



Reaching New Heights

*Practical Nursing
Student Handbook
2008/2009*



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*HASHB-Hillyard Adult Student Hand Book

*HTC-Hillyard Technical Center

*PN-Practical Nursing

Welcome

Welcome to the Practical Nursing (PN) program. You have chosen a very interesting, very challenging, and fulfilling career. We know the effort that went into your decision and the work that will be required to complete the program. As instructors, we are ready to assist you in achieving your goal.

The Practical Nursing program is one of several adult preparatory programs offered at Hillyard Technical Center. The PN program adheres to the Technical Center's policies and procedures that are designed to serve and protect the rights, health, and educational opportunities of all students. Both the programs didactic and hands-on lab areas are housed at Hillyard Technical Center. Clinical rotations occur off campus at the numerous contracted clinical sites.

The PN program is a very full 11 months of eight-hour days, four days per week. This time consists of two semesters (Fall & Spring) as outlined in this handbook.

We are excited and pleased to have you in our class and hope you enjoy the field of nursing as much as we do!

Rosemary Hathaway
Coordinator

Julie Turner
Instructor

Kristie Haynes
Instructor

Teresa Robbins
Instructor

"The Hillyard Technical Center is required by Title VI, Title IX, and Section 504 not to discriminate on the basis of sex, race, color, creed, age, handicap or national origin in its educational activities. Anyone having inquiries relating to the above regulations is directed to contact Associate Superintendent of Personnel or Director of Special Services, 925 Felix Street, St. Joseph, Missouri (Phone 816-671-4000). These administrators have been designated to coordinate the efforts of the School District of St. Joseph to comply with the Title IX, Title VI, and Sections 504 guidelines."

Hillyard Technical Center Practical Nursing Program

Hillyard Technical Center (HTC) Mission Statement:

To provide students training in an environment that is responsive to the needs of our community and a changing global society through the use of advisory boards, innovation, and technology.

Hillyard Technical Center (HTC) Philosophy

The philosophy of the Hillyard Technical Center is to provide the type of technical training that will be suitable to the individual and meet the needs of business and industry. Our purpose is to offer both secondary and adult students, who participate in the training, the skills necessary to enable them to compete in the labor market for entry level jobs or to become better trained in order to advance in their present employment.

To implement our philosophy, district administration has made every effort to see that all instructors employed at HTC are occupationally competent and certified by the Missouri State Department of Career and Adult Education, and meet the requirements of individual program accreditation agencies. The staff and administration have made every effort to keep abreast of business and industrial needs.

All courses offered are planned utilizing job and trade analysis in order to ensure that skills and related information are current and in proper sequential order.

Current occupational information is obtained through the use of 1) general advisory committees, and 2) special advisory committees. These committees assist the school to: (1) determine the needs of the community, (2) promote needed programs to stay current with industry standards, and (3) recommend policy and programs in accordance with guidance of the State Department of Career and Adult Education and the state advisory committees on vocational education.

Practical Nursing Program Mission Statement

The goal of the Hillyard Technical Center Practical Nursing Program is to maintain a supportive learning environment which promotes students' critical thinking, professional accountability, and ethical decision making. The program provides students with the knowledge, entry-level skills, and technical training necessary to obtain or maintain employment, contribute to the community health needs, and/or continue in their pursuit of higher education.

Practical Nursing Program Philosophy

The faculty of the Hillyard Technical Center Practical Nursing Program believes that all qualified individuals should have the opportunity to enter the field of practical nursing regardless of race, religion, gender, age, socio-economic status, or place of residence. We believe that nursing education is an active process of imparting knowledge and assisting in the facilitation of student learning. The Practical Nursing program will guide the student toward the successful completion of school and adaptation to the nursing role, using a systematic problem-solving approach that builds on previously learned knowledge from related disciplines.

Health is a state of physiological, psychological, social, and spiritual well-being and not merely the absence of disease. Humans do not assume a fixed position of health, but have the potential for moving in either direction between wellness and illness. Health care is a right, and one's option to choose participation in the process of health care delivery is to be respected.

Nursing is a technical, intellectual, and dynamic profession, based on scientific principles, the nursing process, and a philosophy of caring. Its' focus is to assist individuals, families, and communities at all points in the life cycle to maintain, restore, and/or promote health or to support the above to experience death with dignity.

The role of the practical nurse is ever-changing and our educational program is an initial step in the ongoing process of continuing education and professional development.

Practical Nursing Program Graduate Competency Objectives

Upon program completion, the Graduate Practical Nurse will be able to:

1. Perform the role of an entry-level practical nurse within a variety of healthcare settings, and with clients of the entire age spectrum.
2. Advocate for the client by recognizing the uniqueness and dignity of individuals, families, and groups by providing a caring environment.
3. Incorporate the nursing process of assessing, planning, implementing and evaluating client-center care under the supervision of a registered nurse, physician, or dentist to provide nursing care to individuals, families, and groups of diverse cultural backgrounds.
4. Demonstrate accountability by adhering to the ethical and legal standards of the practice of nursing in accordance with the current Nurse Practice Act in the state of licensure.
5. Safeguard client confidentiality information acquired from any source.
6. Utilize effective verbal and written communication skills with healthcare team members, clients, and their families to facilitate the highest level of care for individuals, families, and groups.
7. Competently administer and monitor prescribed medications, therapeutic treatment regimens, and diagnostic procedures.
8. Identify a client's learning needs and participate in planned health care teaching activities.
9. Attain intravenous therapy certification.
10. Accept the responsibility of a nursing leadership role with each client assignment.

Missouri Revised Statutes

Chapter 335 Nurses Section 335.066

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

335.066. 1. The board may refuse to issue or reinstate any certificate of registration or authority, permit or license required pursuant to chapter 335 for one or any combination of causes stated in subsection 2 of this section or the board may, as a condition to issuing or reinstating any such permit or license, require a person to submit himself or herself for identification, intervention, treatment, or rehabilitation by the impaired nurse program as provided in section 335.067. The board shall notify the applicant in writing of the reasons for the refusal and shall advise the applicant of his or her right to file a complaint with the administrative hearing commission as provided by chapter 621, RSMo.

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

(1) Use or unlawful possession of any controlled substance, as defined in chapter 195, RSMo, or alcoholic beverage to an extent that such use impairs a person's ability to perform the work of any profession licensed or regulated by sections 335.011 to 335.096;

(2) The person has been finally adjudicated and found guilty, or entered a plea of guilty or nolo contendere, in a criminal prosecution pursuant to the laws of any state or of the United States, for any offense reasonably related to the qualifications, functions or duties of any profession licensed or regulated 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, misconduct, gross negligence, fraud, misrepresentation or dishonesty in the performance of the functions or duties of any profession licensed or regulated by sections 335.011 to 335.096;

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

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

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

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

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

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

(12) Violation of any professional trust or confidence;

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

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

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

(16) Failure to successfully complete the impaired nurse program.

