



Welcome to Lex La-Ray Technical Center's Practical Nursing Program.
This handbook provides basic information and offers a general description of various aspects of the nursing program. It is subject to change from time to time without notice. Before using the information herein for major decisions, please contact the Nursing Program Coordinator, Bernice Wagner.

TABLE OF CONTENT

Lexington R-V School District Policy/Videos & Publications Permission	3
Practical Nursing Calendar of Events	4
Faculty Telephone Numbers	5
Philosophy/Objectives	6
Accreditation/Jurisdiction/Tuition/Refunds	7
Miscellaneous Expenses.....	8
Admission Requirements/Selection Criteria/Disability Notification.....	9
Competencies and Functional Abilities.....	10
Leave of Absence/Termination/Prerequisite for State Board Examination.....	11
Financial Aid.....	12
Transfer Student Policy/Educational Program	13
Clinical Content/Instructional Content.....	14
Description of Academic Courses	15-18
Program Requirements	18
Grade Keys for Theory and Clinical Classes/Classroom Make-Up Assignments	18-19
Written Assignments/Student Conduct Policies.....	19-20
Classroom/Clinical Student Conduct.....	20
Disciplinary Policy/Sexual Harassment/Search Policy/Cheating/Felony Conviction.....	21
Personal Appearance.....	21-22
Insurance/Liability Insurance/CPR/Telephone Calls	22
Smoking/Health Records/Policy on Needles/Sharps	23
Safe Nursing Practice/Student Organization/Constitution	24
By-Laws	25
Housing & Meals/Counseling & Placement/Standardized Testing... ..	26
Drug Testing Policy.....	27-28
Form 335.066	29-30
Library/Computer Policy	31-32
Attendance/Make-up Assignments/Call-in Policy	33
Inclement Weather Procedures.....	34
Grievance Procedure	35
Call-in Policy Agreement.....	36
Practical Nursing Program Agreement.....	37
Technology Usage Agreement.....	38

NOTICE OF NONDISCRIMINATION

Applications for admission and employment, students, parents of elementary and secondary school students, employees, sources of referral of applicants for admission and employment, and all unions or professional organizations holding collective bargaining or professional agreements with Lexington R-V School District are hereby notified that this institution does not discriminate on the basis of race, color, national origin, sex, age or disability in admission or access to, or treatment or employment in, its programs and activities. Any person having inquiries concerning Lexington R-V School District's compliance with the regulations implementing Title VI of the Civil Rights Act of 1964 (Title VI), 504 of the Rehabilitation Act of 1973 (Section 504), or Title II of the American with Disabilities Act of 1990 (ADA) is directed to contact the Director of Special Services at the following address:

100 S. 13th
Lexington, MO 64067
(660) 259-4369

The Director of Special Services has been designated by Lexington School District to coordinate the district's efforts to comply with regulations implementing Title VI, Title IX, Section 504, and the ADA.

For assistance with accessibility to our school facilities, programs and activities, please call the school office at (660) 259-2264.

For communication auxiliary aid and services, please contact the Technical Center office at (660) 259-2264 or the Board of Education Office at (660) 259-4369. The Lexington School District uses Relay, MO. 1-800-735-2966 (TDD)

VIDEOS AND PUBLICATIONS PERMISSION

The Lex La-Ray Technical Center (Lexington R-V School District) is involved with many innovative programs and we are often asked to share information about our programs with other groups and organizations. We may elect to videotape or take photographs of students engaged in a particular learning activity. These videotapes/photographs will be used for educational purposes to promote the value of vocational education.

The photographs will be used in newspaper articles, brochures and possibly on our school web page. Students need to specify to the Director of the Technical Center (within 30 days from the start of school), in writing, if they would prefer not to be part of these groups which may be videotaped and or photographed for educational purposes in the school setting. If you have questions, please call the school office at 660-259-2264.

2009 – 2010
Lex La-Ray PN Calendar

AUGUST

17 – Classes Begin
27 – Missouri State Board of Nursing Visit

OCTOBER

16 – MCPNE meeting; No School
21 – Health Screenings, Blue Springs, MO

DECEMBER

18 - Last Day of School before Christmas

FEBRUARY

4 – P.N. Open House
15 - President’s Day

APRIL

8 – P.N. Open House
1 – 5 – Spring Break

JUNE

6 - 8 - MO State P.N. Convention

SEPTEMBER

7 – Labor Day Holiday

NOVEMBER

5 – Clinical Rotations Begin
25 – 27 - Thanksgiving Break, No School

JANUARY

4 - Classes Resume
18 - Martin Luther King’s Birthday
29 – P.N. Capping Ceremony

MARCH

4 – P.N. Open House

MAY

31 – Memorial Day – No School

JULY

16 – P.N. Class of 2010 Graduation

*CALENDAR DATES ARE SUBJECT TO CHANGE

PRACTICAL NURSING STAFF TELEPHONE NUMBERS

Tom Corporon, Director, Technical Center – 660-259-2264, Ext. 202
Judy Holt, Financial Aid Advisor, Tech Center – 660-259-2264, Ext. 223
Kim Knox, Tech Center and Director Secretary – 660-250-2264, Ext. 201

Bernice Wagner, RN, BSN - phone 660-259-2264 Ext. 216 - Cell 660-9099-7993
LPN Graduate of Saline County Area Vocational Technical School
RN, ADN Graduate of State Fair Community College, Sedalia, MO
BSN Graduate of Central Missouri State University, Warrensburg, MO

Winnie Youger, RN, BSN – phone 660-259-2264, Ext. 205 – Cell 660-232-0695
BSN Graduate of Avila College, Kansas City, MO

Vickie Miller, RN, BSN – phone 660-259-2264, Ext. 206 – Cell 816-699-6076
BSN Graduate of St. Luke's College, Kansas City, MO

Ruby Limback, LPN – phone 660-259-2264, Ext. 209 – Cell 660-641-3460 – Home 660-394-2460
LPN Graduate of Lex La-Ray Technical Center

PHILOSOPHY

The Lex La-Ray Technical Center Practical Nursing Program faculty believes and functions in accordance with the stated philosophy of the Lexington R-V School District, Lexington, MO.

The role of the Practical Nurse is to provide safe, competent, quality care in all nursing situations with minimum and direct supervision and direction from a registered professional nurse and/or licensed physician.

We believe that due to the role of the Practical Nurse in the health community, the core of the education of this nurse must be integrated curriculum based on the biological and behavioral sciences with development of interpersonal relationships. This education includes the ability to develop an individual plan of care and recognize changes in the conditions of the client indicating the need for professional assistance.

We believe in human dignity of each individual and providing care in an environment that promotes the dignity of an individual and respect of cultural and ethnic diversity. We believe that the Lex La-Ray Practical Nursing program should continue to be strengthened improved and expanded in accordance with the needs of our community. We believe in a policy of non-discrimination regarding sex, age, race, color, creed, national origin, or handicap, as specified by federal and state laws and regulations.

OBJECTIVES

Upon completion of the Lex La-Ray Technical Center Practical Nursing Program the graduate practical nurse will be able to:

1. Implement nursing care and skills, required of an entry-level practical nurse, on an individual basis to clients in his/her care. Developing and implementing the individual plan of care, utilizing the nursing process.
2. Effectively communicate verbally and nonverbally with clients, client's families, peers, supervisors and employers as to provide quality client care and family interaction, respecting human dignity and cultural and ethnic diversity of each individual.
3. Recognize and assume responsibility for Professional Development through participation in professional organizations and continuing education courses.
4. Recognize his/her responsibility and participation in meeting the health care needs of the community.

ACCREDITATION/JURISDICTION

The Lex La-Ray Technical Center, including the Practical Nursing Program is under the jurisdiction of the Lexington R-V School District. This program is Approved by the Missouri State Department of Education and Approved by the Missouri State Board of Nursing. The State Board of Nursing licenses professional nurses and practical nurses, establishes minimum standards for schools of nursing, and approves schools of nursing. In addition to those regulatory bodies, the program also has several committees, which serve in an advisory capacity. These committees are:

ADVISORY COMMITTEE - concerned with curriculum, recruitment, public relations, loans and scholarships.

