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 and is subject to change. Before using the information herein for major decisions, please contact the Practical Nursing Program Coordinator, Tracy Lock, MS, BSN, RN.

Revised May 17, 2016

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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:

2323A High School Drive
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 Lex La-Ray Technical Center office at 660-259-2264.

2016 – 2017
Lex La-Ray PN Calendar

AUGUST 2016
8-12, : Math Refresher Class
22: PN Classes Begin 8:00am -3:30 pm

SEPTEMBER
5: No School - Labor Day Holiday

OCTOBER
21: Lexington R-V School District No School

NOVEMBER
23-25: No School - Thanksgiving Break

DECEMBER
19-20: Level I Finals
21: Student Conferences
22 thru January 3 - No School - Winter Break

JANUARY 2017
4-6: Classes resume - 8:00 am- 3:30pm
9-10: Begin Monday/Tuesday classroom 8:00 am-3:30 pm
11-13: Begin Clinicals
16: No School - Martin Luther King's Birthday
30: P.N. Capping Ceremony

FEBRUARY
20: In session 8:00 am – 3:30 pm

MARCH
10: No School

APRIL
11: Level II Final Exams
April 12-17: Spring Break

MAY
29: No School – Memorial Day

JUNE
26 & 27: Level III Final Exams
28: Student conferences
29-30: NCLEX Review

JULY
3: NCLEX Review
3 : 7:00 pm P.N. Class of 201 Graduation

***Make-up days are 1/16, 3/10, 4/12, 4/13 & 4/17**
***Calendar dates are subject to change**.

PRACTICAL NURSING FACULTY AND STAFF TELEPHONE NUMBERS

Lex La-Ray Technical Center
2323 High School Drive
Lexington, MO 64067
Phone 660-259-2264
Fax 660-259-6262

Lex La-Ray Technical Center
Health Science Annex
817 South Business Hwy 13
Lexington, MO 64067
Phone 660-259-2688
Fax 660-259-2688

Sarrah Dobson, Director, Technical Center: 660-259-2264, Ext. 202

Paige Pence, Financial Aid Advisor, Technical Center: 660-259-2688, Ext. 2002

Marcy Pence, Technical Center and Director Secretary: 660-259-2264, Ext. 201

Amanda Beal, Adult Education/Financial Aid Assistant: 660-259-2688, Ext 2001

Tracy Lock, MS, BSN, RN PN Program Coordinator: 660-259-2688 Ext. 2003

Jane Scott, MSN, RN PN Program Instructor: 660-259-2688, Ext. 2004

Jessie Mangnall, BSN, RN PN Program Instructor: 660-259-2688 Ext. 2005

MISSION STATEMENT

The mission of the Practical Nursing Program is to prepare students to become competent licensed practical nurses that provide safe and quality care to individuals, families, and communities in a wide variety of health care settings within a culturally diverse society.

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/STUDENT OUTCOMES

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

1. Practice nursing that is client centered, caring, culturally sensitive and based on the physiological, psychological and spiritual needs of clients.
2. Serve as a member of the interdisciplinary health care team to promote continuity of care.
3. Use current evidence from scientific and other credible sources as a basis for nursing practice and clinical judgment.
4. Promote quality improvement by contributing to the implementation of care-related plans to improve health care services.
5. Provide a safe environment for clients, self, and others.
6. Use information technology in the provision of client care.
7. Provide selected health-related education with guidance.
8. Practice nursing in a professional, ethical, and legal manner.
9. Use leadership skills in the provision of safe, quality client care.

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 Fully Approved by the Missouri State Department of Education and Fully 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. The program is accredited through Council on Occupational Education. In addition to those regulatory bodies, the program also has several committees, which serve in an advisory capacity. These committees are:

COMMITTEES

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 $11,500.00 plus fees.**

Payment Schedule:

Deposit/Seat Fee	$200	*Refer to acceptance letter*
1st Payment	$4,830	*Due August 22, 2016*
2nd Payment	$4,255	*Due January 4, 2017*
3rd Payment	$2,415	*Due April 25, 2017*

**The deposit of $200.00 applies to all students regardless of financial aid.

For students seeking financial aid, a processed Institutional Student Information Record (ISIR) **must** be on file with the school or a payment schedule will apply. Any tuition not covered by financial aid will be due according to the payment schedule. Please see the Financial Aid Handbook for further details.

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

Textbooks, supplies, uniforms, and other incidental fees are charged in addition to tuition. Please see the Program Cost Sheet for further details

Please refer to your enrollment agreement for terms of repayment

REFUND POLICY

No tuition 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 PN deposit or application/entrance testing fee. Students who have paid the $200.00 deposit to accept a seat in the class, who then decline the seat prior to first day of class, will have their seat deposit refunded to them, minus $100.00.

NONCREDIT REMEDIAL COURSES

Any course taken at LLRTC that is not part of a full-time program course of study is considered to be non-credit or remedial. These courses are not eligible for Title IV funding.

Lex La-Ray Technical Center Practical Nursing Program Costs 2016-2017

	Tuition	Fees	Supplies	Textbooks	
Due Before Classes Start					
Application Fee		$45.00			April 8, 2016
Seat Fee		$200.00			May 13, 2016
Due Payment Period #1					August 22, 2016
Parking Permit		$10.00			
MoSALPN Dues		$25.00			
Skills USA Dues (optional)		$20.00			
Field Trip #1		$40.00			
Lab Fee			$130.00		
Level 1 Text (est.)				$856.00	
Level I ATI				$560.00	
Student Liability Insurance		$50.00			
Cap		$15.00			
Drug Testing Fee		$25.00			
Tuition Level 1	$4,830.00				
	$4,830.00	$185.00	$130.00	$1,416.00	$6,561.00
Due Payment Period #2					January 4, 2017
Lab Fee			$105.00		
Workshop		$85.00			
Level 2 Texts (est.)				$258.00	
Level 2 & 3 ATI				$425.00	
Tuition Level 2	$4,255.00				
	$4,255.00	$85.00	$105.00	$683.00	$5,128.00
Due Payment Period #3					April 25, 2017
Level 3 Text (est.)				$60.00	
Tuition Level 3	$2,415.00				
Gown Rental		$15.00			
School Pin		$50.00			
	$2,415.00	$65.00		$60.00	$2,540.00
TOTALS	$11,500.00	$335.00	$235.00	$2159.00	**$14,229.00**

		Additional Estimated Expenses
CPR Certification	$60.00	Paid before Classes Begin
Estimated Exp. Pymt Period #1		Paid before Clinicals Begin
Student Uniform	$120.00	
Nursing Shoes	$65.00	
Nursing Watch	$50.00	
Stethoscope	$50.00	
BP Cuff	$40.00	
Gaitbelt & Penlight	$20.00	
Bandage Scissors	$7.00	
Estimated Exp. Pymt Period #2		Paid after Christmas
School Picture	$15.00	
Exp. After Graduation		Paid after Program completion
State Board Exam Fees	$350.00	

APPLICATION REQUIREMENTS & SELECTION CRITERIA for ADMISSIONS

APPLICATION REQUIREMENTS & SELECTION CRITERIA

The following requirements must be met to apply to the Lex La-Ray Technical Center Practical Nursing Program:

