2026-2027

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, Kim Mawby, MSN, RN.

BOE Approved July 2026

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Welcome to the Lex La-Ray Practical Nursing Program

Dear Students,

On behalf of the entire faculty and staff, I am pleased to welcome you to the Lex La-Ray Practical Nursing Program. As you embark on this rewarding educational journey, we are committed to supporting you every step of the way as you develop the knowledge, skills, and compassion needed to excel in the nursing profession.

Our goal is to provide a high-quality, student-centered education that prepares you to become a skilled, caring, and competent nurse. We are dedicated to fostering a positive learning environment that promotes both personal and professional growth. Our goal is to equip you with the tools to not only succeed in the classroom but also to thrive in the clinical setting, where your expertise will make a real difference in the lives of those you care for.

At Lex La-Ray, we believe that nursing is a calling—a vocation driven by a desire to serve others. Your dedication, hard work, and commitment to learning will help you reach your full potential, and we are here to guide and support you throughout this transformative journey.

We encourage you to take full advantage of the resources and opportunities available to you, and to approach your studies with a passion for excellence. Together, we will work toward ensuring that you are fully prepared to meet the challenges and rewards of the nursing profession.

We are excited to see you grow and succeed in this program and beyond. Welcome to the Lex La-Ray Practical Nursing Program!

Sincerely,

Kim Mawby, MSN, RN
Practical Nursing Coordinator

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

2026-2027
Lex La-Ray PN Calendar

AUGUST 2026 - Level 1
24 - Classes Begin
31 - Deadline: Physical, BLS, Immunizations, TB Test

SEPTEMBER
7 - No School
14 - Deadline: Liability Insurance

OCTOBER

NOVEMBER
6; 12-13; 19-20 - Clinicals
TBD - MSBN Field Trip
25 - 27 - Thanksgiving Break

DECEMBER
3-4; 10-11 - Clinicals
17 & 18 - Level I Finals
21 - 31 - Winter Break

Make-up Days
1/18, 3/22, 3/23, 3/24, 3/25
*Calendar is subject to change.
*PN Program does not follow the Lexington R-V School District calendar.

JANUARY 2027 - Level ll
1 - 4 - Winter Break
5 - Level II Begins
7 - LRHC Orientation 8am
8 - RCMH Orientation 8am
11 & 12 - M/T Class
13 & 14 - W/Th Clinical
18 - No School

FEBRUARY

MARCH
22-25 - Spring Break

APRIL - Level lll
12 & 13 - Level II Finals
14 - Level III Begins

MAY
31 - No School

JUNE
21 - 25 - Classroom
25 & 28 - Level III Finals
29 & 30 - NCLEX Live Review

JULY
1 - Student Conferences & PN GRADUATION

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

Amy Himbury, Director: 660-259-2264, Ext. 6002

Paige Pence, Adult Education/Financial Aid Admin.: 660-259-2264, Ext. 6005

Marcy Pence, Secretary: 660-259-2264, Ext. 6001

Rachel Lautenschlager, Adult Education/Financial Aid Asst.: 660-259-2264, Ext 6003

Kim Mawby, MSN, RN: PN Program Coordinator: 660-259-2264 Ext. 7003

Erin Fletcher, BSN, RN:PN Program Instructor: 660-259-2264 Ext. 7004

Shellie Lawrence, RN:PN Program Instructor: 660-259-2264, Ext. 7005

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 an 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 the 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.

PROGRAM CONCEPTS/STUDENT OUTCOMES

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

1. Client Centered Care: Practice nursing that is client centered, caring, culturally sensitive and based on the physiological, psychological and spiritual needs of clients.
2. Interdisciplinary Collaboration: Serve as a member of the interdisciplinary health care team to promote continuity of care.
3. Evidence Based Practice: Use current evidence from scientific and other credible sources as a basis for nursing practice and clinical judgment.
4. Quality Improvement: Promote quality improvement by contributing to the implementation of care-related plans to improve health care services.
5. Safety: Provide a safe environment for clients, self, and others.
6. Informatics: Use information technology in the provision of client care.
7. Client Education: Provide selected health-related education with guidance.
8. Professionalism: Practice nursing in a professional, ethical, and legal manner. 9.
Leadership: 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 $19,598.00 plus fees.**

Payment Schedule:

Deposit/Seat Fee $200 *Refer to acceptance letter*
1st Payment $8231 *Due August 20, 2026*
2nd Payment $7251 *Due January 7, 2026*
3rd Payment $4116 *Due April 13, 2026*

**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.

Supplies 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

If the PN student withdraws or is dismissed **PRIOR** to the 5th day of class (for refunds - "prior to the 5th day of class" is defined as any time prior to August 28, 2026 at 3:30pm) a refund of paid tuition and fees will be issued minus a $100 administrative fee.

If the PN student withdraws or is dismissed **AFTER** the 5th day of class, (for refunds - "prior to the 5th day of class" is defined as any time prior to August 28, 2026 at 3:30pm) the seat cannot be filled per Missouri State Board of Nursing Regulations. The student is responsible for the full tuition amount plus any books, supplies, fees, or dues charged to the Student Account on or before the last day of attendance. This is in accordance with the Enrollment Agreement signed by each PN student prior to the first day of class. Refer to the Enrollment Agreement for repayment requirements. A copy can be obtained from the Financial Aid Office.

The above school refund policy is applicable to all practical nursing adult students who execute a complete withdrawal or are dismissed from course work during an academic year. The student's withdrawal/dismissal date is the last day of attendance, as determined in accordance with Title IV regulations:

- The student submits a letter of withdrawal to the Practical Nursing Coordinator or the Adult Education Supervisor. The date of the letter will be considered the date of withdrawal. · If a student stops attending class without notification, the date of withdrawal will be the date the student reached the maximum absences allowed. A letter will be issued to the student stating the date of dismissal.
- If a student is dismissed for reasons other than attendance, the date of the dismissal letter will be the last date of attendance. The date of the letter will correspond to the date the student was notified of their dismissal and informed they would not be allowed to return to class. · The last date of attendance will be recorded as the withdrawal date for deceased students.

For students using Veteran Affairs Benefits, if benefits are received and the student DOES NOT attend or withdrawals prior to the start date all benefits will be returned. If there is any tuition or fees on the student account, the student will be solely responsible for this.

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.

