI End-of-Course Exams are both final exams. 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 approximately 10% - 20% of the total course grade. Each course syllabus may super cede program policies stated in this handbook.

Promotion Policy—Students 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 79.9% 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.

Academic Probation and Student Advisement/Study Sessions — Students performing unsatisfactory in his/her academic progress during any course may be placed on academic probation. A student's progress will be considered unsatisfactory when he/she is below an 80% in one or more theory courses. Students performing unsatisfactorily will be required to attend Student Advisement/Study Sessions scheduled before and/or after school on class days for the following:

- Any student whose overall grade in a course has dropped below 80% until his/her grade is at or above 80%
- Students who need to make-up attendance hours based on Attendance Review Board requirements
- Students who have not met dosage calculation exam expectations per the direction/discretion of the Program Coordinator
- ATI remediation and completion of retake exams as scheduled by the PN Program Coordinator
- Students may be required to attend based on application/entrance exam scores

The Program Coordinator and instructor(s) will collaborate to establish a suitable program of instruction of remediation during Student Advisement sessions.

Testing— Students will be allowed 1 minute per question for closed book exams and 1.5 minutes per question for open book exams when taking course exams/quizzes. Instructors may periodically give an open-book exam as he/she deems appropriate. Students are required to use his/her own textbook during open book exams.

- **ScanTron/Paper Exams** - Students will be responsible for reviewing their exam ScanTron forms to determine all questions are answered and the ScanTron is complete with name, course, etc. prior to turning in the ScanTron to the instructor. Students are responsible for making sure all questions are answered before submitting the test.
- **On-line Exams** – On-line exams will be completed in class during program hours. If a test is given online the answer that is submitted is what stands as the final answer.
- **Take-Home Exams** – 10% will be deducted from take-home exam scores for each day late. An exam not turned at the beginning of class on the date due as directed by the instructor will be considered late and an automatic 10% will be deducted from the exam score.

Tests/Assignment Results/Scores—Individual results will be distributed to the student in class or returned to the student's individual mailbox. Students shall be responsible for monitoring their own grades.

Challenging Test Questions—Students wishing to challenge a test question will be required to research a 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

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. Instructors may periodically give assignments where no late work will be accepted due to a lengthy completion time frame. These exceptions will be communicated in the specific assignment rubric.

Participation Points—Students can earn participation points during each course. Participation points will be outlined in the syllabus. These points will be awarded for activities such as engagement in the learning process, preparation and appropriate attire, responsible and ethical behavior, responsible use of technology and attendance. Only students present in class can earn participation points. Students absent or tardy to class will receive a “0” for participation unless they have provided official documentation supporting the absence (such as verification of a doctor’s appointment) in which case the student will be exempt from the participation points assignment for that class period.

Students involved in behaviors that interfere with the learning process including, but not limited to, cell phone use, usage of computers/laptops that is not curriculum related, leaving a class frequently, disrespectful/disruptive behavior, will not earn full participation points for class that day. Instructors reserve the right to withhold participation points in the event that a student’s behavior compromises or interferes with the learning environment.

ATI End-of-Course/Predictor Exams

1. Students are required to take the ATI NCLEX-PN Predictor Exam prior to program completion and expected to achieve a passing score. Students that do not achieve a passing score are required to retake the NCLEX-PN Predictor one additional time at no cost to the student. At that point if the student has not achieved a passing score a remediation plan will be recommended prior to taking the NCLEX-PN exam. The student will have the option to retake the NCLEX-PN Predictor for a second time at which the cost for the second retake will be the responsibility of the student. Retakes of ATI exams will be scheduled at the discretion of the Program Coordinator.
2. Students are required to take all ATI End-of-Course Final Exams per the program schedule. Students who do not achieve a Level 2 are required to remediate and retake the exam up to one additional time at no cost to the student. At that point if the student has not achieved a Level 2 a formal remediation plan will be developed to be completed during the NCLEX-PN Prep course in a reasonable time frame set by the Program Coordinator or the course instructor.
If a student does not achieve a Level 2 after the first retake the student will have the option to complete a second retake at which the cost for the second retake will be the responsibility of the student. Retakes of ATI exams will be scheduled at the discretion of the Program Coordinator or course instructor.
3. Standardized ATI End-of-Course Final Exams will count for 50-100 points towards the related course grade with the Level 2 score being the equivalent of the total points or 100% of the exam score. Students are expected to score at least a Level 2 on all ATI End-of-Course Final Exams prior to program completion per ATI exam policy. If a student does not achieve a Level 2 on ATI End-of-Course Final Exams after all retakes have taken place a remediation plan will be recommended prior to taking the NCLEX-PN Exam.
4. Proctored Exams - In support of ATI guidelines, students are prohibited from having electronic devices (including cell phones), food/drink, purses, books, backpacks, etc. at or under their testing station/location during proctored exams. Students who do not follow these guidelines risk losing the opportunity to complete his/her exam and may be assigned a “0” for his/her exam grade. Any student noted to be involved in cheating during an ATI proctored exam may be given a zero “0” for his/her exam grade.

PAYMENT OF FEES

The responsibility of financing a student’s post-secondary education belongs to the student. Although tuition and fees are due on the first day of classes, Carthage Technical Center will allow students to pay according to a Tuition Payment Plan. The required program deposit is non-refundable. The Tuition Payment Plan is made available at the CTC—North office.

A Tuition Payment Agreement must be signed unless all fees are paid in full by the first day of class. Under this plan, the student pays a down payment of 30% of tuition due by the 7th day of the program. The remaining balance will be divided into 10 equal payments to be paid monthly by the 10th of the month. Payments will begin in February, ending November 10th. Any additional obligation incurred later during the program will be billed by CTC and will be due as noted on the statement or under the same terms and conditions.

If a funding agency will be providing any assistance toward the student's program costs, student must meet with Financial Aid Officer 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.

If Financial Aid is pending for student, meaning student has completed all necessary paperwork and turned in all necessary documentation and award amounts have been calculated, financial aid amount will be deducted from tuition and fees for each award year, with the remaining balance to be made in equal payments beginning in February to November.

If the student does not make payments on time, CTC can require the balance be paid in full immediately. CTC has the right to take steps to collect the balance including but not limited to the following: removing student from program, blocking attendance at graduation ceremony, withholding academic transcripts and diploma until the balance is paid, turning student's account over to a collection agency, and/or taking legal action to collect the balance due. Any charges incurred in trying to collect fees will be added to the student's account.

If the student withdraws from CTC, the adjusted total balance is due immediately.

REFUND POLICY

If a student wishes to withdraw from a Carthage Technical Center program prior to the completion of the program, the student must notify the school of their desire to withdraw. The request for a refund must be approved by the administration. Tuition is the only expense that may be refunded. Pro-ration is used to determine the amount that may be refunded. For the students who begin classes, 100% of the textbooks and fees are considered to be expended. Applicable fees and supplies may be refunded if the expense has not been incurred. For those students leaving CTC with a balance due to the school, he/she must either pay the entire balance or make monthly installments to satisfy this debt. Weeks are defined in calendar weeks. The week the student begins, regardless of the day, from Sunday to the following Saturday is week one, and so on.

In the event the Carthage Technical Center cancels the class before the start of the program, CTC will refund 100% of the tuition/fees collected. This includes tuition fees as well as application fee and deposit. Refund will be given within 45 days of the class start date.

Full refund will be given when a student withdraws on or before the first day of class, less \$100 cancellation fee. Refund will be given within 45 days of the class start date. Application fee and deposit not included in refund.

Withdrawing during week one of the program, after the first day, makes the student eligible for a refund of 75% of the tuition of his/her program they are withdrawing. Refund will be given within 45 days of the start date for the class.

Withdrawing during week two of the program makes the student eligible for a refund of 50% of the tuition of his/her program they are withdrawing.

Withdrawing during week three of the program makes the student eligible for a refund of 25% of the tuition of his/her program they are withdrawing.

Beginning week four of the program, no refund will be given.

Students who have not visited the school facility prior to enrollment will have the opportunity to withdraw without penalty within three days following either attendance at a regularly scheduled orientation or following a tour of the facilities and inspection of the equipment.

FINANCIAL AID

At Carthage Technical Center, we are committed to helping students understand their options in the obtainment of funds for financing their education. The primary purpose of financial aid at CTC is to provide financial assistance, within its available resources, to those who, without such assistance, would not be able to attend.

Who Qualifies?

All financial aid recipients must meet the following eligibility requirements:

- Be a citizen of the U.S. or an eligible non-citizen
- Possess a high school diploma or GED certificate
- Be enrolled in an eligible program

- Be registered with the Selective Service if required
- Have financial need as determined by the Federal Need Analysis (except for unsubsidized Federal Direct Loans)
- Not owe a repayment on a grant or be in default at another college
- Demonstrate satisfactory academic progress in a program of study
- Not currently receiving financial aid at another college

Types of Financial Aid

Generally speaking, financial aid falls into two categories—grants and loans. Grants do not need to be repaid; loans do have to be repaid. CTC offers the following:

Pell Grants: The Pell Grant Program is a federal aid program designed to provide financial assistance to undergraduates in obtaining post-secondary education. This type of aid does not need to be repaid and is based on financial need.

Loans: Federal Stafford Loans are available to students who demonstrate Satisfactory Academic Progress; complete additional loan requirements, show financial need, and are pursuing at least a half-time course of study. Loans include the Federal Subsidized Stafford Loan and the Federal Unsubsidized Stafford Loan, both of which must be repaid. Subsidized loans do not accrue interest as long as the student maintains at least half-time enrollment during the six month grace period or during periods of authorized deferment. Unsubsidized loans require the student to pay accrued interest while enrolled in college, grace, and deferment periods.

Other Types of Funding:

Agency Funding

Carthage Technical Center is approved for participation in various funding programs for those who have been laid off, are economically disadvantaged, or who have disabilities. For more information, contact the Missouri Career Center at (417)629-3000.

Veteran's Benefits

Carthage Technical Center is approved for Veteran's training and application for such benefits is available from the CTC office or the office of the Veteran's Administration. The Veteran's Administration National Call Center can be reached at (800)442-4551.

Carthage High School Graduate Scholarship

Graduates of Carthage High School may apply for a \$1000 scholarship to assist with tuition and fees. See the CTC office for application.