The applicant must submit the following by April 8, 2016:

1. Pass a Test of Essential Academic Skills (TEAS) Version V. Acceptable scores taken within one year of the application process may be transferred via official transcript from the school where the exam was administered
2. Pay application fee of $45.00
3. Pay testing fee of $55.00 prior to taking the TEAS test if taken at Lex La-Ray.
4. Complete Lex La-Ray Technical Center Practical Nursing Application with essay.
5. Official copy of High School Graduation Transcript* or a 12th grade GED Certificate. *A Student from a Non-English speaking country must take & pass the Test of English as Foreign Language (TOEFL) and Test of Spoken English (TSE) Exams.*
6. Official transcripts from **all** post-secondary schools attended.
7. Submit two (2) professional reference letters.
8. Criminal Background Check: Final selection for the class is contingent upon successful background check. Any individual who has been convicted of a Class A, B, or C felony is ineligible for completing clinical experiences and therefore unable to complete the requirements for this program.
9. Employee Disqualification List: If the applicant is on the employee disqualification list, he/she is ineligible for completing clinicals experiences and therefore unable to complete the requirements for this program. If the student is added to the list of found to be on the list during the course of the program, the student will be immediately terminated from the program.
10. Read and sign document MO 335.066
11. Completed Pell Grant FAFSA application. FAFSA priority deadline: April 1st.

*Any concerns regarding the validity of a High School Graduation Transcript will be addressed by a Staff Member completing any or all of the steps below:

- Compare high school name with those provided on the FAFSA.
- Contact the State Dept. of Education in the state the high school is located.
- Contact the high school to request written verification of the student's attendance and graduation.

Selection Criteria for Admissions:

The Practical Nursing Program admits 29 students each program year. Applicants achieving a TEAS-V score of 41.3 or above will be granted an interview. *Lex La-Ray reserves the right to limit interviews to the top 75 qualifying candidates.* Applicants with the top 29 final admission scores will be admitted to the program.

The final admission score for each applicant is calculated as follows:

1. TEAS-V score (math and reading are weighted) is 75% of the final admission score.
2. Total interview score achieved by the applicant is 15% of the final admission score.

3. The application essay is 5% of the final admission score.
4. The past performance rating is 5% of the final admission score. The past performance rating is a combination score determined by:
    a. Each applicant's two (2) professional references.
    b. High school/college grade point average on a 4.0 scale.
    c. Current certification in any allied health area. Copy of certificate must be submitted with application. (2 points per certification)

ABILITY TO BENEFIT

The LLRTC does not offer Ability-to-Benefit. For students who "first enroll in a program of study on or after July 1, 2012," and who do not have a high school diploma or its recognized equivalent or who have not completed a homeschool program, the Consolidated Appropriations Act, 2012 (Public Law 112-74) eliminates the ability-to-benefit (ATB) alternatives.

STUDENT ACCOMMODATIONS POLICY

Lex La-Ray Technical Center has a policy of providing reasonable accommodations to qualified students with a disability according to Section 504 of the Rehabilitation Act and Title II of the Americans with Disabilities Act to ensure that there will be no discrimination on the basis of disability. Accommodations are adjustments made for students with disabilities in order to allow them to access the same education experiences as their peers.

1. The student with a disability who requires accommodations must request accommodations in writing and must also provide appropriate medication documentation. The written request and appropriate documentation shall be directed to the Program Coordinator. **It is the student's responsibility to initiate the request for accommodations. Students are encouraged to request accommodations and submit documentation at least two weeks prior to the first day of school.** Under no circumstances, however, will an accommodation be denied on the basis of the date the student first requests the accommodation. Requests for accommodations may be made at any time.
2. Students with a disability are responsible for providing documentation from the appropriate medical or psychological personnel in conjunction with the student's request for accommodations.
    a. Students are responsible for any charges incurred while obtaining documentation.
    b. Policies for required documentation vary according to the disability. The documentation must clearly identify the disability and provide sufficient information regarding the limitations of the disability in order to permit Lex La-Ray Technical Center to make a determination as to whether the requested accommodations are appropriate. Lex La-Ray Technical Center will be responsible to determine based upon the evaluative data, what those accommodations should be.
    c. Documentation of disability should be mailed or faxed by the professional to the attention of the Program Coordinator at Lex La-Ray Technical Center Health Science Annex at 817 South Business Hwy 13, Lexington, MO 64067 or faxed to 660-259-2688. The documentation may also be hand delivered by the student in a sealed company envelope with the professional's signature across the seal.
3. Accommodations will be determined based upon the documentation of the disability. It is important to have the documentation state how the disability affects academic

performance. Students who believe that they would like additional accommodations must make the request in writing to the Program Coordinator. These will be considered on a case-by-case basis, and decisions may involve various personnel (for instance, the Technical Center Director, Vocational Resource Education Specialist, faculty and the student).

4. **It is in the best interest of students requiring classroom accommodations to attend the first class before scheduling a meeting with the coordinator to determine the accommodations for the course.**
5. After accommodations have been established by the Program Coordinator, a letter will be presented to the student describing the accommodations for which he/she qualifies to receive. A confidential letter will also be presented to the instructors describing the accommodations for which the student qualifies.
6. Students who are experiencing unresolved problems receiving appropriate accommodations should contact the program coordinator as soon as possible.
7. Students with latex allergies should be aware that the potential for latex exposure exists in classroom and clinical activities. It is the student's responsibility to notify the Program Coordinator of such allergy. When possible, the program faculty will alert the student to potential latex exposure, and if available, will provide non-latex substitutions. While faculty will make every effort to keep the student informed, it is the student's ultimate responsibility to maintain vigilance for potential exposure.

Competencies and Functional Abilities

The Lex La-Ray Technical Center Practical Nursing Program acknowledges the abilities necessary to acquire and/or demonstrate competence in the nursing profession. Students seeking admission should be aware that all graduates are expected to develop these basic competencies throughout their education with or without reasonable accommodation. These competencies and functional abilities include, but may not be all-inclusive in the table below.