ADMISSIONS COMMITTEE - helps execute the Practical Nurse Program admission policies.

FACULTY COMMITTEE - comprised of the nursing faculty to review and revise the curriculum, coordinate student educational experiences and develop/implement student policies.

TUITION

The tuition and tuition payments for the Lex La-Ray Technical Center school program of Practical Nursing is as follows: **Tuition \$9250.00 with a \$75.00 lab fee.**

Payment Schedule:

Non-Refundable Deposit	\$150.00*	Due within ten days of acceptance
1st Payment	\$4,550.00	Due the first day of class
2nd Payment	\$4,550.00	Due the first day of November

*The non-refundable deposit of \$150.00 applies to all students regardless of financial aid.

For students seeking financial aid, a processed Pell Institutional Student Information Record (ISIR) **must** be on file with the school or the first and second payment schedule will apply. Any tuition not covered by financial aid will be due the first day of class.

*Students are responsible for tuition and all expenses incurred, including class dues, prior to graduation. Should obligations not be met by graduation, diplomas will be withheld until all outstanding debts are paid.

REFUND POLICY

No refunds are given unless an alternate is found to take the vacant place in class, and only then if the vacancy occurs before 5 days have lapsed into the educational program per Missouri State Board of Nursing policy. The refund policy does not apply to the P.N. non-refundable deposit. The tuition does not include uniforms, textbooks, or incidental expenses.

Insert Financial Expenses and Tuition sheet

ADMISSION REQUIREMENTS

THE FOLLOWING REQUIREMENTS MUST BE MET TO APPLY TO LEX LA-RAY TECHNICAL CENTER PRACTICAL NURSING PROGRAM:

THE APPLICANT MUST:

1. Must be eighteen (18) years of age at the end of the one-year Program in order to write the State Board Exam.
2. Hold high school diploma or 12th grade GED, copies required for personal file.
3. Complete Lex La-Ray Technical Center, Practical Nursing Program application.
4. Submit four (4) references (2 Professional – Employer, Teachers, etc.; 2 Personal – Person who has know applicant for 2 years or more)
5. Read and sign document 335.066. (see page 29 & 30)
6. Physical examination required upon acceptance to Practical Nursing Program, not prerequisite for application.

LEX LA-RAY TECHNICAL CENTER PRACTICAL NURSING PROGRAM SELECTION CRITERIA:

THE CANDIDATE MUST:

1. Achieve a passing score on the entrance test, as determined by Admissions Committee.
2. The top 28 passing candidates are accepted as class members. The remaining applicants with passing test scores are placed on an alternate list.
3. Have completed personnel file including the following:
 - a. Application
 - b. Four positive references
 - c. Signed 335.006 (see pg29 & 30.)
 - d. Copy of high school diploma or GED
 - e. Copy of Birth Certificate
 - f. Completed PELL Grant Application
 - g. Copy of Social Security Card
 - h. Copy of Drivers license or state approved photo ID

Successful completion of the Practical Nursing Program does not guarantee eligibility to take the Missouri Practical Nursing Licensure Examination. (refer to 335.066 of the Nurse Practice Act.)

DISABILITY NOTIFICATION:

After admittance to the Practical Nursing program, if a student has a disability that may require a modification/accommodation, must notify the PN Coordinator and instructors the **first day** of class.

Insert Physical Abilities Required Page

GUIDELINES FOR GRANTING LEAVE-OF-ABSENCE

No leave of absence shall be granted to the Practical Nursing Student.

TERMINATION

Withdrawal: Students withdrawing from school must contact the program Coordinator and submit a written statement giving the reason, within seven days of their last date of attendance.

A student who withdraws from the Practical Nursing Program may re-apply through the complete admissions process for the following year.

Dismissal: Students who are dismissed may re-apply the following year unless reason for dismissal disqualifies student ability to do so.

PREREQUISITE FOR STATE BOARD EXAMINATION

Each student must:

1. Graduate from a state approved practical nursing school.
2. File formal application, submit fee and proof of back ground finger print check.
3. Submit the following documents to the Missouri State Board of Nursing prior to the scheduled licensing examination date:
 - a) Application for licensure by examination complete with certified check or postal money order, proof of fingerprints and 2x2 inch picture
 - b) Completed application to the authorized Testing Center and a certified check or postal money order for the authorized fee.
4. Compliance with the Missouri Nurse Practice Act, Section 335.066 as stated on page .

The Program Coordinator must submit official final transcript from the Practical Nursing Program to the Missouri State Board of Nursing.

Successful completion of the Practical Nursing Program does not guarantee eligibility to take the Missouri Practical Nursing Licensure Examination. (refer to 335.066 of the Nurse Practice Act.)

IN ADDITION, ACCORDING TO THE STATE OF MISSOURI MINIMUM STANDARDS FOR ACCREDITED PROGRAMS OF PRACTICAL NURSING, FOREIGN STUDENTS:

1. Shall meet the same general admission requirements as other students.
2. All applicants from non-English speaking countries shall demonstrate a working knowledge of written and spoken English as verified by: TOEFL and TSE Examinations. (Test of English as Foreign Language)-(Test of Spoken English).

FINANCIAL AID

Financial Aid that is available for Practical Nursing Students includes, but is not limited to:

1. Pell Grants
2. Federal Stafford Loans - subsidized and unsubsidized
3. Federal PLUS Loans
4. WIA
5. Self-Sufficiency
6. Vocational Rehabilitation
7. Veteran's Education Benefits
8. Advantage Missouri Program
9. Rural Missouri, Inc.
10. Fee Waiver for Displaced Homemaker
11. A+ School Program
12. Community Health Foundation Scholarship
13. Private Scholarships
14. Missouri Need Based Aid Program
 - PEO ELF Loan Program
 - Bour Memorial Scholarship
 - Missouri Hospital Assc.
 - Community Partnership Nursing Student Loan (DHSS)
 - MO State Association of License Practical Nurses
 - Nursing Student Loan – MO State Board of Nursing
 - WNNC Auxiliary Health Careers Scholarship
 - Missouri League for Nursing

For detailed information concerning eligibility and application for financial aid, see the **Student Financial Aid Handbook**. *Note the sections specifically pertaining to the Practical Nursing Program.*

Contact the school's Financial Aid Advisor, Judy Holt, for assistance at 660-259-2264, ext. 223.

TRANSFER STUDENT POLICY

Based on the "State of Missouri Minimum Standards for Accredited Programs of Practical Nursing" statement 4 CSR 200-3.090-Students-Transfer "Students shall complete the comparable requirements for graduation as other members of the graduating class." The following policy has been developed regarding applicants for transfer into the practical nursing program.

1. The applicant shall request their former Practical Nursing Program to send an OFFICIAL transcript to this program for evaluation by the Coordinator.
2. The applicant will not be required to repeat a course that has been satisfactorily completed, using the same evaluation scale as this Program, and in which the hours and content were the same or greater than the content in this program. The applicant must have completed said courses within a period of 12 months prior to transfer.
3. The applicant MUST challenge any course previously completed by successfully passing the comprehensive examination, from this program with a minimum of 78%. The coordinator will provide a course outline to the applicant, which covers course content.
4. The applicant must only transfer into this Program at the point of beginning semesters (Levels). Applicants will not be accepted at any other time.
5. The applicant will have three (3) references (one reference must be from his/her former school Coordinator indicating reason for withdrawal. No references from family accepted.)
6. The applicant must meet all admission criteria including but not limited to:
 - a. Admission physical exam. (School provided forms)
 - b. Certified evidence of High School graduation or 12th grade GED equivalency.
 - c. Admission testing.
7. The tuition for the program will be dependent upon the time of entry into the program. The Director of the Technical Center shall make this decision. Additional costs of the program are uniforms, textbooks, and other supplies as deemed necessary (refer to page 8).