A+ Scholarship Program

Students who successfully complete Missouri's A+ Scholarship program in high school become eligible to use the A+ Financial Incentive to pay fees at CTC. The student must use this scholarship within 48 months of graduating from high school. If a student is eligible to receive a Pell Grant, A+ funds will pay only the allowable costs that exceed the Pell Grant amount. A+ Scholarship funding is contingent upon the availability of state funds.

Access Missouri Grant

This state of Missouri grant program provides awards to qualified Missouri residents attending participating Missouri colleges on a full-time basis. This state-funded grant to undergraduate students with financial aid need does not require repayment. Students indirectly apply for the Access Missouri program when they complete the [Free Application for Federal Student Aid](#). The deadline for applying for these programs is printed in the FAFSA instructions and is generally February 1st of each year.

How to Apply for Financial Aid

Steps to obtaining Financial Aid:

1. Fill out Free Application for Federal Student Aid (FAFSA)
Obtain a PIN to sign your FAFSA electronically from the www.pin.ed.gov

Apply online at www.fafsa.ed.gov

Send your FAFSA to Carthage Technical Center using the Department of Education School Code **041522**.
2. Make sure you are admitted to Carthage Technical Center
3. Applications can be found online at www.carthagetech.org

Check your application status by calling (417)359-7095

4. Once you are admitted and have completed the FAFSA, a conference time with the financial office will be set before processing your application. After processing, you will be awarded a package of financial aid that you are eligible to receive. You will accept or cancel aid and return information to the Financial Aid Office.

Some other important information about the financial aid process:

The Financial Aid Office may request that you submit additional information to finalize your application for financial aid, including copies of your Federal tax returns. Make sure any additional paperwork is submitted promptly.

Make sure to reference the Financial Aid Handbook on our website. It contains details and helpful information that could have an impact on your eligibility.

Be sure to sign all of your loan paperwork (most of which can be done electronically) before school starts.

For further information or if you have questions, contact Kelly Wilson, Financial Aid Officer, at (417)359-7095.

VOTER REGISTRATION

All students are encouraged to participate in national, state, and local elections. As a result of the voter registration provision of the Higher Education Act (HEA), Carthage Technical Center provides voter registration forms and information to all students. For details, contact the Adult Education office at (417)359-7095.

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 completed transcript request form (available in the office).

NAME/ADDRESS CHANGE

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

TELEPHONE 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 inside the classroom. Adult students are allowed to use cell phones on scheduled breaks.

TOBACCO USE

(Reference: District Policy 2640 and 5250)

Tobacco use is prohibited on the grounds of the Carthage R-9 School District. Persons using tobacco are required to be at least 250 feet away from the school property. The pavilion located in the park across from the Carthage Technical Center – North Campus is an appropriate location for tobacco use. Tobacco use is prohibited in the clinical setting including anywhere on clinical property, or during clinical hours. For assistance with smoking cessation, contact the Missouri fire Quit Line, 1-800-784-8669 or www.tobaccofreenurses.org

ADDITIONAL POLICY STATEMENTS

Student Parking—Parking for CTC—North is in the gravel lot located North of the building. Parking for CTC—South is in the parking lot behind the High School.

In an effort to provide safety and security for students, their vehicles, and their property, the following regulations will govern student parking and vehicle operation:

1. Vehicles must be locked and parked correctly within the parking spaces provided (gravel parking lot).
2. Drivers are expected to operate their vehicles in a safe and prudent manner at all times in the parking lots and around the school.
3. Loitering or cruising is prohibited.
4. Students will park in the designated student parking lots and will refrain from using parking spots designated for faculty.
5. Consequences will be assessed for violations of the above regulations.
6. Any special circumstances need to be approved by the Coordinator and administration.

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 requested to be present.

EVALUATION AND RECORDS PLACEMENT SERVICE

Guidance and placement services are available for all students attending the CTC. The Career Placement Coordinator offers assistance in the following areas:

- Career Planning
- Resume and Cover Letter Instruction
- Interviewing Skills
- National Career Readiness Certificate testing

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 arise, additional counseling sessions may be scheduled. All members of 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.

ATTENDANCE POLICY

Attendance at Carthage Technical Center is modeled after the workplace. Students are expected to be in class/clinicals every day and punctual in their attendance. Students are responsible for their own learning in the classroom and for the patients they are to care for in the healthcare facilities. Personal business must be taken care of on your own time. Dependability is extremely important in the workplace and especially critical in the healthcare 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. In nursing education, if instruction and training opportunities are missed, it can be reflected in the academic performance of the student and potentially compromise the student's ability to provide safe and competent patient care.

Attendance probation may be initiated when a student has missed more than 25 clock hours in any given trimester – See the Attendance Review Board/Attendance Probation policy.

The maximum number of hours of absence allowed in the Practical Nursing Program is 75 hours. Students will be required to go before the Attendance Review Board when they have missed more than 35 clock hours in any given trimester, or possibly sooner, based on program policy (see Attendance Review Board policies).

Classroom Absence Notification Guidelines—Notify the Program Coordinator at the Carthage Technical Center – North Campus at (417)359-7095 ext. 17102 no later than 7:30 a.m. the day of absence.

Clinical Absence Notification Guidelines—Notify the clinical instructor no later than 6:00 a.m. Clinical hours may vary but will generally be from 6:30 a.m. – 3:30 p.m. Tuesdays and Wednesdays during the second and third trimesters. Please call the clinical setting only if you are unable to contact the instructor. Instructor names and contact information will be distributed during program orientation.

Two days without notification or absence may be cause for the student to be placed on attendance probation. Three days without notification of absence may be cause for dismissal from the program and the student will be required to appear before the Attendance Review Board.

*Absences accumulating to a **75 clock hours** may be cause for dismissal from the program. Continuation in the program will be at the discretion of the Attendance Review Board.*

Make-Up Hours – Students may make-up attendance hours for hours of absence during Study Session on class days from 3:30-4:30. Make up hours are only permitted for hours missed. Students may not make up attendance hours ahead in anticipation of upcoming planned hours of absence.

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 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 the 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 student's first day back in school will be taken as originally scheduled.

Take-Home Exams – 10% will be deducted from take-home exam scores for each day late. An exam not turned at the beginning of class on the date due as directed by the instructor will be considered late and an automatic 10% will be deducted from the exam score.

ATTENDANCE REVIEW BOARD/ATTENDANCE PROBATION

The Attendance Review Board shall meet to consider appeal regarding exceptions to the excessive absence 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 Coordinator 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, and a specific plan outlining how he/she will demonstrate improved attendance.

1. After a student accumulates more than 25 clock hours absent within a given trimester, he/she is required to meet with the Program Coordinator to discuss how he/she will demonstrate improved attendance.
2. Students may meet with the Program Coordinator and the Adult Coordinator prior to meeting with the Attendance Review Board.
3. If a student accumulates 35 clock hours absent in a given trimester, he/she will be required to meet with the Attendance Review Board
4. Students who accumulate up to 75 clock hours absent during the program year will be required to meet with the Attendance Review Board—no exceptions.
5. Excused Absences – Absences will be considered excused and not counted towards clock hours absent when supported by official documentation for events such as the following:
 - o Healthcare provider appointments
 - o Outpatient/medical procedures

Excused absences are only permitted for up to 5% of the program total hours. Once a student hits 75% of excused absences an official notice will be given.

Class participation points will be exempt for students with an excused absence for the related class.

6. Exempt Absences - Absences will be considered exempt and not counted towards clock hours absent when supported by official documentation:
 - o Hospitalization for major illness/injury – depending on the length of the hospitalization the administration will determine if the student will be allowed to return to school. The student must be able to academically complete make-up work in order to remain in school.
 - o Death in the Family—Absences up to 3 days will not be counted into the student's total for deaths that occur in the immediate family. Immediate family includes spouse, children, parents, siblings, mother-in-laws, father-in-laws, grandparents, and step-grandparents. The student must be able to academically complete make-up work in order to remain in school
 - o Mandatory court appearance

Class participation points will be exempt for students with an exempt absence for the related class.

Students who have accumulated more than 42 clock hours absent or who anticipate accumulating more than 42 clock hours absent 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 policy for unavoidable absence due to illness or other reasonable cause.
2. An extension of the number of absences that shall accumulate before program dismissal.
3. Other appropriate exceptions from the contents of the absence 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.
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 prior to the accrual of absences 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 five absences in a given trimester. 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 the board members (15 minutes allotted)
3. At this time, the student is dismissed from meeting with date and time to meet with the board chairperson, in regards to the decision of the board.
4. Board discusses 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.

PREGNANCY POLICY

In order to remain in the Practical Nurse Program, a pregnant student must be able to perform the same minimal functional abilities during medical lab sessions and clinical rotations as outlined in the student handbook, in the same manner, as other students. Pregnant students are *NO EXCEPTION* to the student attendance policy as outlined in the CTC Practical Nursing Student Handbook. Attendance and Attendance Review Board Polices apply to students who are pregnant. If a student is required to come before the Attendance Review Board due to absences or potential absences as outlined in these policies, the following procedures are required:

1. A monthly statement in writing from physician/nurse practitioner stating the student is capable of performing the same minimal functional abilities as other students during **medical lab skills sessions and clinical rotations**.
2. The student must sign a form releasing Carthage R-9 School District and Carthage Technical Center Practical Nursing Program (faculty, administration and clinical facilities) from any responsibility should harm occur related to the condition of pregnancy.

Sample Pregnancy Related Forms:

**CARTHAGE TECHNICAL CENTER
Practical Nursing Program**

Pregnancy Release of Liability Form

PREGNANCY POLICY

In order to remain in the Practical Nurse Program, a pregnant student must be able to perform the same minimal functional abilities during medical lab sessions and clinical rotations as outlined in the student handbook, in the same manner, as other students. The following procedures are required:

1. A monthly statement in writing from physician/nurse practitioner stating student is capable of performing the same minimal functional abilities as other students during **medical lab skills sessions and clinical rotations**.
2. Student must sign a form releasing Carthage R-9 School District and Carthage Technical Center Practical Nursing Program (faculty, administration and clinical facilities) from any responsibility should harm occur related to the condition of pregnancy.