Core Competencies	**Standard**	**Examples (not meant to be inclusive)**
Critical Thinking and Analytical Thinking	Critical thinking ability that includes the ability to recognize cause/effect and analyze potential solutions.	Synthesize knowledge, recognize problems, problem-solve, prioritize, invoke long and short-term memory.
Communication	Convey information orally and in writing using English as the primary language.	Write nurses notes, engage in patient teaching, participate in patient conferences, and interpret nonverbal cues.
Psychomotor Skills	Perform tasks confluent with nursing roles.	Perform patient assessment, change dressings, give injections.
Interpersonal Skills	Demonstrate therapeutic communication and relationship skills.	Engage in conflict resolution, establish rapport, non-judgmental attitude.
Reading	Read and comprehend written materials.	Read and interpret policies and procedures, read progress notes.
Mathematical Ability	Demonstrate facility with arithmetic functions, measurement and recording devices, and reading/recording of numerical information.	Calculate drug dosages, convert to metric system, read monitoring equipment, record numerical assessment/monitoring data
Functional Ability	**Standard**	**Examples (not meant to be inclusive)**
Physical Stamina	Exhibit physical strength and endurance appropriate to professional nursing roles throughout assigned shifts.	Lift or move patients, support patients while walking, work complete shifts, conduct CPR.
Hearing	Hear, with or without aids, voices, sounds, and monitoring alarms necessary for safe practice.	Monitor blood pressures, hear patients speaking, respond to equipment alarms, ascultate lung sounds.
Sight	Distinguish color and visual images within normal range.	Determine color changes during physical assessment, observe patients in hallways, read computer/monitoring screens.
Olfactory Sensation	Detect odors, unusual smells, or smoke.	Assess odors during physical assessment, detect odor of smoke.
Tactile Sensation	Interpret sensations, temperature and environmental temperature.	Perform palpation for monitoring or procedures, respond to environmental temperature changes.
Physical Health Status	Maintain physical health consistent with employment responsibilities and commitments.	Monitor own health needs.
Mental Health Status	Maintain focus and emotional stability in stressful situations and respond to needs of others.	Manage own emotions, respond appropriately in crisis situations, adapt to change readily, maintain therapeutic boundaries.
Gross Motor Skills	Exhibit ability to move, sit, stand and walk safely.	Bend, stoop, or reach for objects, maintain balance.
Fine Motor Skills	Demonstrates ability to write, grasp, pick-up, or manipulate small objects.	Write legible, manipulate syringes, and calibrate equipment.
Mobility	Demonstrate physical abilities consistent with role.	Move quickly from place to place, move freely in patient care needs.
Tactile	Tactile ability sufficient for physical assessment.	Perform palpation, functions of physical examination and/or those related to therapeutic interventions, starting IVs.
Health Stamina	Health status level which permits them to meet the classroom and clinical objectives with reasonable accommodations.	Stamina sufficient (i.e., diabetic allows for snacks) to participate in continuous clinical activities for length of time required by course (i.e., 12-hour shifts).

GUIDELINES FOR GRANTING LEAVE-OF-ABSENCE

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

WITHDRAWAL/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 absent for 5 consecutive days; without notifying the Practical Nursing Coordinator and/or the Technical Center office, will be dropped from the program. Students may be terminated for violation of Practical Nursing Program policies as described in this handbook.

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

Incompletes: Courses that are not fully completed by the student will be marked as "incomplete" on the transcript and no final score will be issued.

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 background 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.

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

Successful completion of the Lex La-Ray Technical Center Practical Nursing Program does not guarantee eligibility to take the Missouri Practical Nursing Licensure Examination. (Refer to 335.066 of the Nurse Practice Act.)

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 Student Financial Assistance Programs
15. 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 for assistance at 660-259-2688 x2002.

GAINFUL EMPLOYMENT DATA/NET PRICE CALCULATOR/CLERY ACT STATISTICS

Data regarding these topics can be found on the website: www.lexlaray.com

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 may only transfer into this Program at the point of beginning semesters (or 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 and two (2) professional references. **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 GED equivalency.
   c. Admission testing.

7. Employee Disqualification List: If the applicant is on the employee disqualification list, he/she is ineligible for completing clinical experiences and therefore unable to complete the requirements for this program. If the student is added to the list or found to be on the list during the course of the program, the student will be immediately terminated from the program.
8. 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.

ORGANIZATION OF THE EDUCATIONAL PROGRAM

The program contains 916.5 theory hours and 440.5 clinical hours for a total of 1357 program hours and is structured to meet the *Missouri Minimum Standards for Fully Approved Programs of Practical Nursing.*

1. **Teaching methods include: classroom lectures and group activities, case studies, return demonstrations, simulation, 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 electronic equipment is prohibited during class instructional time, testing, and in all clinical settings.**

Clinical Content

Level I

The first 17 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. All students must have passing scores on all assigned skills in order to pass the course. Failure to pass a skill at the scheduled time will necessitate a mandatory one on one skill review with an instructor. If satisfactorily demonstrated, the student may then reschedule the check-off with an instructor. If the student fails to correctly perform the skill the second time, the student will be released from the program. Students will be permitted to remediate failed skills demonstrations in two (2) separate skill areas. A student requiring remediation for a third skill area will be released from the program.
3. Advanced Placement Policy: Students who are certified health care personnel (CNA, CMT, MA, etc.) may opt to test out of the competency skills that are normally performed within their scope of practice.
4. Classroom nursing theory and skills.

Clinical experience:

During Level I a variety of clinical experiences in the form of health assessment and community health will provide the PN student with clinical experience. November and December will include fundamental clinical experience. This will occur in area long-term care facilities and will provide an opportunity for the practice of fundamental nursing skills while caring for geriatric clients.

Level II and Level III

The remaining weeks of the program include classes in theory and 347.5 hours of clinical practice. Direct patient care and/or observational experience

Include:	**Other experiences can include but not be limited to:**	
Medical Nursing	Radiology	Emergency Room
Surgical Nursing	Physical Therapy	Community Health Clinic
Obstetrical Nursing	Respiratory Therapy	County Health Department
Pediatric Nursing	Rehabilitation	Head Start
Mental Health Nursing	Surgical/Recovery Room	School Nurse
Leadership & Management	Outpatient Clinics	Senior Center
	Laboratory	Hospice
	Intensive Care	Ambulance

INSTRUCTIONAL CONTENT

Level I (August to December)	**Level II** (January to April)	**Level III** (April to July)
1.Body Structure and Function	1.Medical-Surgical Nursing	1.Medical-Surgical Nursing
2.Growth and Development	2.Pharmacology II	2.Pharmacology II
3.Fundamentals of Nursing	3.Pediatric Nursing	3. Maternity Nursing
4.Pharmacology I	4. Geriatric Nursing	4. Mental Health Nursing
5. Success in Practical Nursing		5. Leadership & Management

Students must successfully complete each academic course with a 78% or higher. Clinical grades also require an 80% or higher to meet graduation requirements.

DESCRIPTION OF ACADEMIC COURSES

LEVEL I

FUNDAMENTALS OF NURSING Theory Hours: 128.5 Laboratory Hours: 44.5
Clinical Hours: 85

This course provides an introduction to nursing and roles of the nurse. Emphasis is placed on the knowledge and skills needed to provide safe, quality care. The theoretical foundation for basic assessment and nursing skills is presented, and the student is given an opportunity to demonstrate these skills in a laboratory setting. An introduction to the nursing process provides the student with a beginning framework for decision making.. A clinical experience accompanies this course in which student have the opportunity to apply fundamental nursing concepts within a clinical setting.

THE HUMAN BODY IN HEALTH AND DISEASE/BODY STRUCTURE AND FUNCTION

Theory Hours: 128

This course provides the student with a basic understanding of the human body structure and function. Course information proceeds from the most basic unit, the cell, to the more complex organization of the tissues, membranes, organs and body systems. Basic medical and anatomical terminology is integrated throughout each unit. The anatomical structure and physiology (function) of each body system is explored to provide the student with an understanding of the complexity of the human body. An introduction to common disease processes resulting from interruptions of normal physiological function of the body is presented..