ORGANIZATION OF THE EDUCATIONAL PROGRAM

The length of the program is structured to meet the MISSOURI MINIMUM STANDARDS FOR APPROVED PROGRAMS OF PRACTICAL NURSING.

1. **Teaching methods include: classroom lectures and group activities, return demonstrations, field trips, guest lectures and hands on experience in the clinical setting.**
2. **Teaching Aids: audiovisual (films and videotapes), charts & posters, anatomical models, computer assisted study, skills lab and reference library.**
3. **Study: It is the student's responsibility to schedule individualized student assistance from instructors as needed. Students are expected to be prepared for classes/clinicals at all times.**
4. **Use of personal technology or electric equipment is prohibited during class instructional time and testing**

Clinical Content

Level I

The first 18 weeks is devoted to learning the fundamentals of nursing which consists of:

Pre-Clinical experience:

1. Scheduled supervised periods of clinical lab skill practice. Students are responsible for scheduling additional practice sessions when needed.
2. Classroom nursing theory and skills.

Clinical experience:

November and December sixty four hours of clinical experience. The long-term care facilities provide an opportunity for the practice of Fundamental Nursing skills in the care of Geriatric clients.

Level II and Level III

The remaining weeks of the program include classes in theory and 367 hours of clinical practice.

Direct patient care and/or observational experience will include:

Medical Nursing
Surgical Nursing
Obstetrical Nursing
Pediatric Nursing
Mental Health Nursing
Leadership

Other experiences can include but not be limited to:

Radiology
Physical Therapy
Respiratory Therapy
Rehabilitation
Surgical/Recovery Room
Outpatient Clinics
Laboratory
Intensive Care
Emergency Room
Doctor's Office
County Health Department
Head Start
School Nurse
Senior Center
Hospice

INSTRUCTIONAL CONTENT

Level I (first 18 weeks)

1. Body Structure and Function
2. Nutrition
3. Personal and Vocational Concepts
4. Fundamentals of Nursing
5. Pharmacology I
6. IV Therapy

Level II

1. Medical-Surgical Nursing
2. Obstetric Nursing
3. Pharmacology II
4. Geriatric Nursing
5. Vocational Personal Concepts

Level III

1. Pediatric Nursing
2. Mental Health Nursing
3. Pharmacology II
4. PVC (Leadership)
5. Medical-Surgical Nursing

Students must successfully complete each academic course with a 78% or higher, with the exception of IV therapy course which requires an 80% or higher and clinical grades which require an 80 % or higher, in order to meet graduation requirements and become eligible to graduate.

DESCRIPTION OF ACADEMIC COURSES

LEVEL I

FUNDAMENTALS OF NURSING (Theory Hours: 120 Laboratory Hours: 36):

The concept of human adaptation to stress and illness throughout the life-span establishes the foundation of this course. Additionally, the unique impact of culture and ethnicity is recognized in presenting concepts of patient care, fundamental skills, nursing process and nursing responsibilities. The acquisition of skills and concepts is accomplished; through classroom lecture based on textbook objectives, skill demonstration and skill practice opportunity. Student competency is evaluated through written exam, computer assisted learning and skill demonstration. A clinical rotation of 80 hours provides the opportunity for implementation of fundamental nursing skills and concepts in the delivery of basic patient care at the Practical Nursing level and scope of practice.

THE HUMAN BODY IN HEALTH AND DISEASE/BODY STRUCTURE AND FUNCTION (Theory Hours: 120):

This course is designed to acquaint the student Practical Nurse with a basic understanding of body structure and function. Course information proceeds for the basic cell unit through more complex units such as tissues, membranes and organs. Basic medical terminology is integrated throughout all chapters, as well as content of IV Therapy. Each body system is presented with anatomical terminology. The structure and function of each body system is explored to provide the student with an understanding of the complexity of the human body. Disease processes occurring with interruption of normal physiological function of the body is presented, recognizing ethnic and cultural differences in relation to these disease processes.

NUTRITION COURSE (Theory Hours: 55):

This course provides a foundation for the student Practical Nurse in the science of normal nutrition and nutrition therapy. The subject matter focuses on the practical application of information and concepts through the life cycle, major health concerns, disease processes and cultural diversity. The four units are: Fundamentals of Nutrition, Maintenance of Health through Good Nutrition, Diet Therapy and Food Preparation. Concepts are integrated into the Medical-Surgical Nursing and Specialty Nursing courses.

PHARMACOLOGY I (Theory Hours: 31):

The important aspect of medication preparation and administration requires a fundamental knowledge of mathematics. After a review of basic mathematics and systems of measurements, the procedure for calculating drug dosages and IV flow rates for both the adult and the pediatric client is presented. The second part of this course provides a detailed explanation of topics essential to a thorough understanding of drug sources, forms, names, classifications, actions and systems of measurements. The legal/ethical aspects and the fundamental skill of medication administration is addressed. Emphasis is placed on basic principles of safe medication administration for the Practical Nurse.

SUCCESS IN PRACTICAL NURSING (Theory Hours 56):

This course is designed to provide the student nurse with an overview of various personal and professional components of the educational year of the student practical nurse. Beginning chapters introduce the evolution of practical nursing, the role of the Practical Nurse on the health care team and successful development of study and adjustment skills related to the adult student. Other units focus on personal development including wellness, self care, communication techniques and cultural uniqueness and sensitivity.

The second phase of the course, to be completed during Level II includes health care trends, career mobility, nursing ethics, law, preparation for writing the NCLEX-PN, job searching techniques and development of management and leadership skills.

IV THERAPY (Theory Hours: 40; Clinical Hours: 8)

This course teaches the Practical Nursing student theory and practical Intravenous Fluid Therapy. The course begins with the history of IV Therapy. Instruction in the course includes: Anatomy, Pharmacology, Asepsis, Circulatory System, Cardiopulmonary, Fluid and Electrolyte Balance, IV Complication, IV Administration, IV Maintenance, Blood Transfusion, Parenteral Nutrition, and clinical practicum at Lafayette Regional Hospital. The State of Missouri Board of Nursing mandates an 80% passing rate or higher to successfully complete the course. Upon successful completion a Certificate of Achievement is presented to the student.

LEVEL II

MATERNITY NURSING (Theory Hours: 57):

Maternity Nursing explores the process of reproduction and the childbearing processes, which occur in the antepartum, intrapartum and postpartum phase. Previous knowledge of safe basic nursing skills and principles are incorporated as the practical nursing student utilizes the nursing process to facilitate maternal self-care and care of the newborn. The focus of the course is to recognize basic knowledge about the interrelationship of other body systems in identifying nursing responsibilities during pregnancy, labor and delivery. Establishing effective interpersonal relationships with the childbearing family is emphasized. Ethnic and cultural differences in clients are taken into consideration when examining the nurses' role in the childbearing experience.

MEDICAL-SURGICAL NURSING (Theory Hours: 120):

This course is an intense introduction to Medical-Surgical Nursing for the Practical Nurse. It is divided into units according to body systems. Each unit builds on a basic knowledge of anatomy and physiology. Through classroom lecture and directed study, textbook objectives guide the learning experience. Specific disorders and disease processes are discussed with attention to: signs and symptoms, cultural diversity, diagnostic laboratory data, medical treatment modalities, nursing diagnosis and the nursing process. Through clinical rotations, the student is challenged by the unique circumstances and nursing care needs of the medical-surgical patient.

GERIATRIC NURSING (Theory Hours: 66)

This course provides the student Practical Nurse with an overview of the normal aging process. The development and foundation of Gerontology Nursing is discussed. Emphasis is placed on the holistic nursing care given the older adult, recognizing the cultural and ethnic diversity of the aging population. Routine nursing care given the older adult related to common illnesses is explored with special attention given to restorative nursing care. A review of various levels of geriatric care facilities is presented. Future trends in Gerontological Nursing are also presented.