Statement of Release:

This is to certify that as a pregnant student, I understand the potential risks of participating in the mandatory medical lab sessions and clinical rotations which are scheduled throughout the Carthage Technical Center Practical Nursing Program. Potential risks might include, but are not limited to, exposure to disease and illness, physical exertion from transferring or caring for a client, falls, or other job related occurrences. I will not hold Carthage R-9 School District, Carthage Technical Center or its faculty, administration, and/or clinical facilities responsible or liable should any harm occur to myself or unborn child during the course of this program. I further understand that during the course of the school year, I might unknowingly be exposed to infectious diseases (in spite of using standard/universal precautions) that may compromise the health of either me or my child.

Print Name: _____

Signature: _____ Date: _____

CARTHAGE TECHNICAL CENTER
Practical Nursing Program
MONTHLY PHYSICIAN'S STATEMENT

The participation in clinical rotations is mandatory for a student to remain in the nursing program. During clinical rotations, it may occasionally be necessary for nursing students to perform certain physically strenuous activities. They may also unknowingly be exposed to certain communicable diseases. Please review the Performance Standards that are required for our program. The completion of this form is mandatory in order for the student to be allowed to participate in medical lab skills sessions and clinical rotations which are scheduled throughout the program from January through December of each program year.

PLEASE COMPLETE ONE OF THE FOLLOWING OPTIONS:

_____ was seen in my office on _____. Student MAY
(Student Name) (Date)
continue participating in clinical rotations at this time.

_____ was seen in my office on _____. Student MAY NOT
(Student Name) (Date)
continue participating in clinical rotations at this time.

(Physician / Nurse Practitioner Signature) (Date)

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 Coordinator. Any Federal Student Aid that is received but not fully earned must be returned to the Federal Government.

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 of their desire to withdraw. All fees and tuition must be paid, 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 and account balances are paid. Exiting forms include:

1. PN Program Student Withdrawal Form
2. Financial Aid and Follow Up related forms.

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 and passed minimum of one trimester of the program.
2. Submit request in writing within 7 calendar days of last day attended.
3. Verify facts pertaining to request and present them to the Attendance Review Board.
4. Complete all required forms/documentation prior to withdrawal.

Readmission is conditional and will only be considered one time for the following school year. Students may be readmitted only if readmission does not cause class size to exceed the limit set forth by the State Board of Nursing in accreditation status. Students readmitted must demonstrate proficiency of any program curriculum/courses completed that program year prior to the date of re-entrance into the program.

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.

STUDENT LEARNING POLICIES AND PROCEDURES (Classroom, Medical Lab, and Clinical Setting)

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.

CLASSROOM SETTING:

The Learning Environment—Students are expected to be actively engaged in the learning process in a positive manner. Any student whose behavior compromises or interferes with the learning environment, including, but not limited to, disrespectful/disruptive behavior, may lose participation points. Repeated incidences of behaviors that negatively impact the learning environment may result in disciplinary action.

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 requested to be present.

Mailboxes—Mailboxes will be provided for each student/instructor in the nursing classroom. Test scores, handouts, assignments, etc. could be placed in the mailboxes. All information in mailboxes is confidential.

Seating Assignment – Students may be assigned a seating assignment that will be changed periodically throughout the program year. Seating Assignments will be up to the discretion of the Program Coordinator and Faculty.

Entrance and Exit Doors - Students are to utilize the east entrance doors near the front office to enter the building and may use the side doors to exit the building. Students are not to open or "prop open" side doors in order for other students/individuals to enter the building.

MEDICAL 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.

Learning Environment—Students are expected to be actively engaged in the learning process in a positive manner. Any student whose behavior compromises or interferes with the learning environment including, but not limited to, disrespectful/disruptive behavior, may lose participation points. Repeated incidences of behaviors that negatively impact the learning environment may result in disciplinary action.

Scheduling of Lab Times – Medical Lab experiences will be scheduled at the discretion of the instructor of each health related program based on the program curriculum.

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.

Equipment/Supplies—Students will be expected to bring the appropriate personal healthcare equipment with them such as a stethoscope, penlights, and personal clinical guidelines. No pens are allowed in the lab (students are to bring a pencil). 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 adhered to including frequent hand washing or hand sanitizer use as appropriate. Hand washing should be performed before and after participation in the lab. No food or drink will be allowed in the simulations laboratories. Instructors and students are to follow standard safety protocols when handling all parenteral and sharps equipment.

Evaluations—Students may be asked 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. If students are required to report to the Medical Lab at the beginning of the day he/she may accrue a tardy just as in the clinical setting.

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 healthcare 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 and are required to always follow the scope of practice specific to each clinical area. Faculty may set up a Remind account in order to facilitate communication with students.

Students are not allowed to do the following during their clinical rotations:

- Accept orders from physicians or other health care professionals in person or by telephone or directly call a physician/physician's office for any reason as a student nurse
- Double check medications or blood products
- Begin or discontinue blood products, chemotherapy or experimental drug therapies in addition to other restrictions as outlined in the Missouri Rule 4 CSR 2200.6040 regarding Intravenous Therapy regulations for practical nurses

Uniforms—Uniforms are to be worn at designated times only. They must be clean, neat, and in good repair. Wearing the uniform in a public places is discouraged. Students' nametags are to be worn on the chest area at all times (if the nametag is lost it must be replaced immediately; see the Coordinator for replacement arrangements). White/Navy lab coats 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 for all students will consist of:

Navy blue scrubs, school or required facility photo ID; essentially white, black or gray shoes, dedicated nursing shoes preferred but tennis shoes acceptable; white, black, or gray socks; a non-digital watch with a second hand; bandage scissors; stethoscope; gait-belt; ball-point pen; and a small note pad. If students decide to wear a t-shirt under his/her scrubs it must be white, black, or gray and in good repair.

***Shoes—cros with holes, canvas, 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 photo ID badges (Freeman Requirements—students are required to wear the Freeman student picture ID badge at any Freeman clinical rotation site). Students not wearing the appropriate ID badge for his/her assigned clinical location will be required to leave the clinical site. All picture ID badges 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 kept 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 (natural, colorless or clear 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 non-digital watch, wedding ring/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 at all times.
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, pajama type attire or miniskirts may be worn.
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. Examples: 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!

The Learning Environment—Students are expected to be actively engaged in the learning process in a positive manner. Any student whose behavior compromises or interferes with the learning environment including, but not limited to, disrespectful/disruptive behavior, may lose participation points. Repeated incidences of behaviors that negatively impact the learning environment may result in disciplinary action.

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 drivers/riders are late. Students are required to park in designated areas at each clinical facility and are expected to comply with the 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 or absent, they must notify their clinical instructor before the start of clinicals. If they do not notify the instructor, it may be considered a “no-call, no-show”. Sending word with another student is not acceptable. The student must notify instructor directly. Not having a phone 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 that day 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 clinicals will be assigned make-up work and may be required to complete 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.

Cell Phone Use - There are no cell phones allowed in the clinical area and could be cause for failure of the clinical rotation.

ID Badges - Students must always wear their photo ID badges in order to be in the clinical setting on clinical days.

Reporting Off Duty—Students are to complete clinical assignments in a timely manner and be at the post clinical conference on time. A report of the condition of any assigned patients should be given to the staff nurse caring for that patient and all charting completed before leaving the clinical area. Facility nurse’s notes are to be reviewed and co-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 clinical instructor, preceptor, or assigned staff nurse 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 skills related to invasive equipment or procedures must be directly supervised by the clinical instructor, preceptor, or assigned staff nurse. Any medication administration will be directly supervised and co-signed by the clinical instructor, preceptor, or assigned staff nurse. Students are strictly prohibited from administering any medications unless directly supervised as stated above. Students failing to comply with these medication administration guidelines, or failing 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, patients’ 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.

CONFIDENTIALITY

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 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 in the clinical setting such as in a 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.

Any student found to be in possession of a clinical document (facility or program) with patient identifiable data will be disciplined. Administration reserves the right to make the decision to dismiss a student from the program due to a breach of patient confidentiality (see *Dismissal From Program* section).

STUDENT 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, the 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 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 the responsibility of the student 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 preservation 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 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.

CIVILITY/SOCIAL NETWORKING POLICY

Nursing is a profession characterized by compassion, caring, respect, and treatment of others with dignity. It is Carthage Technical Center's policy that all students and faculty engage in respectful interactions with others while enrolled in the Practical Nursing Program. It is expected that students will behave in a professional manner in the classroom, at the clinical site, and at any site (real or virtual) that they may be representing themselves as a student or nurse. Respectful interactions including being considerate, courteous, professional, and maintaining confidentiality, of any information received as a result of a student's role in the CTC nursing program.

Inappropriate or unprofessional behavior, verbal or nonverbal, towards others may lead to disciplinary action. This includes eye-rolling, inappropriate or offensive comments, vulgar language, and talking negatively about students, peers, or faculty. Posting threatening or intimidating comments on any site or e-mailing these comments to any other person is not acceptable behavior.

When using social networks or public blogs, the opportunity to violate another person's privacy is greatly increased. Using social media to violate confidentiality of any patient or facility by sharing information that the student may become aware of, or be exposed to, as a result of being a student in the CTC Practical Nursing Program will be considered a violation of patient confidentiality policies, and a student may be subject to disciplinary action as a result of posting information obtained as a result of these experiences as a practical nursing student.

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 or 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:

- A zero for the assignment
- An "F" for the course
- Recommendation of dismissal from the program

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 is not acceptable. 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 person in the district against any person is prohibited. Allegation of harassment shall be investigated and, if substantiated, corrective or disciplinary action will be 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 is a witness of 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 received the complaint shall promptly inform the building administrator or the next level administrator who is not the subject of the complaint.

DRUG AND ALCOHOL ABUSE PREVENTION PROGRAM

Policy- Alcohol and Illegal Drugs

The Drug-Free Schools and Communities Act and Drug and Alcohol Abuse Prevention Regulations (Education Department General Administrative Regulations [EDGAR]), notes that no institution of higher education shall be eligible to receive funds or any other form of financial assistance under any Federal program, including participation in any federally funded or guaranteed student loan program, unless the institution certifies to the Secretary that the institution has adopted and has implemented a program to prevent the use of illicit drugs and the abuse of alcohol by students and employees. In response, CTC has adopted and implemented program and policies to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees. During student orientation at the beginning of each program year, drug and alcohol information will be distributed. Employees will be given this information prior to the first day of school each year.