GROWTH AND DEVELOPMENT Theory Hours: 48

This course covers the physical, emotional, cognitive, and psychosocial growth and development during the life span; newborn through the older adult. The characteristics of growth and development at each stage and the influence of heredity and environment on growth and development are covered. Hands-on-learning occurs as students assist with pre-school, elementary and high-school health screenings.

PHARMACOLOGY I Theory Hours: 68 IV Clinical Hours: 8

This course provides an introduction to the principles of pharmacology including: pharmacokinetics, pharmacodynamics, common adverse/side effects, and contraindications. Emphasis is placed on nursing care related to the safe administration of medications to clients across the life span. Basic math skills are reviewed and correct calculation of drug dosage is emphasized. Instruction is provided in the utilization of IV therapy including basic principles, management of a peripheral or a central IV as well as complications of IV therapy. An IV Therapy Certificate is issued to all students completing the IV Therapy Final Exam with a minimum of 80%. This course includes a laboratory component in which student practices administration and documentation of medication administration including injections and insertion of a peripheral IV.

SUCCESS IN PRACTICAL NURSING Theory Hours: 45

This course explores the adult adapting to becoming a Student Practical Nurse. Emphasis is placed on types of learners which may be enrolled in a nursing program. Learning methods, time management, test taking strategies, critical thinking and personal health and welfare are all studied. Instruction continues with a look at the history of nursing, law and ethics, and therapeutic communication. The student is introduced to the various members of the health care team as well as the importance of cultural and spiritual competence and how it impacts clients in their care. The history and evolution of nursing is explored and related to current educational opportunities for the LPN that promote career mobility. Legal and ethical issues impacting the field of nursing are also discussed.

LEVEL II

PEDIATRIC NURSING Theory Hours: 50 Clinical Hours: 34

This course provides an integrative, family-centered approach to the care of children. Emphasis is placed on use of the nursing process to care for children with common pediatric disorders. Growth and Development foundations are applied as students learn to care for children. Clinical experiences provide the student an opportunity to apply theoretical concepts and implement safe client care to children in selected settings.

MEDICAL-SURGICAL NURSING Theory Hours: 84 Clinical Hours: 211.5

This course focuses on the care of adult and older adult clients with common medical/surgical health problems. Emphasis is placed on physiological disorders that require management in an acute care facility. Specific disorders and disease processes are discussed with attention to: signs and symptoms, cultural diversity, diagnostic data, medical treatment modalities, nursing diagnosis and the nursing process. Clinical experiences provide the student an opportunity to apply theoretical concepts and implement safe client care in selected acute care settings.

GERIATRIC NURSING Theory Hours: 49 Clinical Hours: 34

This course provides an introduction to the normal aging process and care of older adults with a focus on health promotion and safety. The development and foundation of Gerontological Nursing is discussed. Emphasis is placed on the holistic nursing care given the older adult, recognizing cultural and ethnic diversity of the aging population. Common health problems of the older adult in restorative and residential facilities as well as safety

and end-of-life care are highlighted. Clinical experiences provide the student an opportunity to apply theoretical concepts and implement safe client care to older adults in selected settings.

PHARMACOLOGY II Theory Hours: 72

This course provides an introduction to Pharmacology at the Practical Nurse level. Emphasis is placed on the application, using the nursing process, of foundational knowledge about drug classifications, mechanism of action, therapeutic uses, adverse effects, and nursing implications when administering medications. Client education related to prescription and over-the-counter medications will be emphasized. Integration of information related to ethnic and cultural diversity of clients is explored. The moral, ethical and legal responsibilities of safe medication administration within the Practical Nurse's Scope of Practice are presented.

LEVEL III

PHARMACOLOGY II Theory Hours: 72 See Level II for description.

MEDICAL-SURGICAL NURSING Theory Hours: 84 Clinical Hours: 211.5 See Level II for description.

MATERNITY NURSING Theory Hours: 50 Clinical Hours: 17

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, and the postpartum period. 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.

MENTAL HEALTH NURSING Theory Hours: 50 Clinical Hours: 34

This course is a study of the psychology of human beings and the therapeutic interventions that promote high levels of functioning. People are viewed as holistic beings; therefore the emphasis of this course is placed on the emotional, cultural, social, and spiritual aspects of human behavior. The development of mental health throughout the life cycle is discussed. Both adaptive and maladaptive behaviors are explained. The nursing (problem solving) process is then employed as a framework for planning and implementing appropriate therapeutic interventions. Textbook objectives guide classroom presentations. A clinical rotation to inpatient mental health facilities allows the student first hand observation of the multidisciplinary team approach in the therapeutic care of clients with mental disorders.

LEADERSHIP & MANAGEMENT Theory Hours: 50.5 Clinical Hours: 17

This course facilitates the transition of the student to the role of an LPN. Emphasis is placed on issues related to nursing and health care as well as skills necessary to provide care to multiple clients and assign tasks to other LPNs and unlicensed personnel. Concepts related to leadership and management are presented as well as career development options that enhance career mobility. Standards of practice and the importance of practicing according to state regulations and statutes are examined. Trends in health care and job searching techniques are explored. Preparation for writing the NCLEX-PN is addressed culminating with an in-class 3-day live NCLEX-PN review. Clinical experiences provide the student the opportunity to apply theoretical concepts while functioning in a leadership role.

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, academic and clinically competent manner at all times (See page 11: Competencies and Functional abilities).
2. Compliance with Attendance/Tardy Policy (see page 36 & 37).
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. Successfully pass cumulative medical/surgical clinical paper assignments.
7. Successfully pass clinical performance evaluations with an 80% or higher.
8. Participation in all activities as assigned by the instructor.

GRADE SCALE FOR THEORY COURSES

A - 93-100
B – 92 - 85
C – 84-78
Fail – below 78% (Must also have an 80% on IV Therapy final exam to pass Pharmacology I)

Students will not be permitted to progress if an overall final course grade is below 78%.

GRADE SCALE FOR CLINICAL ROTATION

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

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Grades and attendance reports are prepared and given to each student monthly. Students have ongoing access to grades via the electronic grade book. The PN Coordinator and the Financial Aid Administrator review each grade and attendance report issued.

The LLRTC Practical Nursing Program must be completed within one (1) school year. To ensure students are able to complete the program within the given time, they are required to complete each course as outlined in the ORGANIZATION OF THE EDUCATION PROGRAM section of this Handbook.

SATISFACTORY ACADEMIC PROGRESS (SAP)

See Financial Aid Handbook

ACADEMIC YEAR DEFINITION

See Financial Aid Handbook.

CLASS/CLINICAL ASSIGNMENTS

All assignments must be legible and in the students own words, using black or blue ink on white paper, computer generated, or appropriate forms. Assignments must be signed, dated and submitted in a folder or stapled to prevent loss. **Instructors are NOT responsible for unbound paperwork.**

It is expected that all classroom assignments, including take home exams, be turned in on the assigned due date. Plagiarism or failure to turn in an assignment will result in a zero for that assignment. Late assignments, including take home tests, will be accepted within 7 calendar days of the original due date with a 50% reduction in grade. In the event of absence please refer to "Classroom tests and assignments in event of an absence". No assignments will be accepted after the final exam. *Example:*

Student earned assignment grade	80%
50% of grade for late submission	80% x 0.50
Student adjusted grade earned on assignment	40%

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.