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

4. 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, RSMo, 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. If the board concludes that a nurse has committed an act or is engaging in a course of conduct which would be grounds for disciplinary action which constitutes a clear and present danger to the public health and safety, the board may file a complaint before the administrative hearing commission requesting an expedited hearing and specifying the activities which give rise to the danger and the nature of the proposed restriction or suspension of the nurse's license. Within fifteen days after service of the complaint on the nurse, the administrative hearing commission shall conduct a preliminary hearing to determine whether the alleged activities of the nurse appear to constitute a clear and present danger to the public health and safety which justify that the nurse's license be immediately restricted or suspended. The burden of proving that a nurse is a clear and present danger to the public health and safety shall be upon the state board of nursing. The administrative hearing commission shall issue its decision immediately after the hearing and shall either grant to the board the authority to suspend or restrict the license or dismiss the action.

9. 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, RSMo, regarding the activities alleged in the initial complaint filed by the board.

10. 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.

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)

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

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

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

Missouri Revised Statutes

Chapter 335 Nurses

Section 335.066

License, application for--qualifications for, fee--hearing on denial of license.

335.046. 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. Upon refusal of the board to allow any applicant to sit for either the registered professional nurses' examination or the licensed practical nurses' examination, as the case may be, the board shall comply with the provisions of section 621.120, RSMo, 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, RSMo.

4. 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)

Referenced Website Link - <http://www.moga.mo.gov/statutes/C300-399/3350000046.HTM>

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Missouri Revised Statutes
Chapter 335
Nurses
Section 335.017

Intravenous fluids, administration requirements for practical nurses.

335.017. One of the selected acts which may be performed by persons licensed under the provisions of this chapter as licensed practical nurses is the administration of intravenous fluid treatment. The administration of intravenous fluid treatment may be performed only by licensed practical nurses who have been instructed and trained in such procedures in a course of instruction approved by the board. The board shall have the authority to adopt and revise rules and regulations which limit and define the scope of intravenous fluid treatment which may be performed by licensed practical nurses. Nothing herein shall be construed as prohibiting administration of intravenous fluid treatment by registered professional nurses. The board shall submit emergency rules to the secretary of state to implement the provisions of this section within thirty days of December 15, 1983, and the board shall act promptly on applications of organizations requesting approval of their course of instruction.

(L. 1983 1st Ex. Sess. H.B. 8)

Effective 12-15-83

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**2008-2009
Organizational Chart Practical Nursing Program**

Saint Joseph School District
Superintendent of Schools
Dr. Melody Smith

Director of Technical
Education
Regenia Briggs

Assistant Director of
Technical Education
Dennis Merritt

Adult Program Coordinator
Shirley Day

Practical Nursing Program Coordinator
Rosemary Hathaway

Instructors:
Kristie Haynes (Full-Time)
Teresa Robbins (Part-time)
Julie Turner (Part-Time)
Rosemary Hathaway (Full-time)

Additional Clinical Instructors:

Advisory Committee
Staff Members
Director and/or Assistant Director
Adult Program Coordinator
Program Coordinator
Instructors

Cooperating Agencies
Heartland Medical Center (multiple
clinical areas)(Nursing Service Team
Leader)
Vintage Park (Director of Nursing)
Northwest Health Services Clinic (CEO)

Advisory Members:
Helen Spoonmoore- Heartland Hospital
Tarry Geiger – Living Community of St. Joseph
Kathleen Andrews- Missouri Western
State College
Cory Walker – Park University



Hillyard Technical Center

Practical Nursing Program
Advisory Committee
2008-2009

Staff Members

Regenia Briggs, Director
Dennis Merritt, Assistant Director
Shirley Day, Adult Program Coordinator
Rosemary Hathaway, RN, Program Coordinator
Kristie Haynes, RN, Instructor
Julie Turner, RN, Instructor
Teresa Robbins, RN, Instructor

Advisory Members:

Helen Spoonmoore, RN
Heartland Regional Medical Center – Staffing Coordinator

Cindy Lance, RN, MSN
Heartland Hospital

Danette Peters, LPN
Community Action Partnership

Kathleen Andrews, MSN, RN, CCRN
Missouri Western College, Nursing Department

Gerry Walker, RN
Park University, PMB #52 (Nursing Instructor)

Max Sutton, LPN
Former Student class 2007

Kelly Rush, LPN
Former Student class 2007

Accreditation

Hillyard Technical Center is accredited by the Missouri Department of Elementary and Secondary Education.

The Practical Nursing Program is approved by the Missouri State Board of Nursing.

Faculty

Rosemary Hathaway, RN, BSN, MSN. - Coordinator

- University of Missouri, Master of Science in Nursing, 1993
- University of Missouri, Bachelor of Science in Nursing, 1982
- University of Missouri, Bachelor of Science in Child and Family Development, 1978

Kristie Haynes, RN, ADN - Instructor

- Missouri Western State College, Associate Degree in Nursing, 1988
- Currently working on Bachelor of Science in Nursing

Teresa Robbins, RN, BSN - Instructor

- University of Nebraska – Medical Center, Omaha, Nebraska
Bachelor of Science Degree in Nursing, 1987

Julie Turner, RN – Instructor

- Missouri Western State University, Bachelor of Science Degree in Nursing, 2003
- Platte Junior College, Associates Degree in Paralegal, 1989

Curriculum Assignments:

- Rosemary Hathaway
 - 1st Semester
 - Pharmacology
 - Fundamental Competencies
 - Clinicals

2nd Semester

- Intravenous Therapy
- Medical-Surgical Nursing II
- Management/ Clinical

• Kristie Haynes

1st Semester

- Fundamentals of Nursing
- Communications / Interpersonal Relations
- Clinicals

2nd Semester

- Pediatric Nursing
- Growth and Development
- Mental Health
- Clinicals

• Teresa Robbins

1st Semester

- Personal Vocational Concepts
- Nutrition and Diet Therapy
- Fundamental Competencies
- Clinicals

2nd Semester

- Medical-Surgical Nursing II
- Maternal-Newborn Nursing
- Clinicals

• Julie Turner

1st Semester

- Cultural Diversity
- Medical-Surgical Nursing I
- Fundamental Competencies
- Clinicals

2nd Semester

- Medical-Surgical Nursing II
- Geriatrics
- Clinicals



Hillyard Technical Center

Disciplinary Regulations (2008-2009)

Listed below are areas which are deemed as misconduct and incompatible with the Practical Nursing Program's dedication to the Health Care Profession. Failure to conduct one's self accordingly will result in an administrative warning, failed clinical, and/or dismissal from the program depending on the severity of the infraction.

