



Met Center Campus

March 18, 2019—March 20, 2020
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South Tech Campus

April 22, 2019—April 17, 2020
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INTRODUCTION

WELCOME

The faculty of Applied Technology Services welcomes you to the Practical Nursing Program. You are entering a program that will be both demanding and rewarding. The academic challenges you will undertake may sometimes seem overwhelming; however, they will be the foundation of your nursing career.

Our nursing program is designed to prepare you to operate as a Licensed Practical Nurse. Through instruction in basic interpersonal, science, and nursing skills, you will learn to problem solve and think critically in order to operate as a safe practitioner.

The contents of this handbook contain the guidelines of the nursing program to give students an understanding of the philosophy, policies, and educational opportunities available in the program. It will aid in your orientation and answer some frequently asked questions about the Practical Nursing Program and the requirements that must be met to graduate and be licensed in the state of Missouri. You are responsible for knowing the policies and rules in this handbook. When a policy change occurs, you will be given those updates in a timely manner.

While this program will demand much of your time, energy, focus, and tolerance, the faculty will be available to assist you. The faculty and staff are committed to supporting you in meeting your career goal of becoming a Licensed Practical Nurse.

MISSION STATEMENT

To work in collaboration with business and industry to equip students with the knowledge, competencies, self-confidence, and self-esteem to be successful in today's changing workplace by providing career-focused technical training that results in meaningful employment opportunities for our students.

NONDISCRIMINATION STATEMENT

Operation of the program will provide equal opportunities for employment, retention, and advancement of all people without regard to race, color, creed, age, national origin, sex, marital status, religion, or disability.

SPONSORSHIP

The Practical Nursing Program is sponsored by Special School District of St. Louis County.

ACCREDITATION STATEMENT

The Applied Technology Services Practical Nurse Program operates under full approval by the Missouri State Board of Nursing and is accredited by the Missouri Department of Elementary and Secondary Education. Additionally, we are accredited by the Council on Occupational Education (COE).

NURSING FACULTY

All nursing faculty meet the eligibility requirements established by the Missouri State Board of Nursing. The full-time faculty is also certified by the Missouri State Department of Elementary and Secondary Education (DESE).

FACULTY NAMES AND CREDENTIALS

PRACTICAL NURSING COORDINATOR

KIMBERLY RAU, MHA, BSN
SOUTHERN ILLINOIS UNIVERSITY IN
EDWARDSVILLE, BSN
CAPPELLA UNIVERSITY, MHA

MET CENTER ON-SITE COORDINATOR

LENESHIA BELL, BSN, RN
SANFORD BROWN, PN
ST. LOUIS COMMUNITY COLLEGE, ADN
GRAND CANYON UNIVERSITY, BSN

SOUTH TECH ON-SITE COORDINATOR

JILL DACE, BSN, RN
CENTRAL METHODIST UNIVERSITY, BSN

FULL-TIME FACULTY

STACIE CHAFFIN, BSN, RN
GOLDFARB SCHOOL OF NURSING, BSN

KISHA DAVIS, BSN, RN
LUTHERAN SCHOOL OF NURSING, RN
CENTRAL METHODIST UNIVERSITY, BSN

SHERRY ESPINOZA, MSN, RN
CHAMBERLAIN COLLEGE OF NURSING,
BSN, RN, MSN

SAMANTHA FRENCH, MSN, RN
CHAMBERLIN COLLEGE OF NURSING, MSN,
RN

CASSANDRA JOHNSON, BSN, RN
ST. LOUIS UNIVERSITY, BSN

MARK KARNOWSKI, BSN, RN
ST. LOUIS UNIVERSITY, BSN
UNIVERSITY OF MISSOURI, MA
UNIVERSITY OF PHOENIX, MA

MARNIE STROUD, MSN, RN
UNIVERSITY OF PHOENIX, BSN
CAPPELLA UNIVERSITY, MSN

PART-TIME FACULTY

NANCY BJUR, BSN, RN
ST. LOUIS UNIVERSITY, BSN

JOSEPHINE BOC, BSN, RN
CENTRAL METHODIST UNIVERSITY, BSN

SHANESE BOLDEN, BSN, RN
UNIVERSITY OF MISSOURI-ST. LOUIS, BSN

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ST LOUIS COMMUNITY COLLEGE, ADN
UNIVERSITY OF MISSOURI AT ST LOUIS, BSN, MSN