Clinical written assignments are due as indicated by the clinical instructor.

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, the grade will be recorded and stand as a permanent score.

Students not passing individual classroom tests with at least a 78% (80% on IV Therapy exams) must complete a remediation assignment. Remediation is MANDATORY for each failed unit/chapter test. Students must complete remediation in the classroom during scheduled remediation sessions. Students are required to log in and log out of each remediation session they attend. Students are also required to complete the "*Remediation Plan*" and the "*Individual Student Test Analysis*" for EACH test in which they score below 78%. In addition, students must look up EACH question missed on the failed test and write out the correct answer, the source, and the page number where the correct answer was found. When a test remediation has been completed please staple the "*Remediation Plan*" and the "*Individual Student Test Analysis*" to the failed test along with the correct answers and turn in to the correct course instructor. All remediation must be completed within 14 calendar days of the date the test was returned to the student or disciplinary procedures will be followed. **All remediation assignments must be completed in order to take the final exam.**

CLASSROOM TESTS AND ASSIGNMENTS IN EVENT OF AN ABSENCE

- Upon return to school after an absence, it is the student's responsibility to meet with the instructor to determine assignments that were missed and to schedule make-up test(s). Assignments that are past due as the result of an absence must be submitted upon return to class to receive full credit. If not submitted upon return to class the late assignment policy will be followed. (*See Clinical/Class Assignments*)
- The student should be prepared to take tests or hand in assignments upon returning to academic classes pending instructor availability.
- Tests and/or assignments must be made up within 7 calendar days or the test grade will be recorded as a 0%.
- Any test not taken during the arranged make-up test time, will have a 5% reduction in grade.
- Program policy states that no test will be administered prior to scheduled class time.
- Following the absence, instructors have the option of giving an alternate exam as a make-up exam.
- No make-up pop quizzes will be administered.

Tests will be available to all students for review the day they are returned. All tests must be returned to the instructor by the end of the same class period. Tests and answer sheets not returned will be recorded in the grade book as a 0%.
Example:

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

CLINICAL ASSINGMENTS IN EVENT OF AN ABSENCE

An absence from the clinical site **will result in a 5% reduction** from the weekly clinical written assignment score for each day absent. Points for clinical assignments unable to be completed due to an absence will be lost for each day absent (ie: daily progress notes and some SIM Lab activities). In the event a student is absent for both clinical days within a week the student will be assigned a simulated case study. The case study assignment must be submitted within 14 calendar days of the absence. The score will reflect stated reductions.

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 to assure quality care and the well being of each client. Therefore, for this reason, rules of conduct have been established. **It is the student's responsibility to use common sense, good judgment, tact, and acceptable personal behavior while in our program.**

All Lexington R-V School District Policies apply to persons enrolled in the Practical Nursing Program.

CLASSROOM/CLINICAL STUDENT CONDUCT

As a practical nursing student in Lex La-Ray Technical Center affiliated 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 your instructor for direction.

EXAMPLES OF CONDUCT/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 to 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/HIPPA violations.
7. Assault of a client, faculty, or other students.
8. Abuse of a 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 an assigned clinical area.
3. Use of abusive or obscene language, or acting in a disrespectful manner to any patient, visitor, or staff member.

4. Any form of bullying, harassment, hazing, threatening, intimidating, or coercing a classmate, co-worker, or other employee. The Lexington R-V School district prohibits all forms of hazing, harassment, bullying, and student intimidation. (See Lexington R-V Board Policy JFCF)
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.

Students will also comply with Lex La-Ray Technical Center and Lexington R-V School District Conduct Policies.

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.

CONFIDENTIALITY POLICY

The discussions, uses, and disclosures addressed by this agreement apply to any written, verbal, or electronic communications.

I understand that I am never to discuss or review any information regarding a patient at a clinical site unless the discussion or review is part of my assignment to the site. I understand that I am obligated to know and adhere to the privacy policies and procedures of the clinical site to which I am assigned. I acknowledge that medical records, accounting information, patient information, and conversations between or among healthcare professionals about patients are confidential under law and this agreement.

I understand that, while in the clinical setting, I may not disclose any information about a patient during the clinical portion of my clinical assignment to anyone other than the medical and nursing staff of the clinical site.

I understand that I may not remove any record from the clinical site without the written authorization of the site. Additionally, I understand that, before I use or disclose patient information in a learning experience, classroom, case presentation, class assignment, or research, I must attempt to exclude as much of the following information as possible:

- Names
- Geographical subdivisions smaller than a state
- Dates of birth, admission, discharge, and death
- Telephone numbers
- Fax numbers
- E-mail addresses
- Social security numbers
- Medical record numbers
- Health plan beneficiary numbers
- Account numbers
- Certificate/license numbers
- Vehicle identifiers
- Device identifiers
- Web locators (URLs)
- Internet protocol addresses
- Biometric identifiers
- Full face photographs
- Any other unique identifying number, characteristic, or code
- All ages over 89 years

Additionally, I acknowledge that any patient information, whether or not it excludes some or all of those identifiers, may only be used or disclosed for health care training and educational purposes, and must otherwise remain confidential.

I understand that I must promptly report any violation of the clinical site's privacy policies and procedures, applicable law, or this confidentiality agreement, by me, or a student or faculty member to the appropriate clinical coordinator or program director.

Finally, I understand that, if I violate the privacy policies and procedures of the clinical site, applicable law, or this agreement, I will be subject to disciplinary action.

By signing this agreement, I certify that I have read and understand its terms, and will comply with them.

Signature of agreement and compliance is required on page 40.

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. The original must be signed and maintained on file upon admission.

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 September 16th.**

CPR/BLS 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.

PERSONAL APPEARANCE

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

Classroom Requirements

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, well groomed and simply styled.
3. Messages on clothing, jewelry, and personal belongings that relate to drugs, alcohol, tobacco, sex, vulgarity, violence or violent acts, or that which reflects adversely upon persons because of their race, sex, color, creed, national origin or ancestry are not permitted.
4. No tops with spaghetti straps (two inches width required), halter tops, see-through tops, low cut tops, sleeveless shirts with loose-fitting arms, or midriff tops (no bare midriffs). When student is standing, the shirt must touch the top of the jeans, slacks, shorts or skirt.
5. No pajama bottoms or hats.
6. **Undergarments shall be non-visible.**

Field Trip Requirements

1. All of the above requirements, plus the following:
2. 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. Business casual dress attire is required for specific occasions. No jeans of any color, shorts or sweatpants allowed.
3. No visible evidence of body tattooing.
   a. Tattoos should be covered with clothing when possible (example: long sleeves to cover tattoos on lower arms, turtlenecks cover tattoos on the neck). Tattoos that cannot be covered by clothing should be covered with flesh colored bandages.
4. Jewelry must be limited to a watch, wedding ring and/or engagement ring (provided deemed safe) and earrings if ears are pierced, located in the lobes only.
5. **No visible body piercing including tongue rings.**
6. Male students need to keep facial hair well-trimmed or clean shaven.
7. Shoes should be clean and polished as needed to maintain neat appearance. Shoes should be no more than a two inch heal and comfortable for walking.