LEVEL III

MENTAL HEALTH AND MENTAL ILLNESS (Theory Hours: 34):

See Level II for description.

PHARMACOLOGY II (Theory Hours: 122):

This course provides an introduction of basic medications to the practical nursing student. Nursing implications in medication administration related to ethnic and cultural diversity of clients is explored. During this course, Practical Nursing students will learn the essential information a nurse needs to know for safe administration of medication. The moral, ethical and legal responsibilities for safe medication administration and IV therapy are presented, along with the nursing process and how it applies to administration of medication within the Practical Nurses Scope of Practice.

MEDICAL-SURGICAL NURSING (Theory Hours: 120)

See Level II for description.

PEDIATRIC NURSING (Theory Hours: 57):

Pediatric Nursing is a course for the Practical Nursing student that supplies the fundamental knowledge needed to practice in a pediatric setting. The framework is growth and development, and the focus is nursing intervention. The care of the family, as well as the child, is emphasized throughout the course. Differences in family and child related to ethnic and cultural diversity is examined. Terms, objectives and study questions accompany each chapter studied.

MENTAL HEALTH AND MENTAL ILLNESS (Theory Hours: 34):

This course provides the opportunity to explore the patterns of mental health care in this country, basic concepts of mental health, classification of mental disorders, and concepts of psychiatric-mental health nursing. Textbook objectives guide classroom presentations. A brief clinical rotation to an inpatient mental health care facility allows the student first hand observation of the multidisciplinary team approach in the therapeutic care of a client with a mental disorder.

PVC LEADERSHIP (Theory Hours: 16, Clinical Hours: 30):

Leadership is a vital component of the Practical Nursing education. Leadership and management theory is studied in the classroom and practiced in the clinical area with team nursing. Teams are composed of students who alternate as team leaders and various team members including actual care of clients. The end result is a better-prepared team leader in the job area.

All theory and clinical experiences will meet the overall philosophy and objectives of the program as determined by the faculty and according to the MINIMUM STANDARDS FOR PROGRAMS OF PRACTICAL NURSING in Missouri.

PRACTICAL NURSING PROGRAM STANDARDS FOR GRADUATION

Successful completion of the Practical Nursing Program is dependent upon the student's demonstrated ability to:

1. Function in a safe and academic and clinically competent manner at all times (see page 10 Competencies and Functional abilities).
2. Compliance with Attendance/Tardy Policy (see page 33 & 34).
3. Compliance with Classroom/Clinical Student Conduct Policy.
4. Achievement of completion of each course at 78% or above.
5. Successful established nurse/patient relationship.
6. Hand in all assignments required.
7. Successfully passing cumulative medical/surgical clinical paper assignments and clinical performance evaluations with an 80% or higher.
8. Participation in all various activities, as assigned by the instructor.

GRADE KEY FOR THEORY COURSES

A - 94-100
B - 93 - 85
C - 84-78
Fail - below a 78%

GRADE KEY FOR IV THERAPY COURSE

A - 94-100
B - 93-85
C - 84-80
Fail - below an 80%

GRADE KEY FOR CLINICAL ROTATION

- Pass - 100% - 80%
- Fail - below 80%

Grades and attendance reports are prepared and given to each student monthly.

CLASSROOM MAKE-UP ASSIGNMENTS

TEST

Upon return to school from an absence, it is the student's responsibility to meet with the instructor to determine assignments that were missed and schedule make-up test/tests. The test/tests should be taken the first academic class day upon returning to school. Any test not taken during the scheduled test time, will have a 5% deduction in grade. Five percent will be deducted from his/her grade for every academic class day the test is not taken. Following the absence, the instructors have the option of giving an alternate exam as a make-up exam. No make-up pop quizzes will be given, in the event of a student absence. Three pop quizzes will be the equivalent of one test grade. The student is also responsible for obtaining all information missed and be prepared to take tests as scheduled by instructor. Program policy states that no test will be administered prior to scheduled class time. If not administered at class time, 5% will be deducted.

Example:

Student earned test grade	80%
5% subtracted for one day late taking test	5%
Student adjusted grade earned on test	75%

CLINICAL ROTATION SITE

A one-day absence, from the clinical site, **will result in a 10% deduction** of the clinical written assignment.

Should the Practical Nursing Student be absent two consecutive clinical days, a zero will be recorded for clinical written assignment. Clinical absences during weeks with one clinical day, a zero will be recorded for clinical written assignment. (i.e. a holiday week)

Clinical written assignments are due promptly at 6:30 a.m. on Wednesday morning following the clinical rotation, unless otherwise instructed. Example: Specialty Rotation assignments. Incomplete clinical assignments will receive partial credit based on completeness. If not picked-up by instructors on Wednesday or Thursday, it is student's responsibility to hand in paper **Monday morning at 7:30 a.m.**

CLASS/CLINICAL ASSIGNMENTS

All assignments must be legible and in own words, using black ink on white paper, computer generated, or appropriate forms. Spiral notebook paper will not be allowed. Assignments must be signed, dated and bound together to prevent loss. Instructors are not responsible for unbound paperwork.

It is expected that all classroom assignments/homework be turned in when due. Plagiarism, incomplete assignments or failure to turn in assignment will result in a zero for that assignment. All assignments must be turned in prior to graduation.

Homework assigned by Practical Nursing faculty, in each academic course, will be averaged as one (1) test grade and averaged with other course tests, at the conclusion of the course, to determine the final course grade. The minimum of three (3) homework assignments will be required to be averaged with other tests administered throughout the course. Students must be aware that course grades are not

final until homework grades are added and averaged in with test scores. No extra credit work will be accepted.

Students will have **seven calendar days to dispute** a test, homework, quiz, clinical paperwork or project grade. At the end of the seven calendar days grade will be recorded and stand as a permanent score.

STUDENT CONDUCT POLICIES

All students will meet together harmoniously and effectively, so the rights and interest of all are assured. This is especially true in the nursing profession, our nursing program and the facilities in which you will be working. It is imperative to maintain good standards of conduct and assure quality care and the well being of each client. Therefore, for this reason, rules of conduct have been established. It is your responsibility to use common sense, good judgment, tact, and acceptable personal behavior while in our program.

CLASSROOM/CLINICAL STUDENT CONDUCT

As a practical nursing student in the affiliating agencies, you will be involved with doctors, nursing personnel and clients/family. This will require that you conduct yourself in a professional manner. Throughout clinical rotations, students will observe facility rules of conduct.

The clinical instructor is responsible for student activities and behavior while in the clinical setting. When in doubt on any matter, you are to contact her/him for direction.

EXAMPLES OF INTERACTIONS WHICH WILL RESULT IN IMMEDIATE TERMINATION:

1. FALSIFICATION of records (includes hospital records). *(To give an untruthful account of; to misrepresent; to alter or tamper with in order to deceive; to forge.)
2. Refusal to follow instructions in carrying out the duties assigned you by your instructor; insubordination.
3. Use of, or unauthorized possession of, narcotics, alcohol or other drugs illegally, except by prescription, or reporting to work under the influence of drugs.
4. Possession of a weapon such as a gun, knife, or other harmful implement on school premises or clinical sites.
5. Performing any task outside the scope of practice of a student practical nurse.
6. Breach of confidentiality.
7. Assault of client, faculty, or other students.
8. Abuse of client verbally, emotionally, or physically.

EXAMPLES OF INTERACTIONS WHICH WILL RESULT IN DISCIPLINARY ACTION OR DISMISSAL:

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 patient, visitor, or staff member.
4. Threatening, intimidating, or coercing a classmate, co-worker or other employee.
5. Fighting, horseplay, annoying others or other disorderly conduct on school or clinical site premises.
6. Failure to follow call-in policy.
7. Failure to report to clinical instructor/preceptor upon arrival to rotation site.

DISCIPLINARY PROCEDURE

1. Verbal Warning
2. Written Warning for personal file.
3. Termination from program.

SEXUAL HARRASSMENT

Sexual harassment will not be tolerated. See school board policy AC and regulation AC-R.