KIM HUELSING, BSN, RN
GOLDFARB SCHOOL OF NURSING, BSN

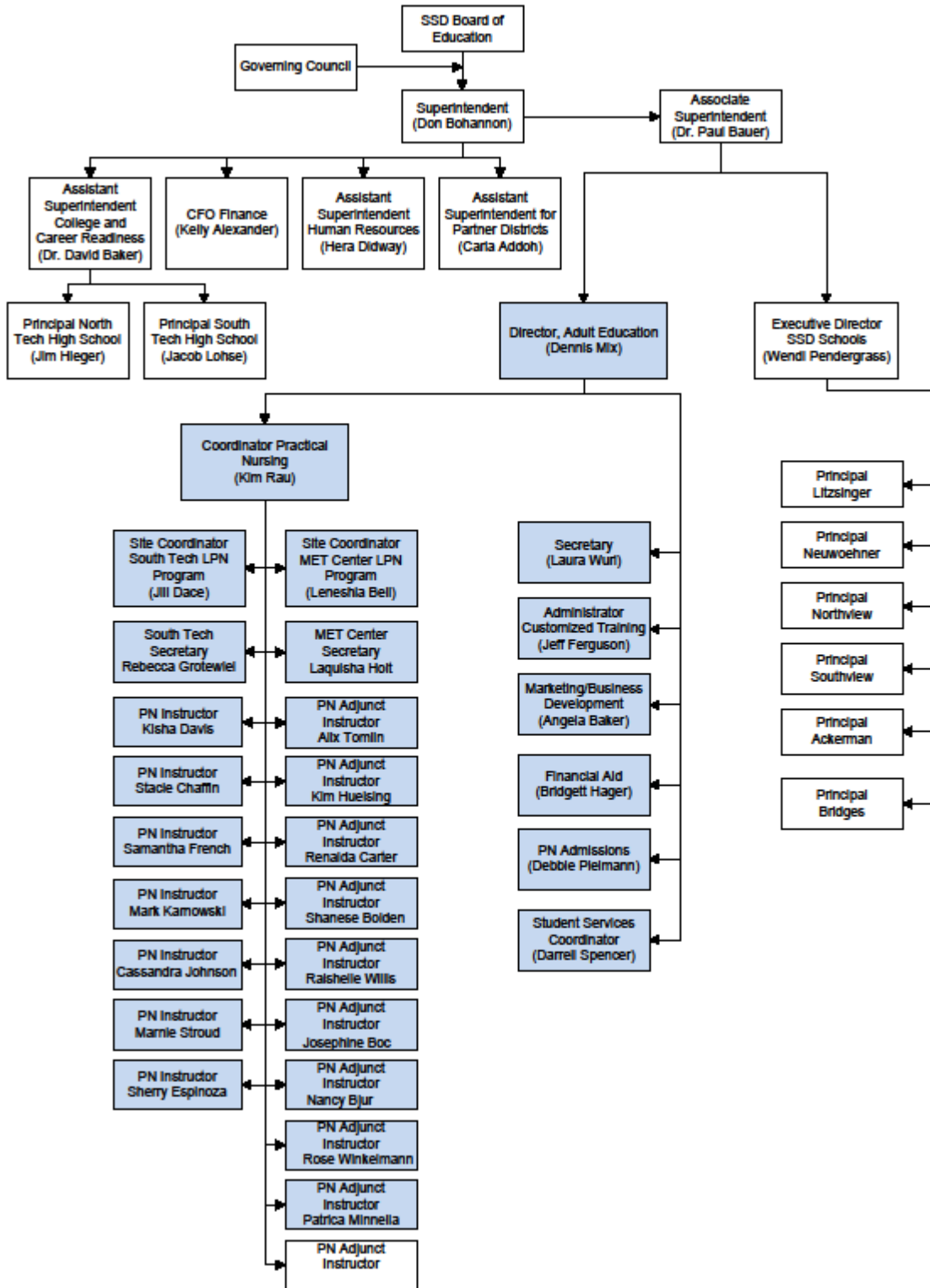
PATRICIA MINNELLA, MSN, RN
SOUTHERN ILLINOIS UNIVERSITY EDWARDSVILLE MS, MSN

ALIX TOMLIN, BSN, RN
ST. LOUIS UNIVERSITY, BSN

RAISHELLE WILLIS, BSN, RN
DEVRY UNIVERSITY, BSN

ROSE WINKELMANN, BSN, RN
ST. LOUIS UNIVERSITY, BSN

ORGANIZATIONAL CHART



GRADUATE COMPETENCIES

In providing client care in relatively stable nursing conditions, the graduate will be able to:

1. Accept assigned responsibilities as an accountable member of the health care team.
2. Perform within the limits of educational preparation and experience.
3. Function with other members of the health care team in promoting and maintaining health, preventing disease and disability, and in rehabilitation.
4. Apply the nursing process in assessing, planning, implementing, and evaluating health services and nursing care.
5. Participate in the development of policies concerning the health and nursing needs of society and in the roles and functions of the LPN.

After in-service or continuing education, graduates of this program who qualify, can, under the direction of a physician or registered nurse, master additional competencies requiring substantial specialized skill, judgment, and knowledge in complex or specialized situations such as dialysis units, complex medical-surgical areas, operating rooms, recovery rooms, and emergency rooms.

In the promotion of personal and community health, the graduate will be able to participate as a member of health-care teams under the direction of the physician or registered nurse in community health facilities such as long term care facilities, community clinics, industrial nursing, blood banks, private physician's offices, home healthcare, and rehabilitation centers.

Graduates may be competent to assume leadership in certain aforementioned areas only with additional preparation. Such preparation would be crucial, especially if they are being assigned to assume responsibility as team leaders, charge nurses, unit managers, or supervising other nursing and health related personnel.

Graduates will understand their legal responsibilities according to Missouri State laws. He/she will be aware of the necessity of current licensure by writing State Boards at the conclusion of the program and the mandate to perform within their limits of preparation and experience according to the law. He/she will each receive a copy of the Nursing Practice Act at the time of orientation.

Graduates will be able to recognize and have a commitment to meet the ethical, moral, and legal obligations of the practice of practical nursing and will be able to maintain and promote good health practices as taught.

MISSOURI REQUIREMENTS FOR LICENSURE

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

1. The board may refuse to issue or reinstate any certificate of registration or authority, permit or license required pursuant to chapter 335 for one or any combination of causes stated in

subsection 2 of this section or the board may, as a condition to issuing or reinstating any such permit or license, require a person to submit himself or herself for identification, intervention, treatment, or rehabilitation by the impaired nurse program as provided in section 335.067. The board shall notify the applicant in writing of the reasons for the refusal and shall advise the applicant of his or her right to file a complaint with the administrative hearing commission as provided by chapter 621.

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

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

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

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

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

(5) Incompetency, gross negligence, or repeated negligence in the performance of the functions or duties of any profession licensed or regulated by chapter 335. For the purposes of this subdivision, "repeated negligence" means the failure, on more than one occasion, to use that degree of skill and learning ordinarily used under the same or similar circumstances by the member of the applicant's or licensee's profession;

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

(a) Willfully and continually overcharging or over treating patients; or charging for visits which did not occur unless the services were contracted for in advance, or for services which were not rendered or documented in the patient's records;

(b) Attempting, directly or indirectly, by way of intimidation, coercion or deception, to obtain or retain a patient or discourage the use of a second opinion or consultation;

- (c) Willfully and continually performing inappropriate or unnecessary treatment, diagnostic tests, or nursing services;
 - (d) Delegating professional responsibilities to a person who is not qualified by training, skill, competency, age, experience, or licensure to perform such responsibilities;
 - (e) Performing nursing services beyond the authorized scope of practice for which the individual is licensed in this state;
 - (f) Exercising influence within a nurse-patient relationship for purposes of engaging a patient in sexual activity;
 - (g) Being listed on any state or federal sexual offender registry;
 - (h) Failure of any applicant or licensee to cooperate with the board during any investigation;
 - (i) Failure to comply with any subpoena or subpoena duces tecum from the board or an order of the board;
 - (j) Failure to timely pay license renewal fees specified in this chapter;
 - (k) Violating a probation agreement, order, or other settlement agreement with this board or any other licensing agency;
 - (l) Failing to inform the board of the nurse's current residence;
 - (m) Any other conduct that is unethical or unprofessional involving a minor;
- (7) Violation of, or assisting or enabling any person to violate, any provision of sections 335.011 to 335.096, or of any lawful rule or regulation adopted pursuant to sections 335.011 to 335.096;
- (8) Impersonation of any person holding a certificate of registration or authority, permit or license or allowing any person to use his or her certificate of registration or authority, permit, license or diploma from any school;
- (9) Disciplinary action against the holder of a license or other right to practice any profession regulated by sections 335.011 to 335.096 granted by another state, territory, federal agency or country upon grounds for which revocation or suspension is authorized in this state;
- (10) A person is finally adjudged insane or incompetent by a court of competent jurisdiction;
- (11) Assisting or enabling any person to practice or offer to practice any profession licensed or regulated by sections 335.011 to 335.096 who is not registered and currently eligible to practice pursuant to sections 335.011 to 335.096;
- (12) Issuance of a certificate of registration or authority, permit or license based upon a material mistake of fact;