Clinical Dress Requirements

1. All of the requirements of the above two sections, plus the following:
2. Uniforms are to be worn in **all** clinical areas or as instructed by the practical nurse program coordinator. Uniforms consist of a navy scrub top and bottoms and are to be clean, pressed, and hemmed to the appropriate length. Scrub pants should not touch the floor. Students may wear a navy scrub jacket as needed. Students may wear a **solid** long or short sleeved white, gray or navy shirt underneath their uniform. Any shirt worn underneath the uniform top must be tucked in.
3. Your name badge and watch are considered part of the uniform and must always be worn.
4. Shoes must have rubber soles, low heels, and be of a closed-toe & closed back design. (For example, tennis shoes or sneakers.) Shoes must be constructed of easily to clean materials, in good condition, and reserved for clinical only. **Clogs and sandals are prohibited**. Clinical shoes must be worn in all clinical areas, unless otherwise designated.

5. Hair is to be pulled back off of the face and off the collar while in uniform.
6. 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.
7. 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, located in the lobes only.
8. No visible tattoos or body piercings as described under field trip dress requirements.
9. No chewing gum allowed in clinical areas.
10. After-shave/cologne and perfume are not allowed in any clinical setting.

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

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 Health Science Annex office number 660-259-2688 Ext. 2001.

Use of cellular phones/any electronic equipment are **not allowed in the classroom**. Cell phone calls can only be made during breaks and lunch outside the classroom. All electronic equipment must be turned off while in the building and out of sight. Students may store turned off electronic devices in the assigned locker located in the hallway. Any student using or having electronic equipment 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/electronic equipment. 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/electronic equipment, or having a cell phone on their person during a clinical rotation will be sent home and receive an absence for that clinical day.

TOBACCO USE

Practical Nursing students will comply with the Lex La-Ray Technical Center Tobacco Policy, as well as, tobacco policies of clinical facilities. The Lexington R-V School District is a Tobacco-Free facility and campus. Tobacco of any kind will not be tolerated. This includes simulation devices such as electronic cigarettes or imitation chewing tobacco.

HEALTH RECORD

A health and immunization record will be kept for each student during the school year. It will include a pre-entrance physical and proof of the following: Two-step tuberculin skin test dated after June 23, 2016; Measles, Mumps, Rubella, and Varicella immunity by immunization record or positive antibody titers; and Hepatitis B immunization series or declination of the vaccine by August 24, 2015. Influenza vaccination is required during flu season, October 1 to March 31, (or dates defined by CDC), or a signed declination form must be on file. Students not receiving an Influenza vaccination will require physician documentation stating the reason for declining.

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. The 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.

LABORATORY POLICY (SKILLS AND A&P)

1. The risks incurred during laboratories are minimal and usually associated with the occasional use of sharp objects, noxious chemicals, and biological specimens.
2. Each student must receive a copy of the Laboratory Safety Procedures, read the policy, and sign the Laboratory Safety Agreement.

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 for follow-up.

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, the client's family, the PN Program, the Technical Center, the clinical agency, the State Nurse Practice Act, Code of Ethics, and professional standards of practice. <u>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.</u>

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.

HOUSING AND MEALS

1. There will be no housing provided for students.
2. Meals will not be provided. Students may eat in the Health Science Annex break area or in classroom. Students may bring lunch or leave the building for lunch during classroom days. Students will not leave hospital or long-term care 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 help 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.

STUDENT ORGANIZATION

All students in the Practical Nursing Program are required to participate in the Practical Nursing Student Organization governed by the constitution and by-laws that follow. 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 known 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

Section II. Nominations and elections shall be governed 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 The 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 the 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 first 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 - Conducts 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 - Keeps 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.

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 randomly and 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.

Use of illegal substances is prohibited for all students. If the student has a confirmed positive result for illegal drugs (regardless of date or time of use) 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. 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.

Signature of agreement and compliance is required on page 40.

EMPLOYEE/STUDENT PROGRAM FOR ASSISTANCE

The Technical Center recognizes that alcoholism and/or drug use or dependency are generally regarded as medical problems requiring close medical supervision and treatment if there is to be successful rehabilitation. It is the Technical Center's desire and intent to encourage any employee/student with an alcohol or drug dependency to voluntarily enter a drug or alcohol rehabilitation program and/or the Technical Center's employee/student assistance program. Any such employee/student who seeks approved medical attention prior to a violation of this policy will be treated by the Technical Center in the same manner as employees/students with other medical problems. However, where a violation of a drug or rehabilitation program shall not serve to waive the application of disciplinary action which is appropriate for the policy violation.

COUNSELING

The LLRTC Staff is available to discuss with students 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, adult counseling services are provided by the Technical Center.

CERTIFIED AGENCIES WHICH PROVIDE ALCOHOL/DRUG COUNSELING, TREATMENT AND/OR REHABILITATION

Rhinehart Counseling, Inc.
Odessa, MO 64076
(816) 230-5308

Mid America Counseling Service
Lexington, MO 64067
(660) 259-4510

Central States Mental Health
Lexington, MO 64067
1-800-870-0019

Fuelling & Associates
1712 N. Main Street
Higginsville, MO 64037
(660) 584-5560

Nancy Osborn, PhD
P. O. Box 233
Lexington, MO 64067
(660) 259-4585

Lafayette Regional Health Center
1500 State Street
Lexington, MO 64067
(660) 259-2203

Healing Grace Counseling Centers
Higginsville, MO 64037
(660) 584-5444

Pathways Comm. Behavioral Health CareInc.
312 W. 19th, Higginsville, MO64037
(660) 584-5600
301 N. 2nd, Odessa, MO 64076
(816) 633-5921

Rodgers-Lafayette Community
Health Center
721 S. 13 Hwy.
Lexington, MO 64067
(660) 259-3823

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 form 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 of agreement and compliance is required on page 40.

Lexington R-V School District
Technology Usage Policy

FILE: EHB CRITICAL

The Lexington R-V School District's technology exists for the purpose of enhancing the educational opportunities and achievement of district students. Research shows that students who have access to technology improve achievement. In addition, technology assists with the professional enrichment of the staff and increases engagement of students' families and other patrons of the district, all of which positively impact student achievement. The district will periodically conduct a technology census to ensure that instructional resources and equipment that support and extend the curriculum are readily available to teachers and students.

The purpose of this policy is to facilitate access to district technology and to create a safe environment in which to use that technology. Because technology changes rapidly and employees and students need immediate guidance, the superintendent or designee is directed to create procedures to implement this policy and to regularly review those procedures to ensure they are current.

Definitions: For the purposes of this policy and related procedures and forms, the following terms are defined:

Technology Resources – Technologies, devices and services used to access, process, store or communicate information. This definition includes, but is not limited to: computers; modems; printers; scanners; fax machines and transmissions; telephonic equipment; mobile phones; audio-visual equipment; Internet; electronic mail (e-mail); electronic communications devices and services, including wireless access; multi-media resources; hardware; and software. Technology resources may include technologies, devices and services provided to the district by a third party.