PROGRAM COSTS

Lex La-Ray Technical Center Practical Nursing Program Costs

	Tuition	Fees	Supplies	Due Date	
Due Before Classes Start					
Application Fee		$ 45.00		Varies	
Seat Fee		$ 200.00		See Acceptance Letter	
Total		$ 245.00			
Due Payment Period 1				**August 24, 2026**	
Professional Nursing Organization Dues		$ 25.00			
Lab Fee			$ 216.00		
Technology Fee		$ 300.00			
Drug Testing Fee		$ 40.00			
Tuition Level 1	$ 8,231.00				
Total Payment Period 1	$ 8,231.00	$ 365.00	$ 216.00	**$**	**8,812.00**
Due Payment Period 2				**January 5, 2027**	
Lab Fee			$ 162.00		
Tuition Level 2	$ 7,251.00				
Total Payment Period 2	$ 7,251.00		$ 162.00	**$**	**7,413.00**
Due Payment Period 3				**April 12, 2027**	
Graduation Fee		$ 50.00			
Tuition Level 3	$ 4,116.00				
Total Payment Period 3	$ 4,116.00	$ 50.00		**$**	**4,166.00**
Total	$ 19,598.00	$ 415.00	$ 378.00	**$**	**20,391.00**

Additional Estimated Out of Pocket Expenses

CPR Certification	$ 60.00	August 20, 2025
Student Uniforms	$ 150.00	Before Level 1 Clinicals
Nursing Shoes	$ 65.00	
Nursing Watch	$ 50.00	
Stethoscope	$ 50.00	
Blood Pressure Cuff	$ 40.00	
Gait Belt and Pen Light	$ 25.00	
Bandage Scissors	$ 7.00	
Student Liability Insurance	$ 50.00	
State Board Exam Fees	$ 350.00	After Graduation
Total Est. Out of Pocket	**$ 847.00**	

APPLICATION REQUIREMENTS & SELECTION CRITERIA for ADMISSIONS

APPLICATION REQUIREMENTS & SELECTION CRITERIA

Application Requirements

Submit completed documents as listed below by 4:00 pm on the deadline date.

Application Deadline

File Review (requires minimum TEAS score of 46%)	April 15, 2026

Step 1: Complete the online application form per the deadlines indicated above. Include uploads of any health care certificates (examples: CNA, CMT, EMT, LIMA, Phlebotomy) to be included with your application. **It is the applicant's responsibility to upload health care certificates at the time of application submission.**
Step 2: $45.00 application fee must be submitted to Lex La-Ray Technical Center per the deadlines indicated above. May be paid online, mailed, or in person.
Step 3: Take the ATI TEAS exam. ATI TEAS scores must be submitted per the deadlines indicated above.

- Only test scores dated on or after April 15, 2025 will be accepted.
- Register for the ATI TEAS test online at www.atitesting.com after creating a user account on the ATI website. Registrants will need to visit the ATI "online store".
- Scores taken at another institution may be forwarded to Lex La-Ray per file review deadlines indicated above. **If taken at another institution, it is the applicant's responsibility to have scores sent to Lex La-Ray Technical Center.**
- Scores will be accepted from applicants who retake the test if a 30-day period has elapsed between testing dates, up to two times within a calendar year.

Step 4: Lex La-Ray Practical Nursing Reference Forms. Completed reference forms (2) must be received by Lex La-Ray Technical Center per the deadlines indicated above. Reference forms will be emailed to references included on application form. **It is the applicant's responsibility to check on the status of their references.**
Step 5: *Official* transcripts from **all** schools attended; high school and post-secondary. **All** transcripts must be received by Lex La-Ray Technical Center per the deadlines indicated above. These must be mailed, emailed, or faxed but must be *official.* (*Include TOEFL and TSE scores if applicable.*) **It is the applicant's responsibility to check on the status of their transcripts.**
Step 6: All applicants to Lex La-Ray Technical Center's Practical Nursing program must submit and pass a background screening through the Missouri Department of Health & Senior Services. Lex La-Ray Technical Center will process the background check after January 1st of the application year and prior to April 15th. Submit a copy of your Social Security Card. No one will be admitted to the nursing program for convictions of certain Class A, B, or D felonies according to the Missouri Department of Health and Senior Services (https://health.mo.gov/safety/goodcausewaiver/index.php)

Mail documents to:

Lex La-Ray Technical Center PN Program Coordinator
2323 High School Drive
Lexington, MO 64067

All documents must be submitted in the appropriate manner per the deadlines indicated above to be considered for each designated file review. Notification regarding acceptance status will be sent via email and a letter in the mail within two weeks after each application deadline.

Selection Criteria

- The Practical Nursing Program admits 29 students each program year.
- Applicants earning the top 29 admission scores according to file review date are offered admission into the upcoming program.
- If there are applicants with the same admission scores at the cutoff threshold, the application date is used to determine who is offered a position.
- Notification regarding acceptance status will be sent via email and a letter in the mail within two weeks after the application deadline.
- Alternates:
    - Qualified applicants not admitted for the current academic year will be placed on an alternate list.
    - The alternate list is ranked by the same standards listed above.
    - A student will remain on the alternate list until 5 days after the established start date of the program.
    - If no position becomes available for an alternate they must re-apply for the next academic year.

Final decision for acceptance rests with the Admissions Committee

Late admittance requirements:
No student is admitted after five (5) class days have elapsed.

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. Reasonable accommodations are provided to ensure that qualified students with disabilities have equal access to educational opportunities and are not discriminated against on the basis of disability. Nothing in this policy requires the Practical Nursing Program to waive or substantially modify essential program requirements, technical standards, clinical competencies, or patient safety requirements. All students must be able to meet the essential functions of the program, with or without reasonable accommodations.

1. The student with a disability who requires accommodations must request accommodations in writing and must also provide appropriate medical 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 at 2323 High School Drive, Lexington, MO 64067 or faxed to 660-259-6262. 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, faculty and the student).
4. 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.
5. Students who are experiencing unresolved problems receiving appropriate accommodations should contact the program coordinator as soon as possible.
6. Students with latex allergies should be aware that latex-containing products may be present in classroom, laboratory, and clinical settings. Students are responsible for notifying the Program Coordinator of any latex allergy. When feasible, faculty will make reasonable efforts to provide appropriate non-latex alternatives and notify students of potential latex exposure. However, students remain responsible for exercising appropriate precautions to minimize the risk of 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, auscultate 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 your 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 legibly, manipulate syringes, and calibrate equipment.
Mobility	Demonstrate physical abilities consistent with the 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 the 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 provided student account is in good standing.