SEARCH POLICY

School lockers and desks are the property of the Board of Education and are provided for the convenience of students and as such, are subject to periodic inspection without notice. The school principal or designee shall from time to time, but in no event less than one (1) time per semester, conduct random searches of school lockers, endeavoring to search a minimum of ten percent (10%) of the total lockers in his/her school building. School administrators are also authorized to work with law enforcement officials to use trained dogs to search lockers and vehicles parked on school property. The interior of a student's automobile on school premises may be searched if the school authority has reasonable suspicion to believe that the search will turn up evidence that the student has violated or is violating either the law or the rules of the school. (See Board Policy JFG)

CHEATING OR FELONY CONVICTION

Cheating, in any form, will not be tolerated. This includes misrepresentation of assignments, using whiteout to replace names, etc. If a student is found cheating, Lex La-Ray Technical Center and the Practical Nursing Coordinator will consider this action grounds for dismissal.

Any student with a felony conviction may not be allowed to write the licensure examination, unless the Board of Nursing rules the conviction does not make them ineligible to write the exam.

A copy of Form 335.006 is included (Page 31). The original must be signed and maintained on file upon admission.

PERSONAL APPEARANCE

As a practical nursing student you represent your school, classmates and nursing profession: to the public, clients and their visitors. Your conduct, dress, and appearance are important. Cleanliness and neatness are necessary because of the nature of your work. The following requirements have been established:

1. Good personal hygiene both classroom/clinical - includes daily bath, use of effective deodorant and good oral hygiene. (Persistent halitosis and/or body odor, for whatever reason will be cause for dismissal.)
2. Hair must be clean, simply styled, well groomed, pulled back off face and off the collar while in uniform. No visible evidence of body tattooing/body piercing including tongue rings , when in uniform and on field trips.
3. Makeup must be conservative; nail polish and artificial nails are prohibited in the clinical setting. Nails are to be a length as to not to harm patient and must meet Coordinator/Instructor approval.
4. During clinical, jewelry must be limited to a watch, wedding ring and/or engagement ring (provided deemed safe) and tiny gold/silver post earrings (no stones) if ears are pierced, no more than 1 earring in each ear . In certain clinical areas, no jewelry is allowed. No body jewelry will be allowed.
5. No shorts, sweat pants, pajama bottoms halter tops, crop tops, hats or clothing with non-professional language or advertising is allowed.
6. No chewing gum allowed in clinical/classroom areas.

7. While representing the program of Practical Nursing on field trips, seminars, etc., it is imperative to dress in a professional manner as deemed appropriate by program coordinator. No jeans, of any color, allowed.
8. Wear school designated uniform that is clean, pressed, and hemmed.
9. Undergarments shall be non-visible. Uniforms are to be worn in **all** clinical areas or as instructed by the practical nurse program coordinator.
10. Shoes should be clean and polished as needed to maintain neat appearance. Nursing shoes must meet Coordinator/Instructor approval and must be worn in all Clinical Specialty areas, unless otherwise designated. Shoestrings should be clean and white.
11. Your name badge and watch are considered part of the uniform and must always be worn.
12. After-shave/cologne and perfume are not allowed in any clinical setting.
13. Socks will be all white.
14. Business casual dress attire is required for specific occasions as field trips, MoSalpn State Convention, etc. Jeans any color are not allowed on any occasions per P.N. Coordinator.

Personal appearance/clothing policy approved by Lexington R-V School District and Missouri State Board of Nursing.

INSURANCE

The school carries no accident or health insurance. Each student is individually responsible for costs should medical attention be necessary. Should a student become incapacitated while on school property, the school will request that an ambulance transport the student to a local hospital having an emergency room. Cost for transportation and/or treatment will be the student's responsibility.

LIABILITY INSURANCE

Practical nursing students are required to purchase individual professional liability insurance prior to clinical rotations. This is the student's responsibility but the coordinator can be of assistance in obtaining information. When the student receives his/her policy, they are to give a copy of the policy to the practical nursing program coordinator. The deadline is October 14th.

CPR CERTIFICATION

Certification in basic life saving (BLS) for healthcare providers is to be completed prior to the beginning of clinical rotations and must remain current throughout the duration of the practical nursing program.

TELEPHONE CALLS/VISITORS

Office telephones are only for the use of school personnel. Students will only be called from class for emergency calls. Lex La-Ray Technical Center office number 660-259-2264 Ext. 216 or 209.

Use of cellular phones and pagers are not allowed in the building. Cell phone calls can only be made during breaks and lunch outside the building. Cell phones must be turned off while in the building and out of sight. Any student using or having a cell phone in the classroom will be dismissed from the class. The student will receive an absence for that class period. If use occurs during testing, the student will be dismissed with an absence, and a score of 0% will be recorded for the test.

During clinical rotations, students may not have cellular phones or pagers on their person. Cell phones may be used during the assigned lunch break only and only in areas approved by the clinical facility.

Students may provide the clinical instructor's cell phone number or the facility phone number to be used for emergency contact. Any student using a cellular phone or pager during a clinical rotation will be sent home and receive an absence for that clinical day.

SMOKING

Practical Nursing students will comply with the Lex La-Ray Technical Center Smoking Policy, as well as, smoking policies of clinical facilities. The Lexington R-V School District is a Smoke Free Facility and Campus.

HEALTH RECORD

A health and immunization record will be kept for each student during the school year. It will include a pre-entrance physical.

*Should the student become ill while in the classroom the following actions will be taken.

1. If deemed necessary by nursing faculty, an ambulance will be called and the student will be taken to the nearest hospital for treatment. Designated next of kin will be notified. Student will be responsible for all cost related to the ambulance and illness.

*Should the student nurse become ill while in the hospital clinical rotation site, he/she will notify the clinical instructor and the instructor will execute one of the following actions.

1. Seek medical assistance in the hospital Emergency Department
2. Seek medical assistance from the student's private physician
3. Dismiss the student to safely return home.

*Should the student nurse become ill while in a clinical rotation without benefit of an instructor on site, the Practical Nursing Program Coordinator will be notified for assistance/advice as to the appropriate actions that should take place.

POLICY ON NEEDLE/SHARPS

The following will be the policy followed for injuries with needles/sharps:

1. The student is to immediately inform their instructor of the needle stick/sharps injury.
2. The instructor will notify the appropriate supervisor in the facility and have the student follow the facility's policy.
3. A copy of the incident report will be placed in the student's permanent file.
4. The original copy of instructions given to the student regarding follow-up and the student's responsibility will be placed in the student's permanent file with a copy going to the student. This will be signed and dated by both the instructor and the student.
5. For Hepatitis/HIV follow-up, if no policy in the facility, the student should see/contact a physician as soon as possible and get follow-up done.

SAFE NURSING PRACTICE

A safe practitioner understands and functions according to the Scope of Practice as set forth by the State Board of Nursing. Students are expected to perform in the same manner. They are to uphold the duty to care for and not expose clients or themselves to unnecessary risks or behavior.

Safe practice shall include, but not be limited to understanding the theory as well as skills, the care provided the client and expected outcomes performed in the clinical setting by the Student Practical Nurse. The student will exhibit evidence of employing Critical Thinking Skills and Standard Precautions. The student Practical Nurse will always work with the supervision of a Clinical Instructor, or designee when providing Client care.

The student is accountable to the client, client's family, PN Program, the Technical Center, the clinical agency, the State Nurse Practice Act, Code of Ethics, and professional standards of practice. The student may be denied clinical practice privileges if, in the professional opinion of the faculty member present, the student violates policies and/or professional standards.

Reporting to clinical practice while under the influence of alcohol and/or illegal drugs, and/or abusing controlled substances impairs the ability to perform safe and effective nursing care and is considered unsafe practice.

STUDENT ORGANIZATION

All Students in the Practical Nursing Program are required to participate in the Student Organization governed by the Constitution and by-laws. Participation in the Student Organization promotes valuable leadership & management skills.