User – Any person who is permitted by the district to utilize any portion of the district's technology resources including, but not limited to, students, employees, School Board members and agents of the school district.

User Identification (ID) – Any identifier that would allow a user access to the district's technology resources or to any program including, but not limited to, e-mail and Internet access.

Password – A unique word, phrase or combination of alphabetic, numeric and non-alphanumeric characters used to authenticate a user ID as belonging to a user.

Authorized Users: The district's technology resources may be used by authorized students, employees, School Board members and other persons approved by the superintendent or designee, such as consultants, legal counsel and independent contractors. All users must agree to follow the district's policies and procedures and sign or electronically consent to the district's User Agreement prior to accessing or using district technology resources, unless excused by the superintendent or designee.

Use of the district's technology resources is a privilege, not a right. No potential user will be given an ID, password or other access to district technology if he or she is considered a security risk by the superintendent or designee.

User Privacy: A user does not have a legal expectation of privacy in the user's electronic communications or other activities involving the district's technology resources including, but not limited to, voice mail, telecommunications, e-mail and access to the Internet or network drives. By using the district's network and technology resources, all users are consenting to having their electronic communications and all other use monitored by the district. A user ID with e-mail access will only be provided to authorized users on condition that the user consents to interception of or access to all communications accessed, sent, received or stored using district technology.

Electronic communications, downloaded material and all data stored on the district's technology resources, including files deleted from a user's account, may be intercepted, accessed, monitored or searched by district administrators or their designees at any time in the regular course of business. Such access may include, but is not limited to, verifying that users are complying with district policies and rules and investigating potential misconduct. Any such search, access or interception shall comply with all applicable laws. Users are required to return district technology resources to the district upon demand including, but not limited to, mobile phones, laptops and tablets.

Technology Administration: The Board directs the superintendent or designee to assign trained personnel to maintain the district's technology in a manner that will protect the district from liability and will protect confidential student and employee information retained on or accessible through district technology resources.

Administrators of district technology resources may suspend access to and/or availability of the district's technology resources to diagnose and investigate network problems or potential violations of the law or district policies and procedures. All district technology resources are considered district property. The district may remove, change or exchange hardware or other technology between buildings, classrooms or users at any time without prior notice. Authorized district personnel may install or remove programs or information, install equipment, upgrade any system or enter any system at any time.

Content Filtering and Monitoring: The district will monitor the online activities of minors and operate a technology protection measure ("content filter") on the network and all district technology with Internet access, as required by law. In accordance with law, the content filter will be used to protect against access to visual depictions that are obscene or harmful to minors or are child pornography. Content filters are not foolproof, and the district cannot guarantee that users will never be able to access offensive materials using district equipment. Evading or disabling, or attempting to evade or disable, a content filter installed by the district is prohibited. The superintendent, designee or the district's technology administrator may fully or partially disable the district's content filter to enable access for a nonstudent user for bona fide research or other lawful purposes. In making decisions to fully or partially disable the district's content filter, the administrator shall consider whether the use will serve a legitimate educational purpose or otherwise benefit the district. The superintendent, designee or the district's technology administrator may fully or partially disable the district's content filter to enable access for a nonstudent user for bona fide research or other lawful purposes. In making decisions to fully or partially disable the district's content filter, the administrator shall consider whether the use will serve a legitimate educational purpose or otherwise benefit the district.

Online Safety, Security and Confidentiality: In addition to the use of a content filter, the district will take measures to prevent minors from using district technology to access inappropriate matter or materials harmful to minors on the Internet. Such measures shall include, but are not limited to, supervising and monitoring student technology use, careful planning when using technology in the curriculum, and instruction on appropriate materials. The superintendent, designee and/or the district's technology administrator will develop procedures to provide users guidance on which materials and uses are inappropriate, including network etiquette guidelines.

All students will be instructed on safety and security issues, including appropriate online behavior and the dangers of sharing personal information about themselves or others when using e-mail, social media, chat rooms or other forms of direct electronic communication. This instruction will occur in the district's computer courses, courses in which students are introduced to the computer and the Internet, or courses that use the Internet in instruction. Students are required to follow all district rules when using district technology resources and are prohibited from sharing personal information online unless authorized by the district.

Closed Forum: The district's technology resources are not a public forum for expression of any kind and are to be considered a closed forum to the extent allowed by law. The district's webpage will provide information about the school district, but will not be used as an open forum.

All expressive activities involving district technology resources that students, parents/guardians and members of the public might reasonably perceive to bear the imprimatur of the district and that are designed to impart particular knowledge or skills to student participants and audiences are considered curricular publications. All curricular publications are subject to reasonable prior restraint, editing and deletion on behalf of the school district for legitimate pedagogical reasons. All other expressive activities involving the district's technology are subject to reasonable prior restraint and subject matter restrictions as allowed by law and Board policies.

Records Retention: Trained personnel shall establish a retention schedule for the regular archiving or deletion of data stored on district technology resources. The retention schedule must comply with the *Public School District Records Retention Manual* as well as the *General Records Retention Manual* published by the Missouri Secretary of State. In the case of pending or threatened litigation, the district's attorney will issue a litigation hold directive to the superintendent or designee. The litigation hold directive will override any records retention schedule that may have otherwise called for the transfer, disposal or destruction of relevant documents until the hold has been lifted by the district's attorney. E-mail and other technology accounts of separated employees that have been placed on a litigation hold will be maintained by the district's information technology department until the hold is released. No employee who has been so notified of a litigation hold may alter or delete any electronic record that falls within the scope of the hold. Violation of the hold may subject the individual to disciplinary actions, up to and including termination of employment, as well as personal liability for civil and/or criminal sanctions by the courts or law enforcement agencies.

Violations of Technology Usage Policies and Procedures: Use of technology resources in a disruptive, inappropriate or illegal manner impairs the district's mission, squanders resources and shall not be tolerated. Therefore, a consistently high level of personal responsibility is expected of all users granted access to the district's technology resources. Any violation of district policies or procedures regarding technology usage may result in temporary, long-term or permanent suspension of user privileges. User privileges may be suspended pending investigation into the use of the district's technology resources.

Employees may be disciplined or terminated, and students suspended or expelled, for violating the district's technology policies and procedures. Any attempted violation of the district's technology policies or procedures, regardless of the success or failure of the attempt, may result in the same discipline or suspension of privileges as that of an actual violation. The district will cooperate with law enforcement in investigating any unlawful use of the district's technology resources.

Damages: All damages incurred by the district due to a user's intentional or negligent misuse of the district's technology resources, including loss of property and staff time, will be charged to the user. District administrators have the authority to sign any criminal complaint regarding damage to district technology.

No Warranty/No Endorsement: The district makes no warranties of any kind, whether expressed or implied, for the services, products or access it provides. The district's technology resources are available on an "as is, as available" basis.

The district is not responsible for loss of data, delays, nondeliveries, misdeliveries or service interruptions. The district does not endorse the content nor guarantee the accuracy or quality of information obtained using the district's technology resources.