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 the reason for dismissal disqualifies the 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.

APPLICATION PROCESS FOR NCLEX-PN

Application for Missouri Licensure will be filled out in class and mailed as a group to the MSBN. NCLEX examination applications will be given to each qualified applicant, and it will be their responsibility to fill out the application and submit it to the National Council of State Boards of Nursing with the appropriate fee. Contact information for fingerprinting will be provided to the students by the PN Faculty. Any applicant who has a questionable felony or other circumstance will be dealt with individually so as not to delay processing of other applicants. Students must follow the guidelines of the Missouri Revised Statutes Chapter 335.046 and 335.066.

The Lex La-Ray Technical Center Practical Nursing Program will submit each graduate's official final transcript to the Missouri State Board of Nursing after all program requirements have been successfully completed.

Students are responsible for reviewing the most current licensure requirements and application instructions available from 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. WIOA
5. Vocational Rehabilitation
6. Veterans Education Benefits
7. A+ School Program
8. Community Health Foundation Scholarship
9. Private Scholarships
10. Missouri Student Financial Assistance Programs

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 660-259-2264 x 6005.

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.
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 as deemed necessary.

ORGANIZATION OF THE EDUCATIONAL PROGRAM

The program contains 917 theory hours and 440 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, 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

First Trimester

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.

Second and Third Trimesters

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

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

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. Geriatric Nursing	2. Pharmacology II	2. Pharmacology II
3. Fundamentals of Nursing	3. Maternity Nursing	3. Pediatric Nursing
4. Pharmacology I	4. Growth and Development	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

First Trimester

FUNDAMENTALS OF NURSING Theory Hours: 128.5 Laboratory Hours: 44.5 Clinical Hours: 75

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 students have the opportunity to apply fundamental nursing concepts within a clinical setting.

BODY STRUCTURE AND FUNCTION Theory Hours: 112 Laboratory Hours: 16

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.

GERIATRIC NURSING Theory Hours: 49 Clinical Hours: 48

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 I Theory Hours: 68 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. This course includes a laboratory component in which student practices administration and documentation of medication administration including injections and insertion of a peripheral IV. An IV Therapy Certificate is issued to all students successfully completing the PN program.

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.

Second Trimester

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.

MEDICAL-SURGICAL NURSING Theory Hours: 84 Clinical Hours: 238

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.

HUMAN 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 theories and characteristics of growth and development are explored for each life stage. The influence of heredity and environment on growth and development are also discussed. Hands-on-learning occurs as students assist with pre school, elementary and high-school health screenings.

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.

Third Trimester

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

MEDICAL-SURGICAL NURSING Theory Hours: 84 Clinical Hours: 238 See Level II for description.

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.

MENTAL HEALTH NURSING Theory Hours: 50 Clinical Hours: 17

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 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 healthcare and job searching techniques are explored. Preparation for taking the NCLEX-PN is addressed culminating with an in-class 2-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. Course hours are cumulative over the full program.

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 Competencies and Functional abilities).
2. Compliance with Attendance/Tardy Policy.
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 – 85% – 92%
C – 78 % - 84%
Fail – below 78%

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

GRADE SCALE FOR CLINICAL ROTATION

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

Students have ongoing access to grades via the electronic grade book. Grades and attendance reports are prepared and given to each student monthly. 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 student's 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 wishing to challenge a test question MUST complete the Test Item challenge Form and submit to the appropriate instructor within 24 hours of tests being returned to students.

Students not passing individual classroom tests with at least a 78% must complete a supplemental review assignment as determined by the course instructor. This assignment must be submitted within

14 calendar days from the date the test was returned. Failure to complete the supplemental review assignment may result in required tutoring outside of the school day or failure of the course. **All supplemental review 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 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 ASSIGNMENTS IN EVENT OF AN ABSENCE

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 or makeup time at a clinical site. The case study assignment must be submitted within 14 calendar days of the absence. The score will reflect stated reductions.

STANDARDIZED TESTING

Standardized testing is used in the Practical Nursing program as part of the program assessment plan, as well as a tool for students to measure their progress and remediate in areas in which they may be deficient. Standardized testing will occur at designated points during the program, as determined by the PN faculty. Please review associated course syllabi for standardized testing information and associated grading.

STUDENT CONDUCT POLICIES

All students will meet together harmoniously and effectively, so the rights and interests of all are assured. This is especially true in the nursing profession, our nursing program, and the facilities in which you will be working. Nursing is a profession of integrity. 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.

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. Good attendance is a mark of dedication, which is a vital component of professionalism that future employers consider seriously. Failure to comply may result in termination. For these reasons, it is imperative that students make doctor's appointments on days when no classes or clinical rotations are scheduled. Each student's circumstances will be individually evaluated.

General Information: Each student will be required to maintain an overall 94% attendance rate or 1275 clock hours for the program year. Therefore, each student will be required to adhere to the following attendance requirements:

Classroom Learning Sessions: Student absences may not exceed 56 clock hours of assigned classroom learning sessions. Individual students exceeding this is subject to program dismissal. A typical assigned learning session will run from 8:00 am – 3:30 pm or as assigned by the instructor.

Clinical Learning Sessions: Student absences may not exceed 26 clock hours of assigned clinical learning sessions. Individual students exceeding this is subject to program dismissal. Refer to "Clinical Attendance Guidelines" for more information.

Classroom Tardy Guidelines: Students who arrive late to a scheduled classroom session will not be admitted to the classroom until the next scheduled break or the end of the class period, as determined by the instructor. Upon arrival, students must report to the Adult Education office to sign in and then remain in the lobby until they are permitted to enter the classroom.

Clinical Attendance Guidelines:

1. If a student is to be absent from the clinical setting, he/she is responsible to inform the clinical instructor by the time listed on the clinical assignment form. If a student does not notify the instructor by the start time listed on the clinical assignment form, the occurrence will be considered a "no call, no show". One incident of "no call, no show" will result in the student being subject to the program disciplinary policy.
2. If a student is going to be tardy (up to one hour) to the clinical site, they must call their assigned clinical instructor before the start of clinical. If they do not call, it may be considered a "no-call, no show" and become subject to the program disciplinary policy. In addition, they may be sent home, resulting in an absence for clinical, counting towards the total of 26 clinical hours that a student may miss during the entire academic year.
3. If a student is more than an hour late to clinical, they will not be allowed to participate in the clinical day, and they will be sent home receiving an absence for that day counting towards the allowable 26 clinical hours.
4. If a student leaves a clinical site more than one hour early they will receive an absence for that clinical day counting towards the allowable 26 clinical hours.
5. Three (3) instances of being tardy or leaving early will automatically be counted as one clinical absence (8.5 clinical hours).
6. Students who miss clinical will be assigned makeup work. This work must be satisfactorily completed and handed in to pass the clinical rotation.