1. Absence of more than 36 hours/semester
2. Leaving the clinical site without notifying the instructor.
3. Patient endangerment
4. Patient abandonment
5. Falsifying documentation and information
6. Stealing
7. Cheating, plagiarism, or knowingly furnishing false information to the school
8. Forgery or alteration of school documents, records or identification
9. Possession, while on school property, at school sponsored events, or at the clinical sites, of any item used to threaten bodily harm
10. Use, possession, distribution, or being under the influence of alcoholic beverages, narcotics, or other illegal drugs while on school property, at school sponsored events, or at the clinical sites
11. Refusal of random drug/alcohol screening
12. Smoking anywhere on school grounds, at school sponsored events, or at the clinical sites
13. Sexual harassment
14. Breach of confidentiality
15. Conduct unbecoming a health care provider
16. Failing to comply with the rules and regulations, as set forth by the Saint Joseph School District, the Missouri State Board of Nursing, or the clinical sponsoring agencies

Rosemary Hathaway
Coordinator, Practical Nursing Program

Hillyard Technical Center
PRACTICAL NURSING PROGRAM
Class Regulations 2008-2009

To successfully attain the goals and the objectives of the Practical Nursing Program, and the individual goals, which each student will wish to achieve, it is important to comply with the regulations governing the program and the school. Failure to comply with the rules may result in dismissal from the Practical Nursing Program.

CLASS DAY: Classes are held 4 days a week and begin at 0700. The morning session will dismiss for lunch at 1100. Classes will resume at 1200 and continue until the dismissal time. Regular dismissal time is 1600, but may vary between 1530 and 1630. Class hours may occasionally be altered and advance notice will be given.

LUNCHTIME: Students may choose to bring their lunch from home or they may leave the school grounds during the scheduled lunchtime. No food or beverages are allowed in the classroom. Breakrooms are available on the 1st and 2nd floors.

BREAK-TIME: Students are permitted two; 15 minute breaks daily, mid-morning (0900) and mid-afternoon (1400). This is considered class time, so we encourage you not to leave the campus, but if you do then you are to clock in and out at the office window and the time will be counted against the absentee time.

ATTENDANCE: Daily attendance is necessary for continued progress. There are no excused absences except for programs involving and/or sponsored by the school. A student absent for 36 hours per semester (Aug-Dec) or (Jan-June) for whatever reason will automatically be dropped from the program.

If absenteeism is unavoidable, notify the Coordinator each day absent.

- Tests missed during any absence will be made up the following weekday before class or after clinical. There will be a 10% penalty deducted from the test score.
- Quizzes cannot be made up and will result in 0%, whether tardy or absent.
- Homework will be credited with a 10% penalty deduction if it is brought in on the next weekday of the absence; otherwise, no credit will be given.

Professional conduct dictates promptness and readiness for duty. Therefore, tardiness is unacceptable. Tardiness is recorded in minutes and is included in the total minutes/hours of allowed absenteeism. If tardy for a quiz, quizzes given at the beginning of class can not be taken or made-up, once passed out and started by all the other students present.

Students tardy for class **must** first go to the Main Office on the 1st floor to get a “Tardy Report” green slip, and then proceed to class.

Students will remain in the classroom during class hours. If it becomes necessary for a student to leave the classroom, permission must be obtained from the instructor in charge.

DRESS CODE: Student dress can have a significant effect on learning and behavior. Clothing must cover the body sufficiently and avoid attracting excessive attention or causing disruptions. The following have been found to be a distraction to the learning process and therefore are unacceptable for wearing.

1. Messages on the body, clothing, jewelry, and personal belongings that relate to gangs, drugs, alcohol, violence, tobacco, sex, vulgarity or that reflect adversely upon persons because of their race, sex, color, creed, national origin or ancestry.
2. Gang related apparel.
3. Clothing that doesn't sufficiently cover the body including: tube tops, swimsuit, backless, halter or strapless tops, bare midriff, mid-cut shirts or tops, see-through shirts or basketball jerseys that are cut low on the sides.
4. Excessively short skirts or shorts.
5. Caps, hats or head coverings unless approved by the Director.

* **Dress Code is approved by the St. Joseph Board of Education**

DISMISSAL/SUSPENSION/PROBATION POLICY: A student is subject to dismissal, suspension, or probation for violation of academic and/or non-academic school standards and policies. Students must have a grade of 75% or better at the

completion of every course. Absenteeism must not exceed 36 hours per fall or spring semester. Students must abide by the Missouri State Board of Nursing's 15 guidelines to avoid denial, revocation, or suspension of a nursing license as outlined in the Missouri statute Chapter 335, Section 335.066.

ALCOHOL/DRUGS: The use of alcohol or drugs during or before class or clinical is forbidden. If the instructor has reason to suspect such use, a drug screen may be requested at the student's expense. If the student refuses the drug screen, dismissal will occur. Random drug screens may be done during the year.

GRADING SCALE:

- A 95 - 100%
- B 85 - 94%
- C 75 – 84%
- F 74% and below

GRADES: Grades are weight based. Each course will be graded as follows:

- Tests = 50%
- Final = 20%
- Homework = 10%
- Quizzes = 10%
- Participation = 10%

Test Remediation Process

Guidelines/Policy

1. The test remediation is to be done if you fail any test, below the 75% level.
2. The remediation paperwork needs to be turned in by designated date. This is one week from the day it is returned to you, usually.
3. **If you do not turn in the remediation on time your test score is lowered by another 10%.**
4. The sheet that is given to you must accompany the remediation paperwork and the test.
5. Your remediation work is directed at all incorrectly answered questions. You are to indicate the page(s) in the text book that provides the information to correctly answer the question and the rationale for the correct answer.

PARTICIPATION GRADING: Participation is graded per each class session. 10 participation points are awarded for every class. If the student is:

- Absent for class = minus (-) 10 points
- Tardy for class = minus (-) 5 points
- Breaking class rules = minus (-) 5 points

CLASS RULES:

- Class Hours: 07:00 am to 4:00 pm (with one hour lunch break)
- Clinical Hours: vary per site.
- No negative/disruptive behavior (Cursive language, raised voices directed at others, disruptive talking between students during lecture/class discussion, and/or sleeping as some examples)
- No food in the classroom. Only water for drinks in the classroom.
- Tardy time counts toward absentee time.
- No smoking on school grounds or during clinical rotations
- No cell phones on in the classroom, no talking on cell phones in the building/hallways/classrooms/bathrooms.
- No parking is allowed in front of the school.

EMERGENCY HEALTH PLAN: In the event that a student has need of emergency care during classroom or clinical time frames, then emergency services will be obtained through local 911 response system. Emergency is defined as any mental or physical condition which is deemed life-threatening by established medical standards. Judgment of the instructor/clinical supervisor shall determine such action.

FIRST AID: The school's first aid supplies are located in the Main Office. Every injury, however slight, should be reported. The school makes every effort to provide emergency first aid. First aid kits are also located in the classrooms.