Drug and Alcohol Policy

Pursuant to the Drug-Free Schools and Communities Act Amendments of 1989, the Carthage Technical Center is required to establish a drug and alcohol prevention program for its students and employees. A biennial review of this program will be done to determine its effectiveness, to implement changes to the program if they are needed and to ensure that the disciplinary sanctions are consistently enforced.

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 and employee 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. A statement must then be signed stating they have read and understand the school drug policy.

Student Alcohol/Drug Abuse

The CTC supports state drinking laws and is opposed to underage drinking. The use, sale, transfer, possession of any medication or alcohol 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. Any student found in violation of state underage drinking laws may be subject to disciplinary action.

Illegal Drugs: The use, sale or possession of alcohol or illegal drugs on school property or during school affiliated activities is strictly prohibited. The CTC supports state and federal drugs laws. Any person found in possession of or under the influence of illegal drugs is subject to disciplinary action.

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.

In order to provide the best possible environment for personal and intellectual growth, CTC has established regulations to guide student conduct.

Smoking and Tobacco Use: are not permitted on any school owned property or clinical sites.

Health Risks: There are significant health risks associated with the use of illicit drugs and alcohol. Some major risks are:

Alcohol and other depressants (barbiturates, sedatives and tranquilizers): addiction, accidents as a result of impaired ability and judgment, overdose when used with other depressants, damage to a developing fetus, heart and liver damage.

Marijuana: addiction, panic reaction; impaired short-term memory; increased risk of lung cancer and emphysema, particularly in cigarette smokers; impairment of driving ability.

Cocaine: addiction, heart attack, seizures, lung damage, severe depression, paranoia, psychosis. Similar risks are associated with other stimulants, such as speed and uppers.

Methamphetamines: addiction, memory loss, increased distractibility, mood disturbances, aggressive or violent behavior, intellectual deficits, depression, hallucinations, paranoia.

Hallucinogens (acid, LSD, PCP, MDMA, etc.): unpredictable behavior, emotional instability, violent behavior organic brain damage in heavy users, convulsions, comas.

Narcotics (heroin, Demerol, morphine, Codeine, etc.): addiction, accidental overdose, risk of hepatitis and AIDS from contaminated needles.

Inhalants (gas, aerosols, glue, nitrites, etc.): loss of consciousness, suffocation, damage to brain and central nervous system, sudden death, nausea and vomiting, nosebleeds, and impaired judgment.

A main objective of the drug and alcohol prevention program is to encourage healthy attitudes and behaviors on the part of all students and responsible decisions about alcohol/drug use. To support this policy the students will be addressed with an educational program during mandatory adult student orientation.

Legal sanctions

Local, state and federal laws also prohibit the unlawful possession, use, distribution, and sale of alcohol and illicit drugs.

Criminal penalties for violation of such laws range from fines to imprisonment for terms up to and including life.

By law, some students who have drug-related convictions under any federal or state law may be ineligible for Federal Student Aid.

Standards of Conduct

Regulations prohibit the unlawful possession, use, distribution, and sale of alcohol and illicit drugs by students and employees on school owned or controlled property and at school sponsored or supervised activities.

Violation of these regulations can result in disciplinary action ranging from disciplinary warning up to and including expulsion for students and termination for employees.

Treatment Programs

Counseling and referral assistance to students and employees who are troubled by alcohol or substance abuse problems is provided by the CTC certified school counselor. Staff and faculty who are experiencing symptoms associated with their own or someone else's alcohol or drug use are encouraged to seek help. For more information about prevention and treatment programs please contact the Student Services office or the following sources:

<http://dmh.mo.gov/ada/help.htm>
<http://www.drugrehablocator.com>

Narcotics Anonymous--(417)782-2210
Ozark Center--(417)781-7420

Every student should read and become familiar with the policies on alcohol and other drugs that are discussed in the Carthage Technical Center Student Handbook. If you have any questions concerning regulations or health risks associated with alcohol and other drugs, please contact the counselor, 417-359-7026 ext. 27017

District Policies

P 2640 Student Use of Tobacco, Alcohol, and Drugs
P 6130 Drug Education
P 2641 Drug-Free Schools

PROHIBITION AGAINST WEAPONS AND FIREARMS

(Reference: District Policy 1433)

The presence of firearms and weapons poses a substantial risk of serious harm to District students, staff and community members. Therefore, possession of firearms and weapons is prohibited on school premises at all times, except for law enforcement officials and as otherwise provided in this policy. As used in this policy, the phrase school premises includes all District buildings, grounds, vehicles and parking areas. This prohibition also extends to the sites of school activities, whether or not those school activities are conducted on School District property.

Individuals found to be in violation of this policy will be dealt with severely. Students will be disciplined up to and including expulsion as provided in Policy and Regulation 2620 - Firearms and Weapons in School. Law enforcement officials will be notified and the individual violating this policy will be directed to leave school premises. Non-students violating this policy will be barred from all school premises and school activities for a period of one (1) year. Subsequent violations by the same individual will result in a permanent bar from school premises and school activities.

Student participation in school-sanctioned gun safety courses, student military or ROTC courses, or other school sponsored firearm related events does not constitute a violation of this policy, provided the student does not carry a firearm or other weapon into any school, school bus, or onto the premises of any other activity sponsored or sanctioned by school officials. In addition, persons passing through school district property for purposes of dropping off or picking up a student do not violate this policy if they possess a lawful permitted weapon in the vehicle during this time.

FIREARMS AND WEAPONS IN SCHOOL

(Reference: Regulation 2620)

Definition of Firearm

The term *firearm* includes, but is not limited to, such items as:

1. Any item which is a loaded or unloaded weapon, weapon frame, or weapon barrel and which is designed to, or may be readily converted to, expel a projectile by action of an explosive, or
2. Any item which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has a barrel with a bore of at least one-half inch in diameter, or
3. Any explosive, incendiary, or poison gas, such as: bombs; grenades; rockets with a propellant charge of greater than four ounces; and other similar devices as recognized under federal law, or
4. Any combination of parts either designed to or intended for use in converting any device into a device as described in paragraphs above.

Definition of Weapons

The term *weapon* shall mean a "firearm" as defined above, and shall also include the items listed below, which are defined as "weapons" in section 571.010,RSMo.

- | | |
|------------------------|---------------------|
| 1. Blackjack | 5. Firearm silencer |
| 2. Concealable firearm | 6. Gas gun |
| 3. Explosive weapon | 7. Knife |
| 4. Firearm | 8. Machine gun |

- | | | | |
|-----|-------------------|-----|-------------------|
| 9. | Knuckles | 12. | Shotgun |
| 10. | Projectile weapon | 13. | Spring gun |
| 11. | Rifle | 14. | Switchblade knife |

Other weapons, including but not limited to:

1. Pepper spray
2. Stun gun
3. Mace spray
4. Any knife, regardless of blade length (optional)
5. Items customarily used, or which can be used, to inflict injury upon another person or property.

Students Who Bring Firearms or Weapons to School

The District will take the following action upon determining that a student has brought a firearm or weapon to school:

1. The District will refer the student to the appropriate criminal justice or juvenile delinquency system, and
2. The District will suspend the student from school for a period of not less than one year (365 days) from the date of the infraction, and may, at its discretion, expel the student from school permanently. This suspension provision may be modified on a case-by-case basis upon recommendation of the District Superintendent if the Superintendent determines that circumstances justify such a modification.
3. The District may, at its discretion, provide a student suspended under this Regulation with educational services in an alternative setting.

Applicability of Regulation to Students with Disabilities

If the student who is determined to be in violation of this Regulation is a student with a disability under the Individuals with Disabilities Education Act, school administrators may assign the student to an alternative education placement, including suspension, for a period of up to forty-five (45) school days and/or take other steps to address the student’s misconduct, as permitted by law. In such cases, the District and/or the student’s IEP team will follow all procedures required by state and federal law

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 instructor 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 contact the office. Our alarm system automatically alerts the fire department, where applicable.

When exiting out the external fire doors, insert a jam or other device between the door frame and the door in order that the doors 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.

If the fire is small and contained, there are school staff members who may decide to use the appropriate fire extinguisher to engage the fire. 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 CTC 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 1490/95.1). 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 CTC Director of 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.

- Talk calmly to avoid panic.
 - Get beneath a desk, table, or bench.
 - Cover head with a coat, other clothing, or hands.
 - If no cover is available, crouch against an inside wall and cover head.
 - Stay away from outside walls, windows, and expanses of glass.
 - Students and staff outside the building should move away from the building and any overhead electrical wires.
 - 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. Follow the earthquake evacuation routes posted in each room.
 5. If outside the school building when the earthquake or aftershock occurs:
 - Get clear of all buildings, trees, exposed wires, or other hazards that may fall. The safest place is in the open.
 - 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 CTC Director or designee.

Intruder- The only unlocked access to the school from outside throughout the school day is the one closest to the office. Signs are posted directing all visitors to the office to be signed in a cleared for visits to other parts of the school. Visitors who are cleared will be given a badge that has been marked with today’s date. Strangers in the building not displaying a valid “visitor” badge should be stopped by any member of the staff and directed to the office for screening and authorization.

If the intruder is inside the building and becomes violent or displays a weapon, teachers may be notified to “lock down” or evacuate the building. The “lockdown” announcement will be made over the intercom system.

“Lockdown” procedure will be implemented as followed:

1. Close and secure the classroom door.
2. Sit against the wall in the room where students will be unseen.
3. Cover any windows.
4. Stay quiet.
5. If someone knocks on the door, do not respond.

Await further instructions by CTC 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 and illnesses immediately to the coordinator and instructor; then, if deemed necessary, to the office of the CTC Director. Ill or injured students must receive permission from the office before leaving the premises. If a student needs emergency hospital or medical aid, the school will notify the emergency contact listed on the student’s medical emergency card/or 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, and 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 emergency contact given on the student’s medical emergency information card and/or application. The adult student will be legally responsible for

the cost of any medical services or care provided and emergency care/health care will be the responsibility of the individual student. CTC does not staff a school nurse but has access to the Carthage High School Nurse. In the event of an emergency/illness or injury, first aid measures may be initiated by the nurse director/faculty or the CTC 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. If a student becomes ill or injured while in the classroom or on duty at a healthcare facility, the situation should be reported to classroom/clinical instructor and Program Coordinator immediately.