Make-Up: Limited opportunities will be granted to make-up documented "excused" absences after the total allowed is exceeded. Students may make-up **no more** than 14 hours of documented excused classroom absences. Students may make-up **no more** than 8.5 hours of documented excused clinical absence.

Excused Absences include the following: Illness, injury or incapacity of the student or a member of the

immediate family. “Immediate family” includes parents, spouse, and children. Extenuating circumstances will be evaluated on an individual basis (i.e. military or jury duty, court appearances). Appropriate documentation for validation of the absence is required from the student within 7 days of the absence.

Bereavement (up to 3 days): Death/Funeral for a member of the immediate family. “Immediate family” includes the following relatives: spouse, children, parents, mother-in-law, father-in-law, sibling, sibling in-law, step-parents, grandparents and step-grandparents. The student must complete all make-up work within 7 days upon return to school. An obituary notice must be provided upon return to school.

Call in Policy: Career and Technical 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:

1. On a classroom day, notify the Program Coordinator **PRIOR** to the beginning classroom time.
2. On a clinical day, notify the assigned Clinical Instructor, **PRIOR** to the beginning of the rotation time.

Students not notifying the appropriate individual as indicated above will be subject to the program disciplinary policy. Please do not phone the school secretary regarding absences/tardy unless an emergency. Note that illness is not an extenuating circumstance and will not be considered an excuse for not calling in. Sending word with a friend about an absence or tardy is not acceptable. The student must contact the assigned instructor. Not having a telephone is not an acceptable excuse.

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

Signature of agreement and compliance is required on page 46.

SEXUAL HARASSMENT

Sexual harassment will not be tolerated. See school board policy (C-131-S).

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 46.

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 S-175-S)

CHEATING OR FELONY CONVICTION

Cheating, in any form, will not be tolerated. This includes misrepresentation of assignments, using whiteout to replace names, accessing electronic devices during testing without permission, 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 335.066 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 4, 2026.**

CPR/BLS CERTIFICATION

Certification in basic lifesaving (BLS) for **healthcare providers** is to be completed **prior** to the beginning of the program 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, strong odor of cigarette smoke and/or body odor, for whatever reason, will be cause for dismissal.)
2. Hair must be clean, well-groomed, simply styled, long hair pulled up so as not to fall in students face or touch the patient when student leans over for patient care.
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). No 'biker' shorts. When a 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, no stretching pants/leggings/yoga pants, shorts or sweatpants allowed.
3. Offensive body art/tattoos MUST be covered at Coordinator discretion.
    a. a. Offensive body art/tattoos should be covered with clothing when possible (example: long sleeves to cover body art/tattoos on lower arms, turtlenecks to cover body art/tattoos on the neck).Body art/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 nose/body piercings including tongue rings. Students may wear a clear spacer.
6. Male students need to keep facial hair well-trimmed or clean shaven.
7. Shoes should be clean and polished as needed to maintain a neat appearance. Shoes should be

no more than a two inch heel 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, black or navy shirt underneath their uniform. Any shirt worn underneath the uniform top must be tucked in.
3. Dress in a manner that is professional and appropriate for the clinical job duties.
4. Your name badge and watch are considered part of the uniform and must always be worn.
5. 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 easy 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.
6. Hair is to be pulled back off of the face and off the collar while in uniform.
7. 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.
8. Jewelry must be limited to a watch, wedding ring and/or engagement ring (provided deemed safe) and earrings must be of a single tiny post, no more than 1 in each ear located in the lobes only.
9. No offensive visible body art/tattoos or body piercings except for clear spacers as described under field trip dress requirements.
10. No chewing gum allowed in clinical areas.
11. 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 Technical Center office number 660-259-2264 x. 6001.

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. Any student using or having electronic equipment in the classroom will be subject to disciplinary action. **If use occurs during testing, the student will be subject to disciplinary action.**

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. Students are subject to disciplinary action.

HEALTH RECORD & IMMUNIZATION REQUIREMENTS

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 30, 2025;
- Measles, Mumps, Rubella, and Varicella immunity by immunization record or positive antibody titers;
- Hepatitis B immunization series or declination of these vaccines by August 24, 2026, and
- Tetanus, Diphtheria, and Pertussis (TDAP) in the last 10 years.
- 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 medical reason for declining.
- Covid-19 vaccination series or declination form must be on file.
    - **School:** The Lex La-Ray Technical Center Practical Nursing Program students and instructors will adhere to and abide by the Covid-19 rules and policies as established by the Lexington R-V School District.
    - **Clinical:** The Lex La-Ray Technical Center Practical Nursing Program students and instructors will adhere to and abide by the Covid-19 rules and policies of each individual clinical site as assigned. Please note that most facilities require students to be fully vaccinated for Covid-19 while some allow students to apply for a medical or religious exemption from the vaccine. There is no guarantee that an exemption will be granted. Students **MUST** be aware that these requirements can change at any time during the program year and students are required to fulfill the clinical component to pass the course.

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

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 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 any injury or exposure.
2. The instructor will notify the appropriate chain of command.
    a. If student was exposed to blood borne pathogen, they will be instructed to follow the facility policy related to such exposure. 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.
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.

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.

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

I. ARTICLE I

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

II. ARTICLE II
   A. The objectives of this Association:
      1. Section I, To promote and maintain high standards of learning, honor, and character.
      2. Section II, To augment pride in the Lex La-Ray Center of Practical Nursing.
      3. Section III, To promote school development and community responsibility.
      4. Section IV, To have responsible leaders.
      5. Section V, To participate in local, state, and national organizations.

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

IV. ARTICLE IV
   A. Direction and management of affairs and finances shall be by the executive board.
      1. Section I. The executive board shall include:
         a) President
         b) Vice-President
         c) Secretary
         d) Treasurer
         e) Historian
      2. Section II. Nominations and elections shall be governed by by-laws.