IMMUNIZATIONS: Students come in contact with all types of patients in the clinical setting. Universal Precautions will be taught and the student is expected to adhere to their use. The school will not be held liable for any illness contracted. It is highly recommended that all students receive or have started the hepatitis vaccine series of injections prior to beginning clinical. This vaccine will be provided by the school at student's expense. If the student has had the series of three (3) Hepatitis vaccines, proof must be supplied at the beginning of the program. Tuberculin (TB) skin testing will also be accomplished prior to starting the clinical rotations.

LIABILITY INSURANCE: Students are advised that they may be held responsible for acts of negligence while in the clinical setting and that judgments may be made against them in a court of law. Therefore, it is a requirement of this program that each student purchase malpractice insurance before beginning clinical experience. Blanket coverage has been arranged for and is a part to the tuition.

SMOKING: Smoking is not permitted on school grounds or at the clinical sites. Smoking on school grounds or in the clinical area is cause for immediate dismissal. This includes not lighting up on your way to your car or on the way into the building.

CLINICAL DAY: Clinical practice at the hospital and long-term care facilities will begin at 0645 with a pre-conference unless otherwise specified. Post conference will be used for sharing new experiences, for facility in-services, special presentations, and/or to assist students with the integration of classroom knowledge with clinical experiences. Other clinical rotations, outside of the hospital and long term care facilities, will have different time frames and the student is responsible for verifying the time of each rotation.

RULES PERTAINING TO CLINICAL AREA: Each student will abide by the policies and regulations of each facility while receiving clinical experience in that institution. Strictly professional relationships are to be maintained with the physicians, nursing/hospital personnel, and patients. Students will report on duty promptly at the designated time. To maintain continuity of care and patient safety, students must report to the nurse in charge of their patients prior to leaving the unit for any reason. When going on break or to lunch, have a staff member or classmate cover your patient assignment.

CONFIDENTIALITY: Health Insurance Portability and Accountability Act (HIPAA) of 1996 is a new law that includes punishments for anyone caught violating patient privacy. The law states, “Those who do so for financial gain can be fined as much as \$250,000 or go to jail for as many as 10 years! Even accidentally breaking the rules can result in penalties and embarrassment for you and your organization.” All information about patients is considered private or “confidential,” whether written on paper, saved on a computer, or spoken aloud. This includes their name, address, age, social security number, diagnosis, treatments/medications, past health conditions, or any other personal information. If you reveal this information to someone who does not need to know it, you have violated a patient’s confidentiality, and *you have broken the law!*

CLINICAL UNIFORM/APPEARANCE: Nurses are distinguished by cleanliness, neatness, and good grooming. The student uniform will be worn only for clinical training in the hospital or other rotations. This will include; pant/shirt scrubs, white shoes and white hose or socks. Male students must wear a t-shirt or white turtle neck shirt under the school uniform scrub top. Nametag will be worn during clinical rotations. Wristwatches and a wedding band and/or engagement rings are the only acceptable pieces of jewelry. However, if your ears are pierced, you may wear one earring per ear of gold, silver, or pearl balls. No necklaces, chains, nose rings, lip rings, tongue rings, or eye brow rings are permitted. Fingernails must be clean, trimmed, and unpolished. Make-up is acceptable if carefully and lightly applied.

READMISSION POLICY: Students must reapply to the program. The Practical Nursing program must be taken in it's entirety to qualify for graduation. Readmission may occur under special circumstances such as the return of a student from a suspension or medical leave.

GRADUATION REQUIREMENTS:

- The student must have returned all books and/or materials borrowed from the school and/or clinical rotation sites.
- All tuition and expense monies owed to HTC must be paid in full or arrangements satisfactory to the institution.
- The student must have completed all clinical requirements.
- A grade of "C" (75%) or better must be attained in all classes.
- All graduate competency objectives must have been met.

PARTIES: The giving of parties and exchanging of gifts and the giving of gifts to instructors is strictly against School District policy.

TRANSCRIPTS: A program transcript including grades and competencies is to be issued only upon written request by the student or former student. Transcript

release forms are available in the HTC office. No telephone requests will be honored. The program transcripts request will be kept on file in the counselor's office. A \$5.00 charge per transcript is assessed.

COURSE DESCRIPTIONS:

1st Semester

Communications/Interpersonal Relations

Class Hours: 28

This course reflects the perspectives of communication in interpersonal relationships derived from the professional reflections of leaders in the field of communication and nursing. Hildegard Peplau's classic work on interpersonal relationships in professional nursing practice provides the nursing framework for the course. The course will combine lectures, in-class discussion, small and large group activities, homework assignments and readings.

Cultural Diversity

Class Hours: 16

This course will introduce the practical nursing student to the complexity of providing transcultural nursing. This course provides the basic introduction to cultural competency. As a future health care provider, the student will be better prepared to assess clients from culturally diverse groups.

Fundamentals of Nursing

Class Hours: 130 / Clinical Hours: 116

This course is designed for the Practical Nursing student and teaches all the basic concepts and fundamental skills that the Practical Nurse needs in current practice. The course is the basis for all further learning experiences, both in didactic and clinical areas.

Nutrition & Diet Therapy**Class Hours: 60**

This course is an introduction to the fundamentals of nutrition as related to the promotion and maintenance of optimal health. Basic scientific knowledge will be presented in a sequential order to help the student better understand both practical applications of nutritional therapy, and possible treatments for some of the nutritional-related diseases.

Personal Vocational Concepts**Class Hours: 36**

This is an introductory course to both the nursing education setting as well as the nursing profession itself. The student will receive instruction on: the history of nursing, the nursing process, ethics, legal issues, exam testing for licensure, and future trends in the healthcare setting.

Pharmacology**Class Hours: 80**

This course is an introduction of basic pharmacological principles for the beginning nurse. Each major body system and its relation to pharmacologic agents will be discussed. The course will also review drug classifications, dosages, and methods of administration, adverse reactions, patient education, and nursing considerations.

Medical-Surgical Nursing I**Class Hours: 58**

This course provides the beginning nurse with the foundation for understanding identified pathophysiologic disorders. Normal anatomy and physiology of identified body systems will be reviewed. Then the etiology of key medical-surgical disorders will be incorporated. Students will be engaged with developing nursing care plans, as outlined by the nursing process. This course involves didactic instruction.

2nd Semester

Geriatric Nursing

Class Hours: 30

Clinical Hours: 32

The geriatric nursing class for the practical nurse is a continuum of the fundamentals course and a supplement to the medical-surgical component of the overall program. The student will understand the need to adapt their knowledge base to include the aging patient. Nursing assessment and diagnoses relevant to the aging (geriatric) population will be included in the course. Critical thinking skills will be emphasized, making each student accountable for personal learning. Some of the strategies to be utilized to accomplish this goal include: journaling, cooperative learning, case studies, games, and simulations.