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. All students at the Carthage Technical Center will complete an Emergency Data Form that will be on file. This form will include names of persons to be contacted in case of an emergency, spouse's name (if applicable), and name of doctor. In addition, the student will indicate which hospital/emergency room they would prefer treatment in case of serious injury and a statement regarding 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.

The Carthage Technical Center's Program of Practical Nursing or the healthcare 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.

Student Health Record - 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 required immunizations
3. Record of illness or injuries during the school year
4. Emergency Information Form

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 of 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 nursing students(s) with HIV or HBV are entitled to the same reasonable accommodation guaranteed by the American with Disabilities Act. MSBN 5/01

DRESS CODE

All aspects of dress and personal appearance are extremely important in developing the best atmosphere for educational attainment. With this in mind, students will be encouraged, at all times, to be aware of their personal appearance and to dress modestly. Any attire or manner of grooming which does not create a distraction in the educational process or does not allow immodest exposure is the key to appropriate dress. The keynote to dress at any time, for any occasion, is good taste.

- 1.) No clothing that advertises or displays any type of alcohol, drugs, tobacco, nudity, improper language, or double-meaning slogans.
- 2.) Undergarments should not be showing.
- 3.) No clothing that has a low cut or revealing neckline or that exposes the midriff or backside.
- 4.) No tank tops. Sleeveless tops or shirts must cover the length of the shoulder. Excessively large arm openings are not allowed.
- 5.) The waistband must be worn at the hips.
- 6.) Hats or other head coverings may not be worn inside the building.
- 7.) Students must wear shoes.
- 8.) Shorts, skirts, and dresses must be mid-thigh longer when the student is observed in a standing position.
- 9.) No heavy or loose chains or straps that may create a safety risk.
- 10.) Any apparel, jewelry, accessory, notebook, or manner of grooming which by virtue of its color, arrangement, trademark, or any other attribute denotes membership in such a group which encourages drug use, violence, or which exhibits behaviors that interfere with the normal and orderly operation of the school. Symbols, whether permanent or temporary, including but not limited to anarchy symbols or other "gang" symbols are not acceptable. Long raincoats or trench coats, excessively baggy clothing, large handkerchiefs, bandanas, as head coverings or adornments are examples of clothing that are not acceptable.
- 11.) Hair of an unnatural color must not create a distraction to the learning environment or clinical facilities.

Any approved school issued uniform that is worn during school hours must meet the previously described dress code. Decisions concerning questionable dress will be made by the faculty administration. These decisions are final. In cases where the dress code is violated, the student will be required to modify their dress to comply with the dress code for the remainder of the day and may receive a disciplinary consequence per the Discipline Matrix.

STUDENT DISCIPLINE

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 the 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.

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. Students are expected to cooperate and function as responsible citizens. Disciplinary sanctions (see chart below) will be imposed based upon the review by school official.

Explanation of Disciplinary Response Procedures

Students will be referred to the PN Coordinator and/or the Carthage Technical Center Administration when a violation has taken place. A disciplinary letter will be sent to the student explaining the following actions

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, dismissal or expulsion.
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. The violation of the terms of disciplinary probation or the infraction of any school policy during the period of probation may be grounds for dismissal or expulsion.
3. **Dismissal:** Removal from the Carthage Technical Center Practical Nursing Program.
4. **Expulsion:** Separation from the Carthage Technical Center. Students are not allowed to enroll in any program at the Carthage Technical Center.

The following charts serve as guidelines for administrative responses to unacceptable student behavior in an attempt to establish fairness through consistency for all students.

Disciplinary Chart

Nature of Offense	1st Violation	2nd Violation	3rd Violation	4th Violation	5th Violation
Dishonesty (see specifics below)	Instructor Warning	Disciplinary Warning	Disciplinary Probation	Dismissal	Expulsion
Insubordination or Defiance of Authority	Instructor Warning	Disciplinary Warning	Disciplinary Probation	Dismissal	Expulsion
Immoral Conduct	Instructor Warning	Disciplinary Warning	Disciplinary Probation	Dismissal	Expulsion
Disorderly/Disruptive School Conduct (see specifics below)	Instructor Warning	Disciplinary Warning	Disciplinary Probation	Dismissal	Expulsion
Destruction of Private or School Property	Restitution plus penalties will be assigned according to the severity of the offense.				
Inappropriate Behavior (see specifics below)	Penalties will be assigned according to the severity of the offense.				
Assault/Threats (see specifics below)	Penalties will be assigned according to the severity of the offense.				
Alcohol (see specifics below)	Penalties will be assigned according to the severity of the offense.				
Arson	Penalties will be assigned according to the severity of the offense.				
Possession/Use of Non-prescribed Controlled Drugs	Recommendation for dismissal from CTC				
Weapons	In accordance with Board Policy 2620, any student possessing a weapon on school property will be dismissed from the program and will be referred to the appropriate legal authorities.				

(Reference Board Policy - 2620, 2610)

Administration or the Program Coordinator reserves the right to increase consequences based on frequency or severity of offense. Acts of violence, assault, sexual assault, possession of a controlled substance, or weapon possession will be reported to the proper authorities.

Dishonesty—forgery/tampering of Carthage Technical Center/healthcare facility documents, records, identification, and excused absence documentation

Insubordination/Defiance of Authority—not following program policy and procedure and/or direction from the coordinator/ instructor(s) of the program

Disorderly or Disruptive School Conduct—malicious mischief, reckless/endangering behavior, misuse of cell phones/electronic devices/cameras, dress code violation, inappropriate language/profanity, behavioral outbursts and/or disruptions in the educational setting, and willfully engaging in conduct that is detrimental to the best interest of students, educational program, and the image of the institution

Inappropriate Behavior—sexually inappropriate behavior/sexual misconduct, sexual harassment, ethnic and prejudicial slurs, bullying, threatening, or harassing another student

- Sexual misconduct is defined as a student who forcibly, intentionally, or consensually touches another person's body and/or clothing in a way that constitutes or results in sexual contact. Indecent exposure or sexual gestures constitute sexual misconduct.

- Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature. This includes verbal comments, sexual name calling, gestures, jokes, slurs, sexually-oriented pictures or letters, and the spreading of rumors of a sexual nature.

Assault/Threats—death threats, threats to use weapons, assault/threats on school personnel, extortion, coercion, and blackmail

Alcohol—under the influence, possession at school/clinical/job site

Dishonesty (cheating, plagiarism or knowingly furnishing false information to the Carthage Technical Center)-the term “cheating” includes, but is not limited to the following:

- Use of any unauthorized assistance in taking quizzes, tests, or examinations.
- Dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments.
- The acquisition, without permission, of tests or other academic material before such material is revealed or distributed by the instructor.
- The misrepresentation of papers, reports, assignment, 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.
- 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.

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. 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”. Students failing to conduct themselves as responsible individuals will be required to receive counseling school officials to determine whether they will be allowed to continue in school under agreed conditions (probation) or be terminated. School officials will review all circumstances surrounding the misconduct of the student.

Practical nursing students are directly responsible for the lives of those persons in his/her care. We believe it is of utmost importance to protect the public from the potential harm of an unsafe and or inadequately prepared health care practitioner and will request/require the student to leave in order to protect others.

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:

- 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, including bullying behavior.
- Sexual assault or sexual harassment, as defined in published Carthage R-9 District regulations.
- 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).
- 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 others to disrupt scheduled and/or normal activities within any campus building or area; interfere with freedom of movement, either pedestrian or vehicular, on campus.
- Theft or abuse of computer time, including but not limited to:
 - Unauthorized entry into a file, to use, read or change the contents, or for any other purpose.
 - Unauthorized transfer of a file.
 - Unauthorized use of another individual’s access code, identification or password.
 - Use of computing facilities to interfere with the work of another student, faculty member, or Carthage Technical Center official.
 - Use of computing facilities to interfere with normal operation of the Carthage Technical Center computing system.
- Abuse of the Carthage Technical Center Judicial System, including but not limited to:
 - Failure to obey the summons of the Carthage Technical Center official.
 - Falsification or misrepresentation of information before a Carthage Technical Center official or Hearing Committee.
 - Disruption of the orderly conduct of the judicial proceeding.

- o Harassment (verbal or physical) and/or intimidation of a member of a judicial body prior to, during or after a judicial proceeding.
- o Failure to comply with the sanction(s) imposed under the Practical Nursing Program Student Handbook.

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, dismissal or expulsion.
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. The violation of the terms of disciplinary probation or the infraction of any school policy during the period of probation may be grounds for dismissal or expulsion.
3. **Dismissal:** Removal from the Carthage Technical Center Practical Nursing Program.
4. **Expulsion:** Separation from the Carthage Technical Center. Students are not allowed to enroll in any program at the Carthage Technical Center.

Rules of Procedure in Disciplinary Matters

1. 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 Carthage Technical Center Director to exercise supervision over all disciplinary matters of the school.
2. **Administration:** The Carthage Technical Center Director 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.
3. **Preliminary Procedures:** The 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.
4. **Informal Disposition:** The Director or his/her designated representative, after consulting with student, shall have the authority to impose any disciplinary action or sanction against the student. Appeals must be submitted within 48 hours after the initial disposition. The student can follow the Grievance procedure if they so choose to appeal.
5. **Temporary Suspension:** The 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 Director may initiate emergency evaluation procedures if needed.

Emergent Disciplinary 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 Practical Nursing Program Student Handbook and may be subject to the following extraordinary procedures.

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

1. Behavior that poses a threat to the health and safety of such student, or others.
2. Completion of a mandated evaluation and behavior that continues to pose a threat to the health and safety of such student, or others.
3. 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.

Administrative withdrawal determination shall be made by the Director or his/her appointed official. Students may challenge the withdrawal through the submission of a written appeal to the Director supported by medical and/or mental health professional documentation. The Director may present appeal information to a Behavioral Review Team for their input. However, all final decisions regarding appeals shall be made by the Director.

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 Technical Center 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 the clinical rotation).
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, including misappropriation of patient health information as outlined by HIPAA.
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 classroom, lab, or 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 the clinical site.

Disciplinary procedure:

1. Written warning for personal file.
2. Counseling session with Program Coordinator and/or CTC Administration.
3. Termination from the program.

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. In the instance of a student filing a grievance based on a disciplinary sanction please go directly to step 3.
2. Unresolved grievances may be taken to the Carthage Technical Center Director no later than 48 hours after the alleged problem.
3. Grievances not resolved may be filed as formal or written grievances using the Adult Student Grievance Form under the following procedures: Students may present complaints in writing to the school director no later than forty eight hours 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 has a grievance procedure. Steps 1 and 2 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.