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

VI. ARTICLE VI
   A. There will be regular scheduled monthly meetings. Additional meetings shall be called by The Executive Board.
      1. Section I. A 2/3 majority must be present to constitute a quorum.

BY-LAWS

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

II. ARTICLE II
   A. Dues
      1. 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.

III. ARTICLE III
   A. Meetings
      1. 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.

IV. ARTICLE IV
   A. Duties of Officers
      1. President
         a) Conducts meetings.
         b) Name committees.
         c) Call executive board meetings.
      2. Vice President
         a) Presides in absence of President.
         b) Writes articles for Newsletter.
      3. Secretary
         a) Records minutes of meetings, posts them, and is responsible for class correspondence and presents monthly report.

4. Treasurer
    a) Collects funds and dues.
    b) Presents report at meetings.
5. Historian
    a) Keeps a historic account of the class activities by means of scrapbook, newspaper, cards, and all memories of the class.

V. ARTICLE V

A. Standing Committees

a. 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. The Nursing Program Coordinator will utilize clinical site guidelines and institutional policies in decision making.

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, (28) **"Marijuana"**, all parts of the plant genus *Cannabis* in any species or form thereof, including, but not limited to *Cannabis Sativa L.*, except industrial hemp, *Cannabis Indica*, *Cannabis Americana*, *Cannabis Ruderalis*, and *Cannabis Gigantea*, 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 breathalyzer, 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 a 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 the 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 a 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 the written request.

Signature of agreement and compliance is required on page 46.

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 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.

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. Please note that LLRTC does not provide adult counseling services; if you have personal concerns, we can refer you to outside counseling agencies for assistance.

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

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

Compass Health Network
Higginsville Clinic
1810 Spruce, Higginsville, MO 64037
(660) 584-5600
Odessa Clinic
1278 W Hwy 40, Odessa, MO 64076
(816) 633-5921

HCC Network and Community Health Centers:
IN-Person:
Buckner Clinic
324 S Hudson St,
Buckner, MO 64016
816-249-1521

Concordia Clinic
206 N Bismark St
660-463-0234
Concordia, MO 64020

HCC Network and Community Health Centers:
Telehealth:
Carrollton Clinic
718 Harvest Hills Drive
Carrollton, MO 64633
660-322-7272

Independence Clinic
17611 E US Highway 24 STE HCC
Independence, MO 64056
877-344-3572

Lexington Clinic
811 S Business Highway 13 STE A
Lexington, MO 64067
660-251-6440

Waverly Clinic
608 Missouri St
Waverly, MO 64096
660-493-2262

STATE OF MISSOURI NURSE PRACTICE ACT

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

1. The board may refuse to issue or reinstate any certificate of registration or authority, permit or license required pursuant to this chapter* for one or any combination of causes stated in subsection 2 of this section or the board may, as a condition to issuing or reinstating any such permit or license, require a person to submit himself or herself for identification, intervention, treatment, or monitoring by the intervention program and alternative program as provided in section 335.067. The board shall notify the applicant in writing of the reasons for the refusal and shall advise the applicant of his or her right to file a complaint with the administrative hearing commission as provided by chapter 621.

2. The board may cause a complaint to be filed with the administrative hearing commission as provided by chapter 621 against any holder of any certificate of registration or authority, permit or license required by sections 335.011 to 335.096 or any person who has failed to renew or has surrendered his or her certificate of registration or authority, permit or license for any one or any combination of the following causes:

(1) Use or unlawful possession of any controlled substance, as defined in chapter 195, by the federal government, or by the department of health and senior services by regulation, regardless of impairment, 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. A blood alcohol content of .08 shall create a presumption of impairment;

(2) The person has been finally adjudicated and found guilty, or entered a plea of guilty or nolo contendere, in a criminal prosecution pursuant to the laws of any state or of the United States, for any offense reasonably related to the qualifications, functions or duties of any profession licensed or regulated pursuant to sections 335.011 to 335.096, for any offense an essential element of which is fraud, dishonesty or an act of violence, or for any offense involving moral turpitude, whether or not sentence is imposed;

(3) Use of fraud, deception, misrepresentation or bribery in securing any certificate of registration or authority, permit or license issued pursuant to sections 335.011 to 335.096 or in obtaining permission to take any examination given or required pursuant to sections 335.011 to 335.096;

(4) Obtaining or attempting to obtain any fee, charge, tuition or other compensation by fraud, deception or misrepresentation;

(5) Incompetency, gross negligence, or repeated negligence in the performance of the functions or duties of any profession licensed or regulated by this chapter*. For the purposes of this subdivision, **"repeated negligence"** means the failure, on more than one occasion, to use that degree of skill and learning ordinarily used under the same or similar circumstances by the member of the applicant's or licensee's profession;

(6) Misconduct, fraud, misrepresentation, dishonesty, unethical conduct, or unprofessional conduct in the performance of the functions or duties of any profession licensed or regulated by this chapter, including, but not limited to, the following:

(a) Willfully and continually overcharging or overtreating patients; or charging for visits which did not occur unless the services were contracted for in advance, or for services which were not rendered or documented in the patient's records; (b) Attempting, directly or indirectly, by way of intimidation, coercion or deception, to obtain or retain a patient or discourage the use of a second opinion or consultation; (c) Willfully and continually performing inappropriate or unnecessary treatment, diagnostic tests, or nursing services; (d) Delegating professional responsibilities to a person who is not qualified by training, skill, competency, age, experience, or licensure to perform such responsibilities; (e) Performing nursing services beyond the authorized scope of practice for which the individual is licensed in this state; (f) Exercising influence within a nurse-patient relationship for purposes of engaging a patient in sexual activity; (g) Being listed on any state or federal sexual offender registry; (h) Failure of any applicant or

licensee to cooperate with the board during any investigation; (i) Failure to comply with any subpoena or subpoena duces tecum from the board or an order of the board; (j) Failure to timely pay license renewal fees specified in this chapter; (k) Violating a probation agreement, order, or other settlement agreement with this board or any other licensing agency; (l) Failing to inform the board of the nurse's current residence within thirty days of changing residence; (m) Any other conduct that is unethical or unprofessional involving a minor; (n) A departure from or failure to conform to nursing standards; (o) Failure to establish, maintain, or communicate professional boundaries with the patient. A nurse may provide health care services to a person with whom the nurse has a personal relationship as long as the nurse otherwise meets the standards of the profession; (p) Violating the confidentiality or privacy rights of the patient, resident, or client; (q) Failing to assess, accurately document, or report the status of a patient, resident, or client, or falsely assessing, documenting, or reporting the status of a patient, resident, or client; (r) Intentionally or negligently causing physical or emotional harm to a patient, resident, or client; (s) Failing to furnish appropriate details of a patient's, client's, or resident's nursing needs to succeeding nurses legally qualified to provide continuing nursing services to a patient, client, or resident;