Growth & Development

Class Hours: 32

This course provides introductory knowledge on the uniqueness of humans in their growth and development, encompassing the entire lifespan. Each major age domain will be reviewed. Developmental theorists will be referenced, such as: Freud, Erikson, Piaget, and Kohlberg. The student will be better prepared to care for clients by integrating growth and development issues into the nursing care process.

Intravenous Therapy

Class Hours: 44

Clinical Hours: 8

This course uses the curriculum as designed and approved by the Missouri State Board of Nursing. Students will receive didactic and clinical instruction on intravenous therapy techniques. Upon successful completion of the intravenous therapy course, practical nursing program, and the NCLEX-PN; the student will be certified in intravenous therapy as allowed by the Missouri Nurse Practice Act.

Management Clinical

Class Hours: 12

Clinical Hours: 24

This course prepares the student for making the transition from the student position to the entry-level practical nursing role. Emphasis will be on utilizing the nursing knowledge gained from the program to applying clinical management methods to ensure the delivery of nursing care to a

group/team of patients. Skills of delegation, conflict resolution, and the appropriate utilization of three (3) predominate leadership styles will be discussed.

Maternal & Newborn Nursing Class Hours: 66 Clinical Hours: 32

This course is designed for the student with little or no prior experience in maternal-child nursing. Studies will include: aspects of normal reproduction, fetal development, normal pregnancy sequence, labor and birth, newborn care, postpartum care, pregnancy complications, and various reproductive issues.

Medical-Surgical Nursing II Class Hours: 114 Clinical Hours: 200

This course provides the developing nurse with the foundation for understanding various pathophysiologic disorders related to integumentary, musculo-skeletal, respiratory, genitourinary/reproductive, cardiovascular, endocrine, and neurological and immune systems. Normal anatomy and pathophysiology of each body system will be reviewed. Then the etiology of key medical-surgical disorders will be incorporated. Students will also be engaged with developing nursing care plans as outlined by the nursing process. The course involves both didactic and clinical instruction.

Mental Health Nursing Class Hours: 60 Clinical Hours: 16

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. Both adaptive and maladaptive behaviors are explored.

Pediatric Nursing Class Hours: 52 Clinical Hours: 32

This course is designed for the Practical Nursing student and teaches the basics of pediatric nursing. There will be instruction on common pediatric procedures and particular diagnoses that go along with each age group. The student will understand the differences in caring for children and how to meet their needs at their developmental level. At the end of this course the

student will be able to perform common pediatric procedures and assess pediatric patients.

Revised: June 2007

Academic Guidance

Support services are available to PN students. Students have access to such services as financial aid, career counseling and Vocational Resource Educator. Instructors will guide students toward understanding and observing program policies and practices and may provide guidance or referral for personal problems that may interfere with progress of the program. There are scheduled student evaluations approximately every two months and each course instructor provides grade updates more frequently.

The Coordinator and Instructors of the Practical Nursing program will:

1. Maintain an “open door” policy. There may be times however when visitation is inopportune, therefore, we ask that you request permission before entering the office or set up an appointment.
2. Provide disciplinary counseling in accordance with program policies and procedures when needed. Written documentation will be kept in the student’s file.
3. Refer students to the Director of Hillyard Technical Center when deemed necessary.

Probation

The student will be given a written evaluation specifying the type of probation, the time allowed to show improvement, and the criteria set forth by the Coordinator/Instructor in order to be removed from probation.

Types of probation:

- 1) Academic – Grades in theory. Any subject with a grade below a “C” (75%) average.
- 2) Clinical – Any failure during clinical rotation to meet the critical evaluation or lack of professional conduct.

- 3) Attendance – No more than 36 clock hours of absence per semester regardless of excuse. If more than 5 consecutive days are missed without acceptable notification to the instructor, a student will be terminated.
- 4) Conduct – Act of any misconduct. See conduct pages 17-18 and 31 of this handbook

At the close of probationary period the student's progress will be evaluated and at that time the student will be:

- 1) removed from probation
- 2) have probation extended
- 3) be dismissed from school

Promotion Policy

To remain in school the student must:

- 1) Demonstrate the ability to consistently function in a safe and competent manner in each clinical area. (see clinical evaluation forms)
- 2) Maintain a "C" (75%) or better average in each theory and clinical areas.

Students not meeting the above requirements will be placed on probation.

Library

The library facilities for the PN Program include the resources in the classroom, computers, Internet, the St. Joseph Public library and the clinical sites' library. Each has rules for using and checking out books and periodicals. Each student will be expected to adhere to those rules. Violation of those rules may lead to fines and/or loss of privileges.

Check out process of resources in the classroom is as follows:

1. Students may check out books or videos.
2. A photo copy of the book cover or video case with title is to be made and then the student signs their name and date taken out and brought back in
3. A file folder with this information is maintained in the instructor's office.
4. Monthly the folder will be reviewed for resources not returned and students will be contacted for follow-up.

5. By the end of the year, students having not returned resources will not receive their final grades or transcripts, until the resources have been returned or lost materials have been paid for.

Parking

Student Cars: Cars should be used only to get the student to and from school. Speed limit on campus is 10 mph. Exercise extreme caution. All state and local traffic regulations are in effect on campus. If speed limits are abused, driving privileges on campus may be revoked and a fine issued.

Student parking is restricted to assigned areas. Visitors Lot, Faculty Parking, Handicapped Parking, and designated NO PARKING ZONE are restricted from general student use. Vehicles parked in unauthorized areas will be towed at the owner's expense. Students may not back into parking lot stalls and must park properly in designated parking areas.

Outdoor repair of automobiles on or off the student parking lot is discouraged. Inoperable vehicles will be towed away at the owner's expense if allowed to remain on campus property an unreasonable length of time. Major mechanical work is not permitted on campus or in parking areas.

Leave of Absence (Pregnancy)

The policy of the School Board of St. Joseph with reference to maternity leave will form the basis for HTC student regulations. As long as the student and/or baby's health is not endangered, and her physical condition does not impair her ability to perform assigned duties, the student may continue in the program. A physician's written and signed order must be provided for any portion of time a student may not fulfill any program requirements due to the pregnancy. Each case will be reviewed indirectly as to the best interest of the student and HTC.

NOTE: Power lifting and power tools are used extensively in the technical classes and lifting, tugging and pushing are required. Masks, respirators, and other safety breathing devices are required in classes where chemicals are used. **PLEASE** notify your physician that you are in a technical class. The school will furnish you and/or your physician the needed information

Student Conduct

In any organization it is important that all work together for the good of the whole, so the rights and interests of all are assured. In the PN Program and the clinical sites in which you will be working this is especially true. Any failure to work together harmoniously and effectively by maintaining good standards of behavior may affect the well being of the patients. It is for this reason the rules of conduct have been established. It is your responsibility to know and to follow them. Common sense, good judgment and acceptable personal behavior on your part will make our program and the clinical sites a better place to study and learn. Demonstration of poor behavior and unprofessional attitudes of others are **not** an excuse for you. **You are accountable for your own actions.**

Listed below are categories of conduct, which are deemed misconduct and incompatible with Hillyard Technical Center's dedication to education to an open, free society: *each program may have additional rules regarding conduct.