Adopted: 09/13/1995 Revised: 12/18/2002; 06/18/2008; 04/11/2012

Lex La-Ray Technical Center Practical Nursing Program
TECHNOLOGY USAGE AGREEMENT

I have read the Lexington R-V School District Technology Usage policy, regulations and etiquette 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. I agree to be responsible for any unauthorized costs arising from my use of the district's technology resources. I agree to be responsible for any damages incurred by my use.

Signature of agreement and compliance is required on page 40.

Lex La-Ray Technical Center Practical Nursing Program
Library Policy

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 may be checked out for use, and must be returned within a timely manner.
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.**

Signature of agreement and compliance is required on page 40.

LEX LA-RAY TECHNICAL CENTER PRACTICAL NURSING PROGRAM
ATTENDANCE POLICY

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. **PLEASE NOTE: ATTENDANCE REQUIRMENTS FOR FINANCIAL AID ARE GOVERNED BY FEDERAL LAW. PLEASE SEE THE FINANCIAL AID HANDBOOK FOR THESE REQUIREMENTS. ATTENDNACE CAN AFFECT FINANCIAL AID ELIGIBILITY.**

Classroom Policy: When the Practical Nursing student is absent from five (5) class periods this will result in one (1) absence. A class period is a designated time of one (1) hour. In addition, should the student arrive late or leave early from the class that time will be counted as an absence as well. The time missed will be recorded and tallied to determine the number of "class periods" missed. In the event of a student's tardy, the student will obtain an 'admit slip' for the Health Science Annex office, enter the classroom quietly and sit in a designated area until the end of class. Students are responsible for obtaining an 'Admit Slip' upon returning to class after an absence. Should an 'Admit Slip' not be obtained from the Health Science Annex office, an absence will be recorded for the entire day. Student's leaving class prior to conclusion of day's classes, must check out though the Health Science Annex 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. Arrives less than sixty minutes late 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.

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

Signature of agreement and compliance is required on page 40.

LEX LA-RAY TECHNICAL CENTER
PRACTICAL NURSING PROGRAM
Call in Policy

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:

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 **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.

Failure to follow these guidelines will result in Disciplinary Procedures per Attendance Policy

Signature of agreement and compliance is required on page 40.

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. Information regarding school cancellation may be obtained through the Lexington R-V School District Web Site. Students may also sign up for the district Text Alert Program. The following radio and TV stations will be notified and they will broadcast news about Lexington R-V School District closings: 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, KFKF 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.

COUNCIL ON OCCUPATIONAL EDUCATION

For cases where a grievance is not settled at the institutional level, students may contact the institutional accreditor, COE, at the location listed below:

Council on Occupational Education
7840 Roswell Road
Building 300, Suite 325
Atlanta, GA 30350
Telephone: 770-396-3898

MISSOURI DEPARTMENT OF HIGHER EDUCATION COMPLAINT POLICIES AND PROCEDURES

Exhaustion of Remedies at the Institutional Level

Many issues fall within areas that generally are within the sole purview of an institution and its governing board. Examples include, but may not be limited to, complaints related to student life (such as, student housing, dining facilities, or student activities and organizations) and certain academic affairs (such as the assignment of grades). Moreover, issues or complaints are generally more speedily and appropriately resolved within the grievance channels available at the institution. Face-to-face discussion of the matter through open door policies or other informal means is the preferred starting point. Should that fail, the complainant should use formal dispute resolution mechanisms provided by the institution. Exhaustion of all informal and formal institutional processes, including both campus processes and any applicable system processes, is a prerequisite to filing any formal complaint with the MDHE pursuant to this policy.

Process

If a mutually agreeable resolution cannot be reached at the institutional level, the student or prospective student may proceed with the MDHE's formal complaint process. The complaint must be submitted in writing, using a complaint form provided by the MDHE. It may be mailed or faxed to the department and should include any other supporting documentation. The MDHE will acknowledge receipt of the complaint, either in writing or by email. Such acknowledgment, however, will not constitute a determination that the complaint addresses a law applicable to the institution or otherwise is a complaint covered by the policy. If there is no indication that institutional remedies have been exhausted, the complaint will be returned for that purpose.

Filing a complaint pursuant to this policy cannot, and does not, extend or satisfy any statutory deadlines that may apply to filing particular complaints with any other state or federal agency having jurisdiction over such matters.

Complaints that fall within the jurisdiction of the CBHE will be investigated and resolved as appropriate by the relevant unit of the MDHE. Complaints that fall within the jurisdiction of another State agency or are within the purview of an institution's accrediting body will be forwarded to that agency for appropriate investigation and resolution. The agency to which the complaint is forwarded will keep the MDHE apprised of on-going status and final disposition of the complaint. All parties to the complaint will be notified of its resolution by mail.

The MDHE will keep a log of all complaints and record the date received, the name of the complainant, the institution against which the complaint is made, a brief description of the complaint, the agency addressing the complaint, and the date and nature of its disposition.

Note: Prior to initiating this formal process, complainants must first call the MDHE at 573-526-1577 to indicate their desire to file a complaint. At that time, the MDHE will ascertain whether the issue can be resolved through informal means and also determine whether administrative processes available within the institution of concern have been exhausted. If after that screening the complainant still desires to initiate a formal complaint, the MDHE will send the complainant the form to be filled out and returned for that purpose.

Signature of agreement and compliance is required on page 40.

ACADEMIC TRANSCRIPT REQUESTS

Transcript requests will be processed in 5 to 10 business days. There is a $12 fee for all transcripts. Student transcript requests will not be processed if: 1) The student has an outstanding balance with LLRTC and has not made 6 consecutive payments in the full payment amount on or before the monthly due date and/or 2) if the student account has been sent to collections.

LEX LA-RAY TECHNICAL CENTER
PRACTICAL NURSING PROGRAM AGREEMENT

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 time
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 which I 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 satisfactory academic progress.
15. I understand that I am responsible for arranging payment to take care of my financial obligations to the school, even in the event that I am terminated for any reason or if I drop voluntarily from the program
16. I understand the refund policy.

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.

Signature of agreement and compliance is required on page 40.

LEX LA-RAY TECHNICAL CENTER
PRACTICAL NURSING PROGRAM ACKNOWLEDGEMENTS

I, _____, have received, read, and understand the Lex La-Ray Technical Center Practical Nursing Program Handbook. By signing, I agree to adhere to the policies listed below:

(Please initial on the line)

_____ Lex La-Ray Technical Center Handbook and all contents

_____ Withdrawal/Termination Policy (page 14)

_____ Practical Nursing Program Standards for Graduation (page 20)

_____ Practical Nursing Program Grading Policies (pages 20-22)

_____ Confidentiality (page 23)

_____ Drug Testing Policy (page 29)

_____ State of Missouri Nurse Practice Act: 335.066 Grounds for Denial, Revocation or Suspension of License. (page 32)

_____ Technology Use Policy (pages 34)

_____ Library Usage Policy (page 36)

_____ PN Program Attendance Policy (page 36)

_____ Call-In Policy (page 36)

_____ Lexington R-V School District Grievance Procedure (page 37)

_____ Lex La-Ray Technical Center Practical Nursing Program Agreement (page 39)

Student Signature _____ Date _____