(7) Violation of, or assisting or enabling any person to violate, any provision of sections 335.011 to 335.096, or of any lawful rule or regulation adopted pursuant to sections 335.011 to 335.096;

(8) Impersonation of any person holding a certificate of registration or authority, permit or license or allowing any person to use his or her certificate of registration or authority, permit, license or diploma from any school;

(9) Disciplinary action against the holder of a license or other right to practice any profession regulated by sections 335.011 to 335.096 granted by another state, territory, federal agency or country upon grounds for which revocation or suspension is authorized in this state;

(10) A person is finally adjudged insane or incompetent by a court of competent jurisdiction;

(11) Assisting or enabling any person to practice or offer to practice any profession licensed or regulated by sections 335.011 to 335.096 who is not registered and currently eligible to practice pursuant to sections 335.011 to 335.096;

(12) Issuance of a certificate of registration or authority, permit or license based upon a material mistake of fact;

(13) Violation of any professional trust or confidence;

(14) Use of any advertisement or solicitation which is false, misleading or deceptive to the general public or persons to whom the advertisement or solicitation is primarily directed;

(15) Violation of the drug laws or rules and regulations of this state, any other state or the federal government;

(16) Placement on an employee disqualification list or other related restriction or finding pertaining to employment within a health-related profession issued by any state or federal government or agency following final disposition by such state or federal government or agency;

(17) Failure to successfully complete the intervention or alternative program for substance use disorder;

(18) Knowingly making or causing to be made a false statement or misrepresentation of a material fact, with intent to defraud, for payment pursuant to the provisions of chapter 208 or chapter 630, or for payment from Title XVIII or Title XIX of the federal Medicare program;

(19) Failure or refusal to properly guard against contagious, infectious, or communicable diseases or the spread thereof; maintaining an unsanitary office or performing professional services under unsanitary conditions; or failure to report the existence of an unsanitary condition in the office of a physician or in any health care facility to the board, in writing, within thirty days after the discovery thereof;

(20) A pattern of personal use or consumption of any controlled substance or any substance which requires a prescription unless it is prescribed, dispensed, or administered by a provider who is authorized by law to do so or a pattern of abuse of any prescription medication;

(21) Habitual intoxication or dependence on alcohol, evidence of which may include more than one alcohol-related enforcement contact as defined by section 302.525;

(22) Failure to comply with a treatment program or an aftercare program entered into as part of a board order, settlement agreement, or licensee's professional health program;

(23) Failure to submit to a drug or alcohol screening when requested by an employer or by the board. Failure to submit to a drug or alcohol screening shall create the presumption that the test would have been positive for a drug for which the individual did not have a prescription in a drug screening or positive for alcohol in an alcohol screening;

(24) Adjudged by a court in need of a guardian or conservator, or both, obtaining a guardian or conservator, or both, and who has not been restored to capacity;

(25) Diversion or attempting to divert any medication, controlled substance, or medical supplies;

(26) Failure to answer, failure to disclose, or failure to fully provide all information requested on any application or renewal for a license. This includes disclosing all pleas of guilt or findings of guilt in a case where the imposition of sentence was suspended, whether or not the case is now confidential;

(27) Physical or mental illness, including but not limited to deterioration through the aging process or loss of motor skill, or disability that impairs the licensee's ability to practice the profession with reasonable judgment, skill, or safety. This does not include temporary illness which is expected to resolve within a short period of time;

(28) Any conduct that constitutes a serious danger to the health, safety, or welfare of a patient or the public.

3. After the filing of such complaint, the proceedings shall be conducted in accordance with the provisions of chapter 621. Upon a finding by the administrative hearing commission that the grounds, provided in subsection 2 of this section, for disciplinary action are met, the board may, singly or in combination, censure or place the person named in the complaint on probation on such terms and conditions as the board deems appropriate for a period not to exceed five years, or may suspend, for a period not to exceed three years, or revoke the license, certificate, or permit.

4. For any hearing before the full board, the board shall cause the notice of the hearing to be served upon such licensee in person or by certified mail to the licensee at the licensee's last known address. If service cannot be accomplished in person or by certified mail, notice by publication as described in subsection 3 of section 506.160 shall be allowed; any representative of the board is authorized to act as a court or judge would in that section; any employee of the board is authorized to act as a clerk would in that section.

5. An individual whose license has been revoked shall wait one year from the date of revocation to apply for relicensure. Relicensure shall be at the discretion of the board after compliance with all the requirements of sections 335.011 to 335.096 relative to the licensing of an applicant for the first time.

6. The board may notify the proper licensing authority of any other state concerning the final disciplinary action determined by the board on a license in which the person whose license was suspended or revoked was also licensed of the suspension or revocation.

7. Any person, organization, association or corporation who reports or provides information to the board of nursing pursuant to the provisions of sections 335.011 to 335.259** and who does so in good faith shall not be subject to an action for civil damages as a result thereof.

8. The board may apply to the administrative hearing commission for an emergency suspension or restriction of a license for the following causes:

(1) Engaging in sexual conduct as defined in section 566.010, with a patient who is not the licensee's spouse, regardless of whether the patient consented;

(2) Engaging in sexual misconduct with a minor or person the licensee believes to be a minor. **"Sexual misconduct"** means any conduct of a sexual nature which would be illegal under state or federal law;

(3) Possession of a controlled substance in violation of chapter 195 or any state or federal law, rule, or regulation, excluding record-keeping violations;

(4) Use of a controlled substance without a valid prescription;

(5) The licensee is adjudicated incapacitated or disabled by a court of competent jurisdiction; (6) Habitual intoxication or dependence upon alcohol or controlled substances or failure to comply with a treatment or aftercare program entered into pursuant to a board order, settlement agreement, or as part

of the licensee's professional health program;

(7) A report from a board-approved facility or a professional health program stating the licensee is not fit to practice. For purposes of this section, a licensee is deemed to have waived all objections to the admissibility of testimony from the provider of the examination and admissibility of the examination reports. The licensee shall sign all necessary releases for the board to obtain and use the examination during a hearing; or

(8) Any conduct for which the board may discipline that constitutes a serious danger to the health, safety, or welfare of a patient or the public.