1. Excessive tardiness and/or absenteeism.
2. Cheating, plagiarism, or knowingly furnishing false information to the School.
3. Forgery or alteration of School documents, records or identification.
4. Obstruction or disruption of teaching, research, administration, disciplinary procedures, or other School activities, or its public service functions, or of authorized activities of students on School premises.
5. Violation of campus parking and traffic regulations.
6. Unauthorized entry or use of School facilities.
7. Theft of or willful damage to property of the School or of a member of the school community or school visitor.
8. Physical or verbal abuse of any person on School owned or controlled property or at School sponsored or supervised functions or conduct that threatens or endangers the health and safety of such persons.

9. Possession, while on the HTC grounds or at any school sponsored function, of any item used to threaten bodily harm.
10. Disorderly conduct or lewd, indecent, or obscene conduct on school owned or controlled property or at school sponsored or school supervised functions.
11. Use, possession, distribution, or being under the influence of alcoholic beverages, narcotics, or other illegal drugs while on school property or at a school function.
12. Sexual harassment.

The following is a list of terms used by the school administration in decisions concerning violation of the rules and regulations of Hillyard Technical Center.

Warning – Verbal notice that continuation or repetition of conduct found to be in violation of specified regulations within the time period stated in the warning may cause more severe disciplinary action.

Probation – A written reprimand for violation of specified regulations. Probation includes a specific, stated period of time during which the student has the opportunity to correct his/her behavior. More severe disciplinary action may be taken if during the probationary period, violation of any School regulation or civil law occurs.

Suspension/Termination – Exclusion from classes and all other student activities. The student shall vacate the campus as set forth in the order of suspension for a definite or indefinite period of time. The conditions of readmission shall be stated in the order of suspension.

Appeal – All students shall have the right to appeal disciplinary action taken against them. The appeals process will be followed.

Due process is intended and provided in each situation. HTC, however, is not restricted to the steps as presented. If the school officer involved deems the severity of the violation sufficient, probation, suspension or dismissal may be the first action taken against the student.

A copy of the official letter of disciplinary action shall be placed in the student's personal file. Student's personal file will be kept for 5 years.

Drug-Free Workplace Policy

In accordance with Federal regulations, the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance by employees and students is prohibited on all St. Joseph School District property or while participating in any school-sponsored activity, event, or function.

Violation of this policy may result in disciplinary action that may include termination. As a condition of employment, each employee must abide by the terms of this policy and must notify the Associate Superintendent of Personnel of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after conviction. The Association Superintendent of Personnel will notify any appropriate federal agency within ten days after receiving notice from the employee or otherwise receiving actual notice of such conviction.

Thirty days following receipt of the above notification, the district will take appropriate disciplinary action, which may include termination or a requirement that the employee participate satisfactorily in a drug abuse assistance or rehabilitation program.

Each student must abide by the terms of this policy and must notify the director of HTC, the Adult Program Coordinator, or the Financial Aid Officer of any criminal drug statute conviction for a violation occurring no later than five days after conviction. The Federal Office of Education will be notified within ten days after receiving notice from the student or otherwise receiving actual notice of such conviction. Drug eligibility question on the FAFSA must be answered truthfully.

The St. Joseph board of Education is committed to maintain an environment that is free from the effects of drug abuse. Additional information concerning health hazards related to drug abuse, terminology, drug and alcohol assessment and rehabilitation programs, and laws re regularly distributed to employees and students.

Terms

Alcohol – For the purpose of this document, is classified as a drug;

Controlled Substance – means a controlled substance in Schedules I through V of section 202 of the Controlled substances Act (21 U.S.C. 812), and as further defined by regulation at 21 CRK k300.11 through 1300.15;

Conviction – means a finding of guilt (including a pleas of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the Federal or State criminal drug statues;

Criminal Drug Statute – means a Federal or non-Federal criminal statute involving the manufacture, distribution, dispensing, use or possession of any controlled substance;

Drug-Free Workplace – means a site for the performance of work done in connection with a specific grant at which employee of the grantee are prohibited from engaging in the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance;

6. **Employee** – means the employee of a grantee directly engaged in the performance of work pursuant to the provisions of the grant;

7. **Federal Agency or Agency** – means any United States executive department, military department, Government Corporation, government controlled corporation, any other establishment in the executive branch (including the Executive Office of the President, or any independent regulatory agency);

8. **Individual** – means a natural person;

9. **Student** – means an individual who is enrolled in the St. Joseph Public School District which includes Hillyard Technical Center.

St. Joseph Ordinance Possible Legal Sanctions for Convictions

Drugs: a misdemeanor, term of imprisonment up to six (6) months or a fine up to \$100 or both.

Alcohol: (under 21 years), a misdemeanor, and carries a jail term of up to six (6) months or a fine up to \$500.

Missouri Statutes

Drugs: Legal sanctions for possession includes:

First offense is punishable by a state prison term of up to twenty (20) years or by imprisonment in the county jail for a term of six (6) months but no more than a year.

For prior felony convictions relating to controlled substances, provides for a minimum time of five (5) years to life imprisonment.

Offenders with two (2) prior felony convictions face a term of not less than ten (10) years to life imprisonment.

For the offense of selling, giving or delivering controlled substances, punishment includes:

1. A term in the state prison of not less than five (5) years to life imprisonment.
2. A seller with a prison conviction faces a minimum of ten (10) years to life imprisonment in a state prison.

Alcohol: For the offense of illegal possession or use of alcohol a person under twenty-one (21) may lose his/her license of one (1) year.

Federal Laws

For the offense of manufacturing controlled substances or possession with intent to manufacture, the punishment is up to fifteen (15) years imprisonment or up to a \$25,000 fine or both.

For the offense of simple possession of controlled substances, punishment includes up to one (1) year imprisonment and up to a \$5,000 fine.

Student violations of the standards as stated in the above paragraphs may result in any one or a combination of the following School's disciplinary sanctions:

- # Warning
- # Disciplinary
- # Suspension

- # Referral to an appropriate drug/alcohol treatment program
- # Referral to law enforcement agencies
- # Any other action considered necessary by School officials

Students/employees accused of violating the drug/alcohol policy as established shall have the right to access of an appeal as defined within the School’s grievance and policies procedures.