For grievances not settled at the institutional level, students may contact the accrediting agency of the CTC:

Council on Occupational Education
7840 Roswell Road, Bldg. 300, Suite 325
Atlanta, GA 30350
(800)971-2081

<http://www.council.org/>

The Missouri Department of Higher Education has a policy for handling student complaints and can be contacted using the information below. The CTC has a copy of that policy on file in the office.

MDHE
Academic Affairs Department
PO Box 1469
Jefferson City, MO 65102-1469
(573)751-2361



Adult Student Grievance Form

Student Name: _____

Program Name: _____

Place where you may be reached: _____

Address: _____

Phone 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 to 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: _____

NOTICE OF NON-DISCRIMINATION

The Carthage R-9 School District is committed to providing equal opportunity in all areas of education, recruiting, hiring, retention, promotion and contracted service. The District further commits itself to the policy that there shall be no unlawful discrimination against any person because of race, color, religion, disability, age, gender, or national origin. The District's equal opportunity policy extends to prohibition against unlawful harassment of students or employees because of the individual's race, color, religion, disability, age, gender, or national origin. District Policy 1300

The Board of Education reaffirms its belief that every student regardless of race, color, sex, national origin, age, ethnicity, religion, disability, sexual orientation or perceived sexual orientation be given equal opportunity for educational development.

The Board recognizes the importance of providing each student with a school environment conducive to intellectual, emotional and social growth through participation in a full range of educational programs and activities. Board and staff commitment insure equal educational opportunities in course offerings, guidance and counseling, test procedures, extra-curricular activities, discipline procedures and student support services. District Policy 2100

It is the policy of the Board of Education to provide a free and appropriate education for students with disabilities. Students with disabilities are those who, because of certain atypical characteristics, have been identified by professionally qualified personnel as requiring special educational planning and services. Students with disabilities will be identified on the basis of physical, health, sensory, and/or emotional handicaps, behavioral problems or observable exceptionalities in mental ability. It is possible that a student may have more than one type of disability.

The District's programs and services available to meet the needs of these students will be in accordance with The Individuals with Disabilities Education Act, The Education for All Handicapped Students Act of 1975, The Rehabilitation Act of 1973, Section 504, and 162.670 - .995 RSMo., Missouri Special Education Services. In addition, the identification of students with disabilities and the services provided by the District will be in accordance with the regulations and guidelines of the Missouri Department of Elementary and Secondary Education's Current Plan for Part B of The Education of the Handicapped Act, as amended. (See Policy and Regulation 6250–Instruction for Students with Disabilities.) District Policy 2110

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 website at www.carthagetigers.org.

The Carthage R-9 Board of Education has designated Gregg Wolf, the Assistant Superintendent for Business, 710 Lyon Street, Carthage, Missouri, (417)359-7000, to be the district's nondiscrimination compliance coordinator for the Civil Rights Act of 1964 as amended by the Equal Employment Opportunity Act of 1972; the P.L. 92-318, Title IX compliance coordinator; the P.L. 93-112, Section 504 of the Rehabilitation Act of 1973 compliance coordinator; the Americans with Disabilities Act compliance coordinator, and the Age Discrimination Act of 1975, as amended, compliance coordinator. (Form 1310)

Any persons having inquiries concerning the institution's compliance with these statutes is directed to contact the Assistant Superintendent for Business of the Carthage R-9 School District, or the Assistant Secretary for Civil Rights, U.S. Department of Education. The Board of Education has also designated the District Bookkeeper as the Custodian of Records, 710 Lyon Street, Carthage, Missouri, (417)359-7000. Fees for copies of the district's public records, not exceeding the actual cost incurred by the district, must be received prior to duplication.

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 responsibility of the post-secondary student 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, Attention: Mark Sponaugle, 1100 E. 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.

The District will follow all state and federal laws, rules and regulations with regard to implementing its responsibilities to students who enroll in the District that have been previously identified as disabled under the Individuals with Disabilities Education Act, or Section 504 of the Rehabilitation Act. District Policy 2255

ACCOMMODATIONS FOR STUDENTS WITH SPECIAL NEEDS

Notification and Assessment Requirements—Students requesting accommodations for special needs must notify the school of their needs. In order for the school to make appropriate accommodations, students must provide current (less than one year old) assessments identifying their needs. The assessment is to be accompanied with recommendations for accommodations that are made by the agency performing the assessment. Such assessments are at the expense of the student.

Americans with Disabilities Act of 1990—If you have special needs as addressed by the ADA, please discuss them with Mark Sponaugle, Program Vocational Resource Educator, at the Carthage Technical Center. You may reach Mr. Sponaugle at (417)359-7026. Reasonable efforts will be made to accommodate your special needs.

Permanent Disability Guidelines—Notification of Disability—Post-secondary students must submit notifications of disability at least six (6) weeks prior to the beginning of classes (or dates the accommodations will be requested) in the academic year the post-secondary student wishes to attend. This will allow time to make all necessary arrangements prior to the initial class meeting. Documentation should be mailed to: Mark Sponaugle, Vocational Resource Educator, 609 S. River Street, Carthage, MO 64836 or faxed to (417)359-7419. This request will be kept in the post-secondary student file.

Learning Disabilities (LD)—Post-secondary students must provide supporting diagnostic test results from a licensed psychologist or certified specialist in learning disabilities. This evaluation must detail the specific learning disability or disabilities. All needed accommodations should be detailed. It should include all tests performed and all scores obtained. This evaluation will help in determining what accommodations are appropriate and other ways we can support you. This information should be as current as possible, but not more than three years old. Carthage Technical Center will evaluate, but may reject, documentation over three years old. At a minimum, the evaluation should indicate the evaluator's name, title, address, and credentials. It should be typed, dated, legible, and signed by the professional. It should include information about the professional's license or certification, area of specialization, employment, and state or province in which the individual practices. This information should be clearly stated in the documentation. All reports should be on letterhead, typed, dated, signed, and otherwise legible.

Post-secondary students who have received LD services in high school will find helpful information regarding their rights, responsibilities, and transition from high school to university from the Missouri Association for Higher Education and Disabilities (MO-AHEAD). The following website: <http://www.moahead.org/> will direct the post-secondary student to this resource. Once on this webpage, click the link for "The Guidebook". There, you can find a link to the Table of Contents to help you find more information. IEP documents are not acceptable documentation for requests for accommodations.

Physical Disabilities—Post-secondary students must provide documentation from a physician that specifies the nature of the disability or disabilities. The documentation should include prescriptive information from a qualified specialist as to the exact nature of all accommodations necessary to meet the needs of the post-secondary student. This information should be as current as possible. Carthage Technical Center reserves the right to request updated verification of disability and necessary accommodations.

Psychiatric Disabilities—Post-secondary students should provide documentation from a licensed professional qualified to diagnose and treat psychological disorders. The documentation should include a diagnosis, the date of diagnosis, the date of doctor's last contact with the post-secondary student, a summary of the present symptoms, and the prognosis. Documentation should describe how the psychiatric condition functionally interferes with or impacts the post-secondary student's ability to participate in an educational setting and should give suggestions of academic accommodations that may be appropriate in an educational setting.

Auxiliary Aids—Appropriate aids will be selected only after consultation with the post-secondary student who will use them.

Temporary Disability Guidelines—In the case of temporary disabilities, every effort will be made to provide reasonable accommodation for the duration of any disability. To insure prompt and appropriate action, the Vocational Resource Educator, Mark Sponaugle, should be notified immediately of the arrangements believed to be necessary to accommodate a given temporary disability.

The steps you should take to request accommodations:

1. Contact Mark Sponaugle, Vocational Resource Educator. Please introduce yourself and advise him of what services you need. Let him know who will be sending your documentation and when he can expect it. In some cases, it may take up to six weeks for us to provide some types of accommodations, so please contact us as soon as possible.
2. Have your documentation of your disability sent from your doctor, psychologist, or other medical professional who provides your care for your disability. If you have received accommodations at another school within the last three years, you may have the disability office there send your documentation. If you are served by Vocational

Rehabilitation, your caseworker there may be able to send your documentation. Contact information if shown below. This information must be current and must be from appropriate professionals.

In order for us to serve your needs best, please be sure your documentation includes the following:

- a. A diagnosis of the disability
- b. A summary of how the disability will affect your performance in an academic setting, including effects of medication that may impact your performance, including the clinical setting.
- c. A description of the accommodations needed to help you be successful in college work.

Please remember that your disability information is CONFIDENTIAL. We will inform the appropriate faculty or campus personnel of the accommodations you require, but we do not disclose the nature of your disability. In some cases, you may find that sharing this information with your instructors may help them understand you better, but that choice is up to you. Once the Vocational Resource Educator receives the documentation, the post-secondary student will be provided a written response to their request within one week, including determination as to whether the requested accommodations are appropriate, or to request further information, if needed.

FERPA-MODEL OF NOTIFICATIONS OF STUDENT RIGHTS

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. 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 to notify the 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 student believes are inaccurate or misleading. 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 student, the school will notify the 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 student when notified of the right to a hearing. After the hearing, if the school still decides not to amend the record, the student has the right to place a statement with the record setting forth his or her view about the contested information.

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. However, FERPA allows schools to disclose those records without consent, to the following parties or under the following conditions (34CFR 99.31)

- School officials with legitimate educational interest;
- Other schools to which a student is transferring
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student
- Organizations conducting certain studies for or on behalf of the school
- Accrediting organizations
- To comply with a judicial or lawfully issued subpoena
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell students about directory information and allow students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For more information or to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA: 1-800-USA-LEARN (1-800-872-5327, or Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, DC 20202-5901.

Missouri State Board of Nursing NCLEX-PN Examination Position Paper – Request for Modifications from Disabled Candidates

Introduction—The purpose of this position statement is to delineate the Missouri State Board of Nursing's beliefs about appropriate modifications for NCLEX® examination candidates.

Underlying Principles—The Missouri State Board of Nursing has the statutory authority to approve applicants for a license by examination. Chapter 335.036 and 335.046, **RSMo**, 1993.

The Missouri State Board of Nursing approves appropriate NCLEX® examination modifications which are psychometrically sound and safeguard the fairness and security of the testing process for all candidates.