CONSTITUTION AND BY-LAWS OF THE LEX LA-RAY TECHNICAL CENTER OF PRACTICAL STUDENT NURSING

ARTICLE I

This organization will be know as Lex La-Ray Center of Practical Student Nursing.

ARTICLE II

The objectives of this Association:

Section I, To promote and maintain high standards of learning, honor, and character.

Section II, To augment pride in the Lex La-Ray Center of Practical Nursing.

Section III, To promote school development and community responsibility.

Section IV, To have responsible leaders.

Section V, To participate in local, state, and national organizations.

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
4. Treasurer
5. Historian

be governed Section II. Nominations and elections shall by by-laws.

ARTICLE V

This organization will be under the supervision of the Practical Nursing Coordinator.

ARTICLE VI

There will be regular scheduled monthly meetings. Additional meetings shall be called by Executive Board.

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

BY-LAWS

ARTICLE I

Membership

Membership shall include all students of the Lex La-Ray Technical Center Practical Nursing Class.

ARTICLE II

Dues

Dues shall be set by vote of current class and are to be paid to the Treasurer by a designated time frame. Dues must be paid prior to graduation.

ARTICLE III

Meetings

Regular meetings shall be held on the third Tuesday of every month. Minutes of these meetings will be recorded and a copy posted and a copy kept on file.

ARTICLE IV

Duties of Officers

1. President - To conduct meetings.
Name committees.
Call executive board meetings.
2. Vice President - Presides in absence of President.
Writes articles for Newsletter.
3. Secretary - Records minutes of meetings, posts them, and is responsible for class correspondence and presents monthly report.
4. Treasurer - Collects funds and dues.
Presents report at meetings.
5. Historian - To keep a historic account of the class activities by means of scrapbook, newspaper, cards, and all memories of the class.

ARTICLE V

Standing Committees

The standing Committee may be composed of students who volunteer or may be appointed as deemed necessary by the President. Each class member must serve on a standing or named committee during this year.

HOUSING AND MEALS

1. There will be no housing provided for students.
2. Meals will not be provided. Students may eat in the Technical Center break area or in the high school cafeteria during classroom days. Students may also bring lunch or leave the building for lunch during classroom days. Students will not leave hospital clinical settings for meals.
3. All students will share housekeeping duties; a monthly duties schedule will be posted.

COUNSELING AND PLACEMENT

The nursing faculty is available to discuss with students any concerns they may have. It is best to make an appointment with the faculty member you wish to see if your questions concern a course or clinical experience. If you have personal concerns the faculty is available to you, also adult counseling services are provided by the Technical Center.

STANDARDIZED TESTING

To prepare for state board examinations each student will take Standardized computer testing specific to courses completed. These tests will be given on a date designated by the Practical Nursing Coordinator and are recorded as a test grade. The final Comprehensive Predictor Exam test will be administered prior to graduation.

**Lex La-Ray Technical Center
Practical Nursing Program
Drug Testing Policy**

Subject: Testing for Illegal Drugs and Alcohol

Purpose: Students in the Lex La-Ray Technical Center Practical Nursing Program are given the opportunity and privilege of working at clinical sites under circumstances where their actions can directly impact the health and safety of patients. It is the purpose of this policy to protect from harm those patients who come into contact with students of the Practical Nursing Program. The Lexington R-V Board of Education deems such students to be “special risk” and they should be subject to drug testing under circumstances where such students are reasonably suspected of being under the influence of illegal drugs or alcohol.

Definition of Illegal Drugs: Illegal drugs are drugs or drug-like substances for which the sale, use, distribution or possession is unlawful and includes, but is not limited to all controlled substances defined in Chapter 195 RSMo and alcoholic beverages. Illegal drugs include prescription drugs which may be used by someone other than the prescription holder or in a manner or quantity other than prescribed.

Other Drug Policies: In addition to this policy, students of the Practical Nursing Program shall be subject to the drug policies of those clinical sites to which such students are assigned as part of the program. Students are subject to such other drug policies while on the premises of those other clinical sites and are subject to termination from the Practical Nursing Program for violating such other drug policies.

Drug Screening: When the observation of a supervisor or other objective circumstances permit the reasonable suspicion that a student in the Practical Nursing Program is under the influence of illegal drugs during school hours or on the premises of a clinical site, such student will be required by his/her supervisor to submit to breath analyzer, urine, blood and/or other screening tests for the presence of illegal drugs within two (2) hours of the incident which generates the reasonable suspicion. Such student will be suspended from class and/or clinical rotations pending results of the drug/alcohol screening.

If the student has a confirmed positive result for illegal drugs as defined in this policy, said student will be immediately terminated from the Practical Nursing Program. In addition, the student will be responsible for the screening costs.

If it is determined that the tested student provided an adulterated urine specimen, immediate termination will occur and said student will be responsible for the screening costs.

Any student, who refuses to submit to drug screening after having been asked to submit to such test based upon reasonable suspicion and after having been warned of the consequences of such refusal, will be immediately terminated.

Drug Testing Policy (Page II)

If the results of a drug screening are negative, the student will be allowed to return to class immediately upon receipt of the test results. When test results are negative, the student will not be required to reimburse the Practical Nursing Program for the screening costs.

Any student terminated from the Lex La-Ray Technical Center Practical Nursing Program due to a positive test for illegal drugs will be allowed to apply for readmission to the Program after a twelve (12) month interval. Upon re-application, said student will be required to submit to a test for illegal drugs at student expense as an additional condition of admission. If the test results are negative, the applicant will be accepted into the Program and allowed a seat in the class. Should results of the test for illegal drugs be positive, said applicant will be denied class admission.

Notice: Students in the Practical Nursing Program shall be given a copy of this policy and shall be required to sign a receipt for same. The signed receipt shall be placed in the student's file. Any student subject to termination under this policy shall be given written notice of termination as soon as reasonably practical under the circumstances. The written notice shall advise the terminated student that he/she may make written request for an administrative hearing before the Director of the Lex La-Ray Technical Center. If a hearing is requested, it shall be held within 20 days after receipt of written request.

I, _____, have received, read
(PLEASE PRINT)
and understand the Lex La-Ray Technical Center Practical Nursing Program Drug Policy.

Signature

Date

**STATE OF MISSOURI NURSE PRACTICE ACT
335.066 GROUNDS FOR DENIAL, REVOCATION OR SUSPENSION OF LICENSE**

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

1. The board may refuse to issue any certificate of registration or authority, permit or license required pursuant to sections 335.011 to 335.096 for one or any combination of causes stated in subsection 2 of this section. The board shall notify the applicant in writing of the reasons for refusal and shall advise the applicant of his or her right to file a complaint with the administrative hearing commission as provided by chapter 621, RSMo.
2. The board may cause a complaint to be filed with the administrative hearing commission as provided by chapter 621, RSMo, against any holder of any certificate of registration or authority, permit or license required by sections 335.011 to 335.096 or any person who has failed to renew or has surrendered his 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 RSMo, or alcoholic beverage to an extent that such use impairs a person's ability to perform the work of any profession licensed or regulated by sections 335.011 to 335.096;
 - 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 under 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; 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, misconduct, gross negligence, fraud, misrepresentation or dishonesty in the performance of the functions or duties of any profession licensed or regulated by sections 335.011 to 335.096;
 - 6) 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;
 - 7) 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.
 - 8) 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;
 - 9) A person is finally adjudged insane or incompetent by a court of competent jurisdiction.
 - 10) 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 under sections 335.011 to 335.096;
 - 11) Issuance of a certificate of registration or authority, permit or license based upon a material mistake of fact;
 - 12) Violation of any professional trust or confidence;
 - 13) 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;
 - 14) Violation of the drug laws or rules and regulations of this state, any other state or the federal government.
 - 15) Placement on an employee disqualification list or other related restriction or finding pertaining to employment within a health-related profession issued by any state or federal government or agency following final disposition by such state or federal government or agency.
3. After the filing of such complaint, the proceedings shall be conducted in accordance with the provisions of chapter 621, RSMo. Upon a finding by the administrative hearing commission that the grounds, provided in subsection 2 of this section, for disciplinary action are met, the board may, singly or in combination, censure or place the person named in the complaint on probation on such terms and conditions as the board deems appropriate for a period

not to exceed five years, or may suspend, for a period not to exceed three years, or revoke the license, certificate or permit.