Financial Aid

Refer to the Student Financial Aid Handbook

Cancellation of Class - Snow Days

Travel for students and staff is not recommended nor encouraged if there is any question about being able to reach the campus safely. If a student lives out of the St. Joseph School District, is unable to travel and classes are missed, they should contact their instructor to see if make-up work can be provided.

When a decision is made to cancel classes, every effort will be made to contact the media by 6 A.M. or earlier. **Remember, Hillyard Technical Center is a part of the St. Joseph Public School District. If the St. Joseph Public School classes are cancelled, HTC classes are cancelled.** The following media will be notified if classes are cancelled.

- Channel 2 - KQTV
- 68 AM - KFEQ Radio
- 105.1 FM - KKJO Radio
- 1050 AM - KKJO Radio
- 1270 - KGNM Radio

Withdrawal

Students desiring to withdraw from school must contact the school office and submit a written statement giving the reason for withdrawal within seven (7) calendar days of the last day’s attendance.

Appeals and Grievance Process

All students have the right of due process in filing, and resolving grievances concerning abridgement of rights, including, but not limited to, disciplinary action, student scholastic progress, financial aid, actions or activities of the School. Grievances may be processed on either an informal or formal basis.

In grievances involving suspension from class or school activities, the student who is pursuing resolution of either an informal or formal grievance **will be allowed to continue to attend classes and school sponsored events and activities until the grievance is resolved.** **UNLESS**, the Director of HTC has determined that continuation in classes or participation in school sponsored events and activities presents a volatile or hostile situation that would endanger personnel or escalate the grievance being considered.

Section 1: Purpose

The purpose of this procedure is to secure, at the lowest level possible, equitable solutions to problems that may arise.

Section 2: Definitions

Grievance: A grievance is defined to mean an allegation by a student that there has been a violation, misapplication or non-application of a school rule(s) or policy.

Grievant: A student who files a grievance.

Days: Shall be defined to mean school days

School

Board: Refers to the School Board of the St. Joseph School District.

Section 3: Informal Procedures

If a student feels they have a grievance, an attempt should be made to resolve the grievance immediately, at the lowest level of involvement. The grievance must be raised within ten (10) days from the date the grievant could have reasonably gained knowledge thereof: but, in no event, more than (20) days from the occurrence giving rise to the grievance. **STUDENTS ARE ENCOURAGED TO SEEK RESOLUTION OF THE GRIEVANCE THROUGH THE INFORMAL PROCEDURE.**

Section 4: Formal Procedure

The formal grievance procedure is available to all students of the School in an attempt to provide equitable solutions to problems that may arise. The formal grievance must be raised within ten (10) days from the date of the resolution of the informal grievance; but, in no event, more than twenty (20) days from the resolution. All appeals should begin with the person involved and follow through each step of the prescribed procedure, if satisfactory resolution is not reached at any previous step. Any variation in the order of appeal shall negate that appeal.

Step 1. If the informal grievance procedures have not satisfied the grievant, a formal grievance form may be submitted to the Director, who will within five days call together the School's Student Grievance Committee. The Director of HTC or the Director's designated substitute will serve as chairperson of the School's Grievance Committee.

Step 2. The School's Student Grievance Committee shall meet within ten days of the date the complaint is received by the Committee to review evidence from both sides, and prepare a written response to the grievant. The student may request to appear in person to review the complaint. Such a request must be indicated on the formal Grievance form. The student will be notified in writing of the date, time and place of the hearing. Grievance Committee hearings are not open to the public or to School staff not specifically invited by the involved parties to participate in the hearing. The student will have the opportunity to present witnesses and evidence in his/her behalf and to hear and question those presenting evidence or testimony supporting the charges. It is the student's responsibility to arrange for witnesses and to notify the Grievance Committee chair of the arrangements.

If the student fails to appear at a scheduled hearing, and has not requested a continuance with reasonable basis for continuance, the committee will proceed on the basis of available evidence. A written record of the committee hearing will be filed and a copy distributed to all involved parties.

Step 3. If the decision of the School Student Grievance Committee is not satisfactory to the student, the student may request in writing an appeal hearing with the Executive Director of School Management on the findings and decisions of the Campus Student Grievance Committee within ten (10) days.

Step 4. If the decision of the Executive Director of School Management is not satisfactory to the grievant, the grievant may, within ten (10) days, request in writing an appeal hearing with the Superintendent of the St. Joseph School district.

Step 5. If the decision of the Superintendent is not satisfactory to the grievant, the grievant may, within (10) days, request in writing and appeal hearing with the St. Joseph School District's Board of Education on findings and decision of the Superintendent. In the event the grievant is not satisfied with the decision of the School board, the grievance can be submitted to civil courts. The student should have legal counsel for this procedure.

Section 5. Withdrawal

A grievance may be withdrawn at any time during this process.

Section 6. Use of Legal Counsel.

Grievance hearings are not intended to be a judicial-type adversary procedure, but simply a fair and ample opportunity for both sides to present facts. Neither party will be allowed the presence or use of legal counsel at any stage of the grievance procedure unless the student is currently facing criminal charges generated by the same incident. In this case, the student would be allowed the right of possible assistance of counsel in the hearing and appeals procedure, but the legal counsel may not speak on behalf of the student, not in his/her stead. If, in this instance, the student utilized legal counsel, the School Board and its representatives also retain the right to have legal counsel present.

Sexual Harassment

Hillyard Technical Center is committed to creating a positive and productive environment for all students. As part of that commitment, it is the policy that no one, staff nor students, should be subject to unwelcome sexual overtures of conduct-verbal or physical. Sexual harassment is a serious form of misconduct that will not be tolerated.

The Board and administrative staff personnel are responsible for helping to create a positive and professional work environment and for taking prompt and decisive action at any time they are made aware of sexual harassment and intimidation. Substantiated instances will be met with disciplinary action up to, and including, dismissal. Instances of false accusations will also be dealt with appropriately.

Sexual harassment of students of either sex by employees or other students of the opposite or same sex is strictly prohibited in the St. Joseph School District. For purposes of sexual harassment and sexual discrimination policies only, an employee includes any person employed by the district, and any student teacher, intern or school volunteer. A student is any person enrolled in the school district or in district instructional programs. Sexual harassment is defined as sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature made by a member of the school staff to a student or when made by any student to another student when:

- > Submission to such conduct is made either explicitly or implicitly a term or condition of a student's academic status or progress; or
- > Submission to or rejection of such conduct by a student is used as the basis for evaluating the student's performance within a course of study or other school-related activity; or
- > Such conduct has the purpose or effect of interfering with a student's educational performance or creating an intimidating, hostile or offensive educational environment.
- > Such conduct has the effect of favoring another student.

Whether a student voluntarily submits to sexual advances or requests is irrelevant for purposes of this policy. Sexual harassment of a student by an employee or another student may include such things as sexually oriented jokes, remarks, cartoons, pictures, or letters; pressure for sexual activity whether written, verbal or through physical gestures; and physical contact such as patting or pinching.