The Americans with Disabilities Act has encouraged nurses, educators, employers and regulators to identify the essential abilities needed by nurses to practice safely. The nurse must be aware of the abilities required for safe nursing practice and of any personal limitations with respect to these abilities. The nurse should either make or request the accommodations needed to practice nursing safely.

Description of Modifications Request Review & Approval Process—All requests for exam modifications from NCLEX® examination candidates must be accompanied by the following:

- A letter from the applicant requesting the modifications and detailing the specific modifications.
- A letter from the nursing education program indicating what modifications, if any, were granted by that program.
- An application for a License by Examination
- Application Fee
- Appropriate documentation supporting the request for accommodation from a qualified professional with expertise in the areas of the diagnosed disability. Documentation must include:
 - A history of the disability and any past accommodation granted the candidate and a description of its impact on the individual's functioning
 - Identification of the specific standardized and professionally recognized tests/assessments given (e.g. Woodcock-Johnson, Wechsler Adult Intelligence Scale)
 - Clinical diagnosis of disability (where applicable, list DSM Code Number and Title)
 - The scores resulting from testing, interpretation of the scores and evaluations
 - Recommendations for testing accommodations with a stated rationale as to why the requested accommodation is necessary and appropriate for the diagnosed disability

After the application for a license and all documentation are received, the members of the Missouri State Board of Nursing will review the request. If approved by the members of the Missouri State Board of Nursing, the request will be forwarded to the National Council of State Boards of Nursing, Inc. for final approval. Upon notification of approval from the National Council of State Boards of Nursing, Inc., the Board will inform the applicant of approved modifications.

Statement—Only physical or mental impairments that substantially limit one or more major life activities are disabilities subject to the protection of the Americans with Disabilities Act (ADA). "Major life activities" include walking, seeing, hearing, speaking, breathing, learning, working, and caring for one's self and performing manual tasks. Mental impairment includes any mental or psychological disorder such as organic brain syndrome, emotional or mental illness, and specific learning disabilities.

Almost everyone experiences some apprehension before taking an important examination. Careful diagnosis is required to address the issue of what point "normal" anxiety constitutes a disability protected under ADA.

"Test anxiety, anxiety, or phobia" without precise diagnosis may not constitute a disability within the meaning of ADA for the threshold reason that such terms are not recognized physiological or psychological impairments which substantially limits a major life activity.

English as a second language is not considered a disability under the Americans with Disabilities Act (ADA). Cultural factors (such as an individual's language) environmental and economic conditions cannot form the basis of a claim of disability.

Definitions—ADA—Americans with Disabilities Act (1990) 42 U.S.C., Section 12101, et.seq. NCLEX, NCLEX-RN, NCLEX-PN are registered trademarks for the National Council of State Boards of Nursing, Inc.

References—National Council of State Boards of Nursing (1995). Developing a Model for Nursing Competence: A Working Draft.

National Council of State Boards of Nursing (1997). Policy for Requesting Testing Modifications for NCLEX Examination Candidates with Disabilities.

Missouri State Board of Nursing Drafted 8/95

Approved by the Missouri State Board of Nursing August 23, 1995

Revised September 12, 1997

Revised September 2002

PROGRAM EVALUATION

At the end of each course students shall complete and turn in an instructor/course evaluation form. The results of the evaluation forms will be compiled by the Administration and/or his/her designees. At the conclusion of each clinical rotation students shall complete and turn in an evaluation of the clinical experience. Prior to graduation students shall complete and

turn in an end of the year evaluation of the Practical Nursing program. Personnel from clinical facilities will be asked to provide input by completing an evaluation form regarding the clinical course learning experience.

STUDENT ORGANIZATIONS

Practical nursing students may have opportunity to participate in the CTC Student Nursing Organization based on annual program enrollment numbers. This local organization facilitates the development of leadership and professional skills, as well as community involvement. Participation in state and national student organizations is also encouraged.

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 as decided by each annual executive board. Minutes of these meetings will be recorded 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 reports.
4. Treasurer-Collects funds and dues, presents report of meeting.
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.

MEDIA CENTER/LIBRARY POLICIES

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 policies are as follows:

1. Materials may be checked out for OVERNIGHT ONLY. This is a 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 Program Coordinator. The book should be returned to the Program Coordinator the next class day.

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 student's use.
5. Quiet time will be encouraged 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.

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, career information, job search, resumes, interviewing, etc. The CTC-North Campus has a small Media Center located in Room 101. In preparation for employment, students are assisted in preparation of resumes, and job correspondence letters. Practice interview experiences are also available.

COMPUTER NETWORKING PROCEDURES

(Reference: District Policy 6320)

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. Students must sign a Carthage R-9 Computer Network Usage Agreement to be eligible to login to district computers or access the wireless connection. **The user is subject to all school policies and the consequences of the state and federal laws.** Disciplinary penalties may be assessed to students who violate this policy and access may be revoked.

Access to the internet, email, and the existing Carthage R-9 Computer Network is an unparalleled opportunity to interact with the world at large. The opportunity brings with it a number of responsibilities. The district uses Astaro to provide filtering at each level. Furthermore, because the Carthage R-9 School District receives its Internet services through the Missouri Research and Education Network (MOREnet), all users of the District's network are required to comply with all conditions and requirements as set forth in MOREnet's Acceptable Use Policy (AUP) and as they may be amended from time to time. Please read the following carefully:

General Computing Policy—Once users sign the Carthage R-9 Computer Network Usage Agreement, they will receive a user ID to access the network and computer systems on that network and are solely responsible for all actions taken while using that user ID. Therefore:

- Sharing your user ID with any other person is prohibited. In the event that you do share your user ID with another person, you will be solely responsible for the actions of that other person.
- Deletion, examination, copying, or modification (changing) of files/or data belonging to other users without their prior consent is prohibited.
- Use of the facilities (computers) and/or services for commercial (business) purposes is prohibited.
- Any unauthorized or deliberate action that damages or disrupts a computing system, alters its normal performance, or causes it to malfunction is a violation regardless of system location or time duration.
- Carthage R-9 reserves the right to any material stored in files on the network and will edit or remove any materials that the staff believes may be objectionable. This includes files or messages that are profane, obscene, or that use language that offends or tends to degrade others.
- Users of the Network will not purposely obtain, create, view, download or otherwise gain access to objectionable materials.
- Students are prohibited from downloading program files without permission. Saving images, music and sound files is allowed only for class assignments and the files must be deleted upon completion of the assignment.
- Web Pages created on other servers that contain objectionable materials will be blocked on all school Internet.
- Student web pages created outside of school and posted on web sites not belonging to the school are not the responsibility of the district.

Electronic Mail Policy—Students are provided with a web based email that is hosted by the school district called **Tiger Mail**. This email is available from the Internet which means they can use this email from home or anywhere with an Internet connection. This email belongs to the school and is subject to all school rules and disciplinary actions. This email is NOT private and may be viewed by an administrator at any time.

- Forgery or attempted forgery of electronic mail messages is prohibited and subject to penalty under the law.
- Electronic mail is not guaranteed to be private. However, an attempt to read, delete, copy, or modify the electronic mail of other users is prohibited. Personal addresses, credit card numbers, or phone numbers should not be revealed on the Internet or email.
- Attempts at sending harassing, obscene and/or threatening email to another user is prohibited and will result in a loss of privileges. Attempts at sending unsolicited junk mail, "for profit" messages, or chain letters is prohibited.
- Students are prohibited from subscribing to list serves because of the limitations of storage on the file server.
- Sending email to any group of users within the school system is by permission of the building level administrator only.

Network Policy—As a user of the network, you may be allowed to access other networks (and/or the computer systems attached to those networks). Therefore:

- Use of systems and/or the network in attempts to gain unauthorized access to remote systems is prohibited.
- The copying of copyrighted materials, such as third-party software, without the express written permission of the owner of the proper license is prohibited.
- Intentional attempts to “crash” network systems or programs are punishable disciplinary offenses.
- Any attempts to secure a higher level of privilege or to bypass restrictions in place on the network systems are punishable disciplinary offenses.
- The willful introduction of computer “viruses” or other disruptive/destructive programs into the organization networks or into external networks is prohibited.
- Deleting, copying or modifying files located on the network outside your directory or on the hard drives of individual computers is prohibited. Installation of programs without permission of a technology staff member is prohibited.

Bring Your Own Device Policy (BYOD)– Students may choose to bring his/her own electronic device, i.e. computer laptop, computer notebook, or other portable computer device, to assist in review and study during class. Students are required to limit usage of his/her personal electronic device during class for educational purposes only. Cell phones are not to be utilized during class, and are to be kept on silent and out of sight, in order to minimizing distractions to the learning environment.

Similar to other personally owned items, the Carthage R-9 School District will not be liable for the loss, damage, misuse or theft of electronic devices that are brought to the Carthage Technical Center. In addition, the District will not be liable for monetary or non-monetary damages of any type for the theft or misuse of personal information transmitted over devices while on the premises.

Access to district wireless resources is a privilege. Misuse of the student’s electronic device(s) and /or network resources will be subject to disciplinary action as outlined in the PN Handbook.

Copyright Policy—Copyright Law is Federal Legislation enacted by congress to protect original and tangible mediums of expression created by individuals. It was also put into place to protect and encourage creativity. Copyright covers many areas including, but not limited to, music, movies, writings and software. Federal copyright laws make it illegal to copy or share intellectual property without permission. Carthage R-9 School District/Carthage Technical Center adheres to regulations and guidelines outlined in all Federal Copyright Laws.

Unauthorized downloading or sharing of copyrighted material could result in civil and criminal legal action against you including lawsuits by the copyright holders and their agents.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or “statutory” damages affixed at not less than \$750 and not more than \$30,000 per work infringed. A court can, in its discretion, also assess costs and attorney fees. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense.

Carthage R-9 School District/Carthage Technical Center expects all faculty, students, and employees to adhere to and uphold all copyright laws and to use Carthage R-9 information technology resources responsibly, ethically, and in compliance with all relevant laws. The use of Carthage R-9 information technology resources is a privilege. If a member of the community fails to comply with what is set forth in this policy, that member’s access and use of Carthage R-9 information technology may be revoked.

For more information, please see the website of the U.S. Copyright Office at www.copyright.gov , especially their FAQ’s at www.copyright.gov/help/faq.