4. An individual whose license has been revoked shall wait one year from the date of revocation to apply for relicensure. Relicensure shall be at the discretion of the board after compliance with all the requirements of sections 335.011 to 335.096 relative to the licensing of an applicant for the first time.
5. The board may notify the proper licensing authority of any other state concerning the final disciplinary action determined by the board on a license in which the person whose license was suspended or revoked was also licensed of the suspension or revocation.
6. Any person, organization, association or corporation who reports or provides information to the board of nursing pursuant to the provisions of sections 335.011 to 335.259* and who does so in good faith shall not be subject to an action for civil damages as a result thereof.

(L. 1978 S.B. 108 §12, A.L. 1981 S.B. 16, A.L. 1995 S.B. 452 A.L. 1999 H.B. 343

*Section 335.259 was repealed by S.B. 52 § A, 1993.

(2000) Allegation of violation of drug laws requires State Board of Nursing to prove by a preponderance of the evidence that a nurse knowingly and intentionally possessed controlled substances. *State Board of Nursing v. Berry*, 32 S.W .3d 638 (Mo.App.W.D.).

(2001) Statements made in incident report by hospital to State Board of Nursing about nurse were not, in absence of actual proceedings pending against that nurse, entitled to absolute immunity from nurse's libel claim. *Haynes-Wilkinson v. Barnes-Jewish Hospital*, 131 F.Supp.2d 1140 (E.D.Mo.)

I know of no reason that I would be denied opportunity to sit for the State Board Examination following completion of the P.N. Program.

Signature

Date

LIBRARY

The Practical nursing classroom is equipped with a reference library and is continuing to make additions to this important part of the program. Students are encouraged to use these resources to enhance their learning.

The library policy is as follows:

1. Return the book to the appropriate place on the shelf.
2. REFERENCE BOOKS and MAGAZINES -- are NOT to be taken out of the classroom.
3. Students are responsible for all 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.
4. **Reference materials, used for assignments shall not exceed 5 years of published date.**

NETWORK ACCEPTABLE USE POLICY

The Lexington R-V School District provides students and staff with a service called "the network." The network is a computer service which includes the use of computers, servers, and the Internet.

Learning is enhanced through technology's endless possibilities. Students and teachers have opportunities to gather information, communicate with people all over the world, and create their own products. However, some of the network's systems may contain offensive material. Even though it is impossible to have control over all the information on the network, the district has in place several ways to prevent access to inappropriate materials and to provide for a positive, productive educational experience.

The privilege of using the network is conditional upon following these guidelines and rules. Please read this document carefully. When signed by the user and guardian (if necessary) it becomes a legally binding contract.

Terms and conditions of the contract:

- I. *Personal responsibility:* As a representative of this school, the user will accept personal responsibility for their reporting any misuse of the network to the appropriate individuals (supervising teacher, principal, and/or technology director). Misuse can come in many forms, but it is commonly viewed as any message(s) sent or received that indicate or suggest pornography, unethical or illegal solicitation, racism, sexism, inappropriate language, and other issues described below.
- II. *Acceptable Use:* The use of an assigned account must be in support of education and research and with the educational goals and objectives of the Lexington R-V School District. The user is personally responsible for this provision at all times when using the network.
 1. Use of the organization's networks or computing resources must comply with rules appropriate to that network.
 2. Transmission of any material in violation of any United States or other state law is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material, or material protected by trade secret.
 3. Use of the network by commercial agencies with the intent of profiting is generally not acceptable.
 4. Use of the network for product advertisement or political lobbying is prohibited.
 5. The user understands that the inappropriate use of electronic information resources can be a violation of local, state, and federal laws and that he or she can be prosecuted for violating those laws.
- III. *Privileges:* The use of the network is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The district has the right to decide what uses are appropriate and their decisions are final. The staff or faculty of Lexington R-V School District may request at any time that the system administrator deny, revoke, or suspend specific user accounts. The district also reserves the right to periodically monitor individual use.
- IV. *Network Etiquette and Privacy:* The user is expected to abide by the generally accepted rules of network etiquette. These rules include, but are not limited to, the following:
 1. Be polite. Do not send or encourage others to send abusive messages.
 2. Use appropriate language. Never swear, use vulgarities, or any other illegal or unethical language. Illegal activities of any kind are strictly forbidden.
 3. Privacy. Do not reveal your own personal information or personal information of others over the network.

4. Disruptions. Do not use the network in any way that would disrupt use of the network by others.
 5. Network protection. Do not use questionable diskettes or software not licensed by the district on any district computer. Use caution when using e-mail to avoid potential problems.
- V. *Services:* The Lexington R-V School District makes no warranties of any kind, whether expressed or implied, for the service it is providing. Lexington R-V School District will not be responsible for any damages suffered while on the network. These damages include loss of data as a result of delays, non-deliveries, mis-deliveries, or service interruptions caused by the system or human errors and omissions. Use of any information acquired from the network is at the user's own risk. Lexington R-V School District specifically disclaims any responsibility for the accuracy of information obtained through its services.
- VI. *Security:* Security on any computer system is a high priority because there are so many users. If the user identifies a problem with security on the network, he or she will notify the appropriate people at once. The user will never demonstrate the problem to other users. The user will never reveal or use another's account without the written permission of that person. All use of the system will be under the user's own account.
- VII. *Vandalism:* Vandalism is defined as any malicious attempt to harm or destroy data of another user or any other agencies or networks connected to the system. This includes, but it not limited to, the uploading or creation of computer viruses, tampering with system files, and entering into areas of the network which is considered off-limits. Any violation will result in the loss of network services, disciplinary action, and legal referral.
- VII. *Updating:* The network may occasionally require new registration and account information from the user to continue service. The user must notify the system administrator of any changes in the user's account information.
- IX. *Consequences of Violations:* Consequences of violations of this contract may include, but are not limited to:
1. Suspension from all or some network resources;
 2. Revocation of some or all network resources;
 3. In-School Suspension;
 4. Out-of-School Suspension;
 5. School Expulsion;
 6. Legal action and prosecution by law enforcement authorities.

The district has the right to restrict or terminate network access to any or all users at any time and for any reason. The district further has the right to monitor network activity in any form that it sees fit in order to maintain the integrity of the network.

LEX LA-RAY TECHNICAL CENTER PRACTICAL NURSING PROGRAM ATTENDANCE

Students enrolled in the Lex La-Ray Technical Center Practical Nursing Program will be knowledgeable of and adhere to the following Attendance/Tardy Policy and Call-In Policy. Failure to comply may result in termination. Each student's circumstances will be individually evaluated. Good attendance is a mark of dedication, which is a vital component of professionalism that future employers consider seriously.

General Information: Each student will be absent no more than 8 classroom days and/or 3 clinical days. For these reasons, it is imperative that students make doctor's appointments on days when no classes or clinical rotations are scheduled.

Classroom Policy: When the Practical Nursing student is absent from five (5) periods this will result in one (1) absence. A period is the designated time for each course/class taught/studied on a daily basis. For example; Anatomy and Physiology is taught from 9:30 to 11:00 a.m. That time is deemed a period. Absence from five (5) periods is an absence. In addition, should the student arrive late or leave early from the class or period that will be counted as an absence as well. In the event of a student's tardy, the student will obtain an 'admit slip' for the office, enter the classroom quietly and sit in designated area until the end of class. Students are responsible for obtaining an 'Admit Slip' from the office upon returning to class after an absence. Should an 'Admit Slip' not be handed in to the Practical Nursing Coordinator, an absence will be recorded for the entire day. Student's leaving class prior to conclusion of day's classes, must check out through main School office.