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

10. Within five days of the board's filing of the complaint, the administrative hearing commission shall review the information submitted by the board and the licensee and shall determine based on that information if probable cause exists pursuant to subsection 8 of this section and shall issue its findings of fact and conclusions of law. If the administrative hearing commission finds that there is probable cause, the administrative hearing commission shall enter the order requested by the board. The order shall be effective upon personal service or by leaving a copy at all of the licensee's current addresses on file with the board.

11. (1) The administrative hearing commission shall hold a hearing within forty-five days of the board's filing of the complaint to determine if cause for discipline exists. The administrative hearing commission may grant a request for a continuance, but shall in any event hold the hearing within one hundred twenty days of the board's initial filing. The board shall be granted leave to amend its complaint if it is more than thirty days prior to the hearing. If less than thirty days, the board may be granted leave to amend if public safety requires.

(2) If no cause for discipline exists, the administrative hearing commission shall issue findings of fact, conclusions of law, and an order terminating the emergency suspension or restriction.

(3) If cause for discipline exists, the administrative hearing commission shall issue findings of fact and conclusions of law and order the emergency suspension or restriction to remain in full force and effect pending a disciplinary hearing before the board. The board shall hold a hearing following the certification of the record by the administrative hearing commission and may impose any discipline otherwise authorized by state law.

12. Any action under this section shall be in addition to and not in lieu of any discipline otherwise in the board's power to impose and may be brought concurrently with other actions.

13. If the administrative hearing commission does not find probable cause and does not grant the emergency suspension or restriction, the board shall remove all reference to such emergency suspension or restriction from its public records. Records relating to the suspension or restriction shall be maintained in the board's files. The board or licensee may use such records in the course of any litigation to which they are both parties. Additionally, such records may be released upon a specific, written request of the licensee.

14. If the administrative hearing commission grants temporary authority to the board to restrict or suspend the nurse's license, such temporary authority of the board shall become final authority if there is no request by the nurse for a full hearing within thirty days of the preliminary hearing. The administrative

hearing commission shall, if requested by the nurse named in the complaint, set a date to hold a full hearing under the provisions of chapter 621 regarding the activities alleged in the initial complaint filed by the board.

15. If the administrative hearing commission refuses to grant temporary authority to the board or restrict or suspend the nurse's license under subsection 8 of this section, such dismissal shall not bar the board from initiating a subsequent disciplinary action on the same grounds.

16. (1) The board may initiate a hearing before the board for discipline of any licensee's license or certificate upon receipt of one of the following:

(a) Certified court records of a finding of guilt or plea of guilty or nolo contendere in a criminal prosecution under the laws of any state or of the United States for any offense involving the qualifications, functions, or duties of any profession licensed or regulated under this chapter, for any offense involving fraud, dishonesty, or an act of violence, or for any offense involving moral turpitude, whether or not sentence is imposed;

(b) Evidence of final disciplinary action against the licensee's license, certification, or registration issued by any other state, by any other agency or entity of this state or any other state, or the United States or its territories, or any other country;

(c) Evidence of certified court records finding the licensee has been judged incapacitated or disabled under Missouri law or under the laws of any other state or of the United States or its territories.

(2) The board shall provide the licensee not less than ten days' notice of any hearing held pursuant to chapter 536.

(3) Upon a finding that cause exists to discipline a licensee's license, the board may impose any discipline otherwise available.

(L. 1975 S.B. 108 § 12, A.L. 1981 S.B. 16, A.L. 1995 S.B. 452, A.L. 1999 H.B. 343, A.L. 2007 H.B. 780 merged with S.B. 308, A.L. 2013 H.B. 315, A.L. 2018 H.B. 1719)

*Words "chapter 335" appear in original rolls.

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

Effective August 28, 2018

Source: Missouri Revised Statutes, Chapter 335, Missouri State Board of Nursing.

STATE OF MISSOURI NURSE PRACTICE ACT

335.046. License, application for — qualifications for, fee — hearing on denial of license. — 1. An applicant for a license to practice as a registered professional nurse shall submit to the board a written application on forms furnished to the applicant. The original application shall contain the applicant's statements showing the applicant's education and other such pertinent information as the board may require. The applicant shall be of good moral character and have completed at least the high school course of study, or the equivalent thereof as determined by the state board of education, and have successfully completed the basic professional curriculum in an accredited or approved school of nursing and earned a professional nursing degree or diploma. Each application shall contain a statement that it is made under oath or affirmation and that its representations are true and correct to the best knowledge and belief of the person signing same, subject to the penalties of making a false affidavit or declaration. Applicants from non-English-speaking lands shall be required to submit evidence of proficiency in the English language. The applicant must be approved by the board and shall pass an examination as required by the board. The board may require by rule as a requirement for licensure that each applicant shall pass an oral or practical examination. Upon successfully passing the examination, the board may issue to the applicant a license to practice nursing as a registered professional nurse. The applicant for a license to practice registered professional nursing shall pay a license fee in such amount as set by the board. The fee shall be uniform for all applicants. Applicants from foreign countries shall be licensed as prescribed by rule.

2. An applicant for license to practice as a licensed practical nurse shall submit to the board a written application on forms furnished to the applicant. The original application shall contain the applicant's

statements showing the applicant's education and other such pertinent information as the board may require. Such applicant shall be of good moral character, and have completed at least two years of high school, or its equivalent as established by the state board of education, and have successfully completed a basic prescribed curriculum in a state-accredited or approved school of nursing, earned a nursing degree, certificate or diploma and completed a course approved by the board on the role of the practical nurse. Each application shall contain a statement that it is made under oath or affirmation and that its representations are true and correct to the best knowledge and belief of the person signing same, subject to the penalties of making a false affidavit or declaration. Applicants from non-English-speaking countries shall be required to submit evidence of their proficiency in the English language. The applicant must be approved by the board and shall pass an examination as required by the board. The board may require by rule as a requirement for licensure that each applicant shall pass an oral or practical examination. Upon successfully passing the examination, the board may issue to the applicant a license to practice as a licensed practical nurse. The applicant for a license to practice licensed practical nursing shall pay a fee in such amount as may be set by the board. The fee shall be uniform for all applicants. Applicants from foreign countries shall be licensed as prescribed by rule.