Distribution of Non-Curricular 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.

VIDEO & PUBLICATION PERMISSION

(Reference: Form 2400)

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 Coordinator in writing within thirty days of school starting if they prefer not to be part of these groups that may be videotaped and/or photographed for educational purposes in the school setting. If questions exit, please call the school office (417)359-7095.

MISSOURI NURSE PRACTICE ACT—NCLEX-PN RULE

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 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 — complaint procedures.

1. The board may refuse to issue or reinstate any certificate of registration or authority, permit or license required pursuant to chapter 335 for one or any combination of causes stated in subsection 2 of this section or the board may, as a condition to issuing or reinstating any such permit or license, require a person to submit himself or herself for identification, intervention, treatment, or rehabilitation by the impaired nurse program as provided in section 335.067. 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.
2. The board may cause a complaint to be filed with the administrative hearing commission as provided by chapter 621 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:
 - (1) Use or unlawful possession of any controlled substance, as defined in chapter 195, 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;
 - (2) 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;
 - (3) 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;
 - (4) Obtaining or attempting to obtain any fee, charge, tuition or other compensation by fraud, deception or misrepresentation;
 - (5) Incompetency, gross negligence, or repeated negligence in the performance of the functions or duties of any profession licensed or regulated by chapter 335. For the purposes of this subdivision, "repeated negligence" means the failure, on more than one occasion, to use that degree of skill and learning ordinarily used under the same or similar circumstances by the member of the applicant's or licensee's profession;
 - (6) Misconduct, fraud, misrepresentation, dishonesty, unethical conduct, or unprofessional conduct in the performance of the functions or duties of any profession licensed or regulated by this chapter, including, but not limited to, the following:
 - (a) Willfully and continually overcharging or overtreating patients; or charging for visits which did not occur unless the services were contracted for in advance, or for services which were not rendered or documented in the patient's records;
 - (b) Attempting, directly or indirectly, by way of intimidation, coercion or deception, to obtain or retain a patient or discourage the use of a second opinion or consultation;
 - (c) Willfully and continually performing inappropriate or unnecessary treatment, diagnostic tests, or nursing services;
 - (d) Delegating professional responsibilities to a person who is not qualified by training, skill, competency, age, experience, or licensure to perform such responsibilities;
 - (e) Performing nursing services beyond the authorized scope of practice for which the individual is licensed in this state;
 - (f) Exercising influence within a nurse-patient relationship for purposes of engaging a patient in sexual activity;
 - (g) Being listed on any state or federal sexual offender registry;
 - (h) Failure of any applicant or licensee to cooperate with the board during any investigation;
 - (i) Failure to comply with any subpoena or subpoena duces tecum from the board or an order of the board;
 - (j) Failure to timely pay license renewal fees specified in this chapter;
 - (k) Violating a probation agreement, order, or other settlement agreement with this board or any other licensing agency;
 - (l) Failing to inform the board of the nurse's current residence;
 - (m) Any other conduct that is unethical or unprofessional involving a minor;
 - (7) 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;
 - (8) 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;
 - (9) 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;
 - (10) A person is finally adjudged insane or incompetent by a court of competent jurisdiction;

- (11) 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;
 - (12) Issuance of a certificate of registration or authority, permit or license based upon a material mistake of fact;
 - (13) Violation of any professional trust or confidence;
 - (14) 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;
 - (15) Violation of the drug laws or rules and regulations of this state, any other state or the federal government;
 - (16) 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;
 - (17) Failure to successfully complete the impaired nurse program;
 - (18) Knowingly making or causing to be made a false statement or misrepresentation of a material fact, with intent to defraud, for payment pursuant to the provisions of chapter 208 or chapter 630, or for payment from Title XVIII or Title XIX of the federal Medicare program;
 - (19) Failure or refusal to properly guard against contagious, infectious, or communicable diseases or the spread thereof; maintaining an unsanitary office or performing professional services under unsanitary conditions; or failure to report the existence of an unsanitary condition in the office of a physician or in any health care facility to the board, in writing, within thirty days after the discovery thereof;
 - (20) A pattern of personal use or consumption of any controlled substance unless it is prescribed, dispensed, or administered by a provider who is authorized by law to do so;
 - (21) Habitual intoxication or dependence on alcohol, evidence of which may include more than one alcohol-related enforcement contact as defined by section 302.525;
 - (22) Failure to comply with a treatment program or an aftercare program entered into as part of a board order, settlement agreement, or licensee's professional health program.
3. After the filing of such complaint, the proceedings shall be conducted in accordance with the provisions of chapter 621. 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. For any hearing before the full board, the board shall cause the notice of the hearing to be served upon such licensee in person or by certified mail to the licensee at the licensee's last known address. If service cannot be accomplished in person or by certified mail, notice by publication as described in subsection 3 of section 506.160 shall be allowed; any representative of the board is authorized to act as a court or judge would in that section; any employee of the board is authorized to act as a clerk would in that section.
 5. 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.
 6. 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.
 7. 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.
 8. The board may apply to the administrative hearing commission for an emergency suspension or restriction of a license for the following causes:
 - (1) Engaging in sexual conduct ** as defined in section 566.010, with a patient who is not the licensee's spouse, regardless of whether the patient consented;
 - (2) Engaging in sexual misconduct with a minor or person the licensee believes to be a minor. "Sexual misconduct" means any conduct of a sexual nature which would be illegal under state or federal law;
 - (3) Possession of a controlled substance in violation of chapter 195 or any state or federal law, rule, or regulation, excluding record-keeping violations;
 - (4) Use of a controlled substance without a valid prescription;
 - (5) The licensee is adjudicated incapacitated or disabled by a court of competent jurisdiction;
 - (6) Habitual intoxication or dependence upon alcohol or controlled substances or failure to comply with a treatment or aftercare program entered into pursuant to a board order, settlement agreement, or as part of the licensee's professional health program;
 - (7) A report from a board-approved facility or a professional health program stating the licensee is not fit to practice. For purposes of this section, a licensee is deemed to have waived all objections to the admissibility of testimony from the provider of the examination and admissibility of the examination reports. The licensee shall sign all necessary releases for the board to obtain and use the examination during a hearing; or
 - (8) Any conduct for which the board may discipline that constitutes a serious danger to the health, safety, or welfare of a patient or the public.
 9. The board shall submit existing affidavits and existing certified court records together with a complaint alleging the facts in support of the board's request for an emergency suspension or restriction to the administrative hearing commission and shall supply the administrative hearing commission with the last home or business addresses on file

with the board for the licensee. Within one business day of the filing of the complaint, the administrative hearing commission shall return a service packet to the board. The service packet shall include the board's complaint and any affidavits or records the board intends to rely on that have been filed with the administrative hearing commission. The service packet may contain other information in the discretion of the administrative hearing commission. Within twenty-four hours of receiving the packet, the board shall either personally serve the licensee or leave a copy of the service packet at all of the licensee's current addresses on file with the board. Prior to the hearing, the licensee may file affidavits and certified court records for consideration by the administrative hearing commission.

10. Within five days of the board's filing of the complaint, the administrative hearing commission shall review the information submitted by the board and the licensee and shall determine based on that information if probable cause exists pursuant to subsection 8 of this section and shall issue its findings of fact and conclusions of law. If the administrative hearing commission finds that there is probable cause, the administrative hearing commission shall enter the order requested by the board. The order shall be effective upon personal service or by leaving a copy at all of the licensee's current addresses on file with the board.
11. (1) The administrative hearing commission shall hold a hearing within forty-five days of the board's filing of the complaint to determine if cause for discipline exists. The administrative hearing commission may grant a request for a continuance, but shall in any event hold the hearing within one hundred twenty days of the board's initial filing. The board shall be granted leave to amend its complaint if it is more than thirty days prior to the hearing. If less than thirty days, the board may be granted leave to amend if public safety requires.
(2) If no cause for discipline exists, the administrative hearing commission shall issue findings of fact, conclusions of law, and an order terminating the emergency suspension or restriction.
(3) If cause for discipline exists, the administrative hearing commission shall issue findings of fact and conclusions of law and order the emergency suspension or restriction to remain in full force and effect pending a disciplinary hearing before the board. The board shall hold a hearing following the certification of the record by the administrative hearing commission and may impose any discipline otherwise authorized by state law.
12. Any action under this section shall be in addition to and not in lieu of any discipline otherwise in the board's power to impose and may be brought concurrently with other actions.
13. If the administrative hearing commission does not find probable cause and does not grant the emergency suspension or restriction, the board shall remove all reference to such emergency suspension or restriction from its public records. Records relating to the suspension or restriction shall be maintained in the board's files. The board or licensee may use such records in the course of any litigation to which they are both parties. Additionally, such records may be released upon a specific, written request of the licensee.
14. If the administrative hearing commission grants temporary authority to the board to restrict or suspend the nurse's license, such temporary authority of the board shall become final authority if there is no request by the nurse for a full hearing within thirty days of the preliminary hearing. The administrative hearing commission shall, if requested by the nurse named in the complaint, set a date to hold a full hearing under the provisions of chapter 621 regarding the activities alleged in the initial complaint filed by the board.
15. If the administrative hearing commission refuses to grant temporary authority to the board or restrict or suspend the nurse's license under subsection 8 of this section, such dismissal shall not bar the board from initiating a subsequent disciplinary action on the same grounds.
16. (1) The board may initiate a hearing before the board for discipline of any licensee's license or certificate upon receipt of one of the following:
 - (a) Certified court records of a finding of guilt or plea of guilty or nolo contendere in a criminal prosecution under the laws of any state or of the United States for any offense involving the qualifications, functions, or duties of any profession licensed or regulated under this chapter, for any offense involving fraud, dishonesty, or an act of violence, or for any offense involving moral turpitude, whether or not sentence is imposed;
 - (b) Evidence of final disciplinary action against the licensee's license, certification, or registration issued by any other state, by any other agency or entity of this state or any other state, or the United States or its territories, or any other country;
 - (c) Evidence of certified court records finding the licensee has been judged incapacitated or disabled under Missouri law or under the laws of any other state or of the United States or its territories.(2) The board shall provide the licensee not less than ten days' notice of any hearing held pursuant to chapter 536.
(3) Upon a finding that cause exists to discipline a licensee's license, the board may impose any discipline otherwise available.

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