Clinical Policy: Clinical absences are not to exceed three (3) throughout the school year.

In the clinical area three tardies equal one absence. A clinical tardy is determined from the following criteria:

1. Less than sixty minutes to the clinical rotation site.
2. Leaves the clinical rotation site less than sixty minutes early.
3. Any time the student does not adhere to the No call-No show policy, an absence will be recorded.

Make up assignments: Upon returning from a class or clinical absence, the student will be assigned an extra make-up assignment in addition to the missed assignment. (Absences include one class period, classroom or clinical day). The assignment will be due in two weeks from date given. The assignment will be completed in the classroom on the student's own time; prior to class, breaks, lunch time and after school. Appointments will be made with Instructor to obtain book. If the assignment is not completed the student will not be permitted to take final exams.

Monthly grade reports will serve as update/reminder of each student's attendance record.

Call in Policy: Vocational Education and the Practical Nursing Program is designed to create an employment type atmosphere to teach job keeping skills. If, in an employment situation, an employee must be absent or tardy from work, he or she would be expected to notify the employer prior to shift time. Therefore, the following policy is implemented.

Failure to follow these guidelines will result in Disciplinary Procedures per Attendance Policy (refer to page).

If a Practical Nursing Student is going to be tardy or absent on a classroom or clinical rotation day, he or she **must** notify the appropriate Instructor.

- A. On a classroom day, notify the Program Coordinator, at home, **PRIOR** to classroom time.
- B. On a clinical day, notify the Clinical Instructor, at designated number, with whom you are assigned, **PRIOR** to the beginning of the rotation time.
- C. On a clinical day when assigned to a “Specialty Area”, notify the Program Coordinator, at designated number, **PRIOR** to the beginning of the rotation time, and the specialty area at the time of business opening.
- D. Please do not phone the school secretary or administrator regarding absences/tardy unless an emergency.

SCHOOL CLOSING DUE TO INCLEMENT WEATHER

Severe storms or road conditions which create safety hazards may make it necessary to cancel classes and other scheduled school activities. The following radio and TV stations will be notified and they will broadcast news about Lexington R-V School District closing after 6:00 a.m. RADIO: KMZU (Carrollton) 100.7FM/1430AM, KMMO (Marshall) 102.9FM/1300AM and on KKWK/KMRN (Cameron) 100.1FM/1360AM, Kansas City Radio Stations KSRC 102.1FM, WDAF 610AM, KCUR 89.3FM, KBEQ 104.3FM, KMXV 93.3FM, KFKE 94.1FM, KFME 105.1FM, KMBZ 980AM and the following Kansas City TV stations: WDAF TV-4, KCTV TV-5, KMBC TV-9, KSNF TV-41.

**LEXINGTON R-V SCHOOL DISTRICT
GRIEVANCE PROCEDURE**

A grievance procedure exists to provide formal resolution of complaints that policy AC (Nondiscrimination and Anti-Harassment) has been violated. However, every effort should be made to work out difficulties on an informal basis prior to beginning the Appeals Process.

A complaint must be submitted in written form and signed by complainant. The order of procedure is as follows:

- Level I - Complaint should be filed with district's compliance coordinator. The compliance coordinator may, in his or her discretion, assign the principal of the building concerned to investigate the matter.

- Level II - Within five (5) working days after receiving the Level I decision, appeal may be taken to the nondiscrimination compliance coordinator.

- Level III - Within five (5) working days after receiving the Level II decision, appeal may be taken to the Superintendent of Schools.

- Level IV - Within five (5) working days after receiving the Level III decision, appeal may be taken to the Board of Education by filing the appeal with the Superintendent of Schools. For district purposes, the Board's decision and any action taken are final.

Student Signature: _____ Date: _____

CALL-IN POLICY

Vocational Education and the Practical Nursing Program is designed to create an employment type atmosphere to teach job keeping skills. If, in an employment situation, an employee must be absent or tardy from work, he or she would be expected to notify the employer prior to shift time. Therefore, the following policy is implemented. **Failure to follow these guidelines will result in Disciplinary Procedures per Attendance Policy (refer to page).**

If a Practical Nursing Student is going to be tardy or absent on a classroom or clinical rotation day, he or she **must** notify the appropriate Instructor.

- A. On a classroom day, notify the Program Coordinator, at home, **PRIOR** to classroom time.
- B. On a clinical day, notify the Clinical Instructor, at designated number, with whom you are assigned, **PRIOR** to the beginning of the rotation time.
- C. On a clinical day when assigned to a "Specialty Area", notify the Program Coordinator, at designated number, **PRIOR** to the beginning of the rotation time, and the specialty area at the time of business opening.
- D. Please do not phone the school secretary or administrator regarding absences/tardy unless an emergency.

Student Signature _____ Date _____

Above policy to be signed and placed in student file.

As a student at the Lex La-Ray Technical Center for the current school year I have been given a copy of the Student Handbook and understand the following:

1. I will practice safety habits at all times.
2. I will familiarize myself with the rules and regulations in the Student Handbook and those that will be posted and related by the instructor in the training program.
3. I will abide by the attendance policy of the Lex La-Ray Technical Center and program area. I understand that if I am not able to attend school on a given day, I am expected to call the Lex La-Ray Technical Center.
4. I understand that if I am absent for 5 consecutive days,, without calling my instructor and/or the Technical Center office, I will be dropped from the program.
5. I will Follow the direction of the school's staff members at all thime
6. I agree not to take from the school anything that does not belong to me.
7. I will abide by federal, state, and local laws while a student.
8. I will not use alcohol or illegal drugs while attending the Lex La-Ray Technical Center or related functions.
9. I will not enter any classroom or office without permission from authorized personnel.
10. This school is for training and placement of its students in business and industry. I will groom, dress, and conduct myself accordingly.
11. I agree not to use loud, boisterous or foul language on school premises or at school functions.
12. I understand that this school is operated and maintained by local, state, and federal funds. I am liable for any damage caused to any equipment or facility.
13. I understand that most high school students are minors and will not transport or cause any high school student to violate school policies.
14. I must maintain a satisfactory academic progress.
15. I understand that I am responsible for arranging payment to take care of MY financial obligations to the school, including in the event that I be terminated for any reason or drop voluntarily from the program for which I am enrolled and I understand the refund policy.

I have read the Lexington R-V School District Technology Usage policy, regulations and netiquette guidelines and agree to abide by their provisions. I understand that violation of these provisions may result in disciplinary action taken against including, but not limited to, suspension or revocation of my access to district technology and suspension or revocation of my access to district technology and suspension or expulsion from school.

- I understand that my use of the district's technology is not private and that the school district may monitor my use of district technology including, but not limited to accessing browser logs, e-mail logs, and any other history of use.
- I consent to district interception of or access to all communications I send, receive or store using the district's technology resources, pursuant to state and federal law, even if the district's technology resources are accessed remotely.

All of the above listed rules and regulations have been fully explained to me and I hereby agree to them. I understand breaking any of the regulations will be cause for disciplinary action.

Student Signature _____ Date _____

Above to be signed and placed in the student file.

Revised: May, 2009

Practical Nursing Program

TECHNOLOGY USAGE AGREEMENT

I have read the Lexington R-V School District Technology Usage policy, regulations and netiquette guidelines and agree to abide by their provisions. I understand that violation of these provisions may result in disciplinary action taken against me including, but not limited to, suspension or revocation of my access to district technology and suspension or expulsion from school.

I understand that my use of the district's technology is not private and that the school district may monitor my use of district technology including, but not limited to accessing browser logs, e-mail logs, and any other history of use. I consent to district interception of or access to all communications I send, receive or store using the district's technology resources, pursuant to state and federal law, even if the district's technology resources are accessed remotely.

Student Signature _____ Date _____

Name of School _____

Above to be signed and placed in the student file.

Revised: May, 2009