Reporting and Complaint Resolution Procedures:

- A. In instances where an employee feels that the individual may not be aware that his or her behavior is perceived to be inappropriate or where further occurrences may be averted, and where it will not be jeopardizing personal safety, the employees should communicate the incident(s) in accordance with the grievance policy established by the Board.
- B. Where the employee or student believes any person who would normally handle a step in the grievance process, is involved in sexual harassment, the employee or student may initially file the grievance with the person(s) responsible for handling the next succeeding step in the grievance procedure.

Any allegation of sexual harassment will be investigated and appropriate action to resolve the complaint will be initiated while protecting the anonymity of all individuals involved.

The Personnel Office of the St. Joseph School District will retain all confidential documentation of allegations and investigations.

Refund Policy

Refer to the Student Financial Aid Handbook



Hillyard Technical Center

3434 Faraon Street
St. Joseph, MO 64506
Phone (816) 671-4170
Fax (816) 671-4479

Hillyard Technical Center Program of Performance Standards

These competencies and performance standards include cognitive, sensory, affective and psychomotor competencies. A student must, with or without reasonable accommodation, satisfy the following:

Performance Standards	Examples of Necessary Activities (not all-inclusive)
1. Critical Thinking: Critical thinking ability sufficient for safe, competent clinical	Identify cause-effect relationships in clinical situations; predict outcomes; interpret situational contexts; implement and evaluate nursing care plans.
2. Analytical Thinking:	Reasoning skills sufficient to perform deductive/inductive thinking for nursing decisions.
3. Reading:	Reading ability sufficient to comprehend the written word at a minimum of a tenth grade level.
4. Arithmetic	Math ability sufficient to do computations at a minimum of an eight grade level. It includes the following concepts: counting: the act of determining the number of items in a group. Measuring: the process of determining the extent, dimensions or quality of something. Computing: the act of performing calculations such as addition, subtraction, division and multiplication. Conversion: the act of converting from one mathematical system to another such as apothecary to metric.

5. Emotional Stability

Emotional stability sufficient to assume responsibility and accountability for actions.

Interpersonal:

Interpersonal abilities sufficient to interact with individuals, families and groups from a variety of social, emotional, cultural and intellectual backgrounds.

Establish rapport with clients and colleagues. Work cooperatively on the health care team.

Communication: Communication abilities sufficient for interaction with others in both verbal and written English. Ability to operate information technology systems.

Explain treatments, and procedures. Initiate health teaching. Document and interpret nursing actions, interventions and client responses. Thorough documentation, spelled correctly, either written or via computer.

Attendance

Present physically and mentally for every classroom and clinical hour. Attend required outside school activities. Punctual.

Mobility: Physical abilities sufficient to move from room to room and maneuver in small spaces.

Move about in densely – occupied locations such as patient rooms, work spaces, and treatment areas. Ability to administer CPR.

Motor Skills: Gross and fine motor abilities sufficient to provide safe and effective nursing care.

Gross motor skills sufficient to provide full range of safe and effective nursing care activities such as positioning clients, obtaining and processing specimens. Fine motor skills sufficient to perform manual skills such as the ability to calibrate instruments and operate equipment, prepare and administer medications.

Physical Endurance

Physical stamina sufficient to perform client care activities for the entire length of work role.

12. Physical Strength

Physical strength sufficient to perform full range of required client care activities.

13. Hearing: Auditory ability sufficient for observations and assessments necessary in nursing care in a timely manner.

Auditory ability sufficient for physical monitoring and assessment of client health care needs. Ability to detect alarms, emergency signals, cries for help and auscultatory.

14. Visual: Visual ability sufficient for accurate observation and assessment necessary in nursing care.

Read graphs, scales, computer screens, oscilloscopes, and calibrated equipment. Observe client responses. Prepare and administer medications. Recognize emergency signals.

15. Tactile: Tactile ability sufficient for physical monitoring and assessment of client health care needs.

Perform palpation; detect hot and cold, physical examination and /or those tasks related to therapeutic interventions such as catheter insertion, phlebotomy, IV therapy and administration of medication.

16. Smell: Olfactory ability sufficient for physical monitoring and assessment of client health care needs.

Ability to detect significant environmental and client odors.

Class Schedule
2008-2009

1st Semester: August 11, 2008 to December 19, 2008

Note: Course time varies some weeks as courses begin and end with holidays. You have Fridays off for the month of August. Starting in September class schedule is Tuesday thru Friday. Scheduled dates are subject to change.

<u>Course</u>	<u>Date</u>	<u>Instructor</u>
PVC	Aug. 11-Oct. 17	Mrs. Robbins
Fundamentals	Aug. 11-Dec.18	Mrs. Haynes
Cultural Diversity	Aug. 13-Aug. 26	Mrs. Turner
Nutrition	Aug. 12-Dec. 19	Mrs. Robbins
Communication	Aug. 19-Oct. 2	Mrs. Haynes
Pharmacology	Aug. 28-Dec. 16	Mrs. Hathaway
Med-Surg. Nsg. I	Sept. 18-Dec. 10	Mrs. Turner
Clinicals	Oct. 16-Dec. 19 (Thursday/Friday)	Mrs. Robbins Mrs. Haynes Mrs. Hathaway Mrs. Turner

2nd Semester: January 6, 2009 to June 27, 2009

Note: You have Mondays off except if a particular event is scheduled for class requirements. Scheduled dates are subject to change. Graduation is scheduled for June 27, 2009

<u>Course</u>	<u>Date</u>	<u>Instructor</u>
Clinicals	Jan. 8-Jun.19 (Thursday/Friday)	All Instructors
Pediatrics	Jan. 6-Apr. 30	Mrs. Haynes
Med-Surg. II	Jan. 7-Jun. 24	Mrs. Robbins Mrs. Hathaway Mrs. Turner
IV Therapy	Jan. 6-Mar. 25	Mrs. Hathaway
Geriatrics	Jan. 8-Feb. 25	Mrs. Turner
Growth/Dev.	Jan. 6-Apr. 28	Mrs. Haynes
Maternal Newb.	Mar. 4-Jun 17	Mrs. Robbins
Mental Health	Apr. 29-Jun 24	Mrs. Haynes
Management/Leader.	May 5-Jun. 9	Mrs. Hathaway

FORMAL GRIEVANCE FORM

HILLYARD TECHNICAL CENTER

Name Date

Address City State Phone

Nature of Problem and date grievance occurred:

Remedy Sought:

_____ I request to appear in person to review my complaint.

_____ I do not wish to appear before the grievance committee.

Signature

I have read, understand, and agree to abide by the regulations and procedures addressed in the Hillyard Technical Center Practical Nursing Student Handbook 2008/2009.

Name (Please Print)

Signature

Date

Return to the Program Coordinator