3. (1) An applicant for a license to practice as an advanced practice registered nurse shall submit to the board a written application on forms furnished to the applicant. The original application shall contain:

(a) Statements showing the applicant's education and other such pertinent information as the board may require; and

(b) A statement that it is made under oath or affirmation and that its representations are true and correct to the best knowledge and belief of the person signing same, subject to the penalties of making a false affidavit or declaration.

(2) The applicant for a license to practice as an advanced practice registered nurse shall pay a fee in such amount as may be set by the board. The fee shall be uniform for all applicants.

(3) An applicant shall:

(a) Hold a current registered professional nurse license or privilege to practice, shall not be currently subject to discipline or any restrictions, and shall not hold an encumbered license or privilege to practice as a registered professional nurse or advanced practice registered nurse in any state or territory;

(b) Have completed an accredited graduate-level advanced practice registered nurse program and achieved at least one certification as a clinical nurse specialist, nurse midwife, nurse practitioner, or registered nurse anesthetist, with at least one population focus prescribed by rule of the board;

(c) Be currently certified by a national certifying body recognized by the Missouri state board of nursing in the advanced practice registered nurse role; and

(d) Have a population focus on his or her certification, corresponding with his or her educational advanced practice registered nurse program.

(4) Any person holding a document of recognition to practice nursing as an advanced practice registered nurse in this state that is current on August 28, 2023, shall be deemed to be licensed as an advanced practice registered nurse under the provisions of this section and shall be eligible for renewal of such license under the conditions and standards prescribed in this chapter and as prescribed by rule.

4. Upon refusal of the board to allow any applicant to take either the registered professional nurses' examination or the licensed practical nurses' examination, or upon refusal to issue an advanced practice registered nurse license, the board shall comply with the provisions of section 621.120 and advise the applicant of his or her right to have a hearing before the administrative hearing commission. The administrative hearing commission shall hear complaints taken pursuant to section 621.120.

5. The board shall not deny a license because of sex, religion, race, ethnic origin, age or political affiliation.

(L. 1975 S.B. 108 § 8, A.L. 1981 S.B. 16, A.L. 1995 S.B. 452, A.L. 1999 H.B. 343, A.L. 2023 H.B. 115 & 99 merged with H.B. 402 merged with S.B. 70 merged with S.B. 157)

Effective August 28, 2023

Source: Missouri Revised Statutes, Chapter 335, Missouri State Board of Nursing.

I KNOW OF NO REASON THAT I WOULD BE DENIED OPPORTUNITY TO TAKE THE NCLEX-PN EXAM AND FOR LICENSURE IN THE STATE OF MISSOURI FOLLOWING THE COMPLETION OF THE P.N. PROGRAM.

Signature of agreement and compliance is required on page 46.

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; multimedia 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 email 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 46.

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.**
5. PN students may have access to the Lexington School District on-line Library or other digital resources. See PN Coordinator for information on how to access these resources.

Signature of agreement and compliance is required on page 46.

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 Website. 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, KSHB TV 41.

LEXINGTON R-V SCHOOL DISTRICT
COMPLAINTS OR CONCERNS C-120-S

Effective communication helps avoid and resolve many complaints, concerns, misunderstandings and disagreements. Individuals who have a complaint or concern should discuss their concerns with the school personnel involved in the issue at hand in an effort to resolve problems. This step will usually involve communicating directly with the person or persons with whom the complainant has a concern. This step may be skipped when the complainant in good faith believes that speaking directly to the

person would subject the complainant to discrimination, harassment or retaliation.

This step may also be skipped if the complainant in good faith believes that any law or a District policy or written rule has been violated. The District has adopted specific procedures for investigation and resolution for complaints or concerns as required by specific and varying laws that are applicable to the District. The District's Compliance Officer should be contacted with any complaints or concerns that any law or District written rule has been violated, including but not limited to, laws relating to: civil rights, including discrimination, harassment, and retaliation; special education matters including the IEP and 504 processes and services; federal programs and related services; bullying; and The Family Educational Rights and Privacy Act, including student records and confidentiality.

When communicating directly with the school personnel involved in the issue does not resolve matters satisfactorily, or if it is appropriate to skip the first step as described above, a complainant should consult with the District's Compliance Officer who will direct the complainant to the appropriate process for resolution of the complaint. The District designates the following individual to act as the District's Compliance Officer:

Title: Assistant Superintendent
Phone #: (660) 259-4369
Email Address: assistantsuperintendent@lexington.k12.mo.us

In the event the District's Compliance Officer is unavailable or is the subject of a report that would otherwise be made to the Compliance Officer, reports should instead be directed to the alternative Compliance Officer:

Title: Superintendent
Phone #: (660) 259-4369
Email Address: superintendent@lexington.k12.mo.us

All complaints of violation of any law or a District policy or written rule will be promptly investigated by the District, and appropriate action will be taken. Complainants are strongly encouraged to provide their concerns in writing.

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
www.council.org

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 46.

ACADEMIC TRANSCRIPT REQUESTS

Transcript requests will be processed in 5 to 10 business days. There is a $10 fee per request for all transcripts or any other requested documentation from student file. 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 times.
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 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, clinical experiences, 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 assistance with academics.
16. 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
17. 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 46.

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 in the handbook:

(Please initial on the line)

_____ Lex La-Ray Technical Center Handbook and all contents

_____ Withdrawal/Termination Policy (page 15)

_____ Practical Nursing Program Standards for Graduation (page 20)

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

_____ Student Conduct Policy (page 22)

_____ Confidentiality Policy (page 26)

_____ Personal Appearance Policy (page 27)

_____ Telephone Call/Visitor Policy (page 29)

_____ Tobacco Use Policy (page 29)

_____ Health Record and Immunization Requirements Policy (page 29)

_____ Drug Testing Policy (page 33)

_____ State of Missouri Nurse Practice Act: 335.066 Grounds for Denial, Revocation or Suspension of License. (page 36)

_____ Technology Use Policy (pages 45)

_____ Library Usage Policy (page 46)

_____ PN Program Attendance Policy (page 24)

_____ Call-In Policy (page 25)

_____ Lexington R-V School District Grievance Procedure (page 46)

_____ Lex La-Ray Technical Center Practical Nursing Program Agreement (page 50)

Student Signature _____ Date _____