- (13) Violation of any professional trust or confidence;
- (14) Use of any advertisement or solicitation which is false, misleading or deceptive to the general public or persons to whom the advertisement or solicitation is primarily directed;
- (15) Violation of the drug laws or rules and regulations of this state, any other state or the federal government;
- (16) Placement on an employee disqualification list or other related restriction or finding pertaining to employment within a health-related profession issued by any state or federal government or agency following final disposition by such state or federal government or agency;
- (17) Failure to successfully complete the impaired nurse program;
- (18) Knowingly making or causing to be made a false statement or misrepresentation of a material fact, with intent to defraud, for payment pursuant to the provisions of chapter 208 or chapter 630, or for payment from Title XVIII or Title XIX of the federal Medicare program;
- (19) Failure or refusal to properly guard against contagious, infectious, or communicable diseases or the spread thereof; maintaining an unsanitary office or performing professional services under unsanitary conditions; or failure to report the existence of an unsanitary condition in the office of a physician or in any health care facility to the board, in writing, within thirty days after the discovery thereof;
- (20) A pattern of personal use or consumption of any controlled substance unless it is prescribed, dispensed, or administered by a provider who is authorized by law to do so;
- (21) Habitual intoxication or dependence on alcohol, evidence of which may include more than one alcohol-related enforcement contact as defined by section 302.525;
- (22) Failure to comply with a treatment program or an aftercare program entered into as part of a board order, settlement agreement, or licensee's professional health program.

From MISSOURI STATE BOARD OF NURSING *NURSING PRACTICE ACT AND RULES*—January 14, 2019

Pursuant to 8 U.S.C.A. §1621, the Board of Nursing is prohibited from granting professional licensure to a non-eligible, non-citizen of the United States. An individual who is a qualified alien, a nonimmigrant or an alien paroled into the US as documented by the US may be eligible for licensure. However, individuals who may have permission from the US to be here for a specific duration or purpose may not be eligible for professional licensure pursuant to federal law.

You may review this on the MSBN website <http://pr.mo.gov/boards/nursing/CITIZENSHIP-LAWFUL-PRESENCE.pdf>

COMPLETION OF A NURSING PROGRAM DOES NOT GUARANTEE ELIGIBILITY TO TAKE THE LICENSURE EXAMINATION.

ADMISSIONS

ENTRANCE DATE AND LENGTH OF COURSE

The program is one year in length starting in the fall and in the spring at MET Center and South Tech locations. Refer to the calendars in the Handbook for more details.

The usual days and hours of the program will vary depending on the trimester and clinical availability. Evening hours are required as well to satisfy clinical educational competencies or clinical objectives.

Each student is allowed scheduled vacation and observed holidays as defined by the program. The winter holiday break and extra days allowed for vacation and Thanksgiving are counted as part of the vacation days.

The program may be closed due to unusual occurrences such as inclement weather, power outage, etc. See the inclement weather policy on page 43 of the handbook. These days will not count as absence days but will have to be made up. The class calendar will be distributed on the first day of class. Makeup days and special events (ex. uniform fitting) are listed on the calendar.

NOTE: Reserve Fridays to study on campus or attend make-up class make-up days with Faculty during the second and third trimester.

ADMISSION REQUIREMENTS

Applicants must complete the following process prior to admission:

- Have a completed application form on file.
- Be at least eighteen (18) years of age and have a high school diploma or a GED from an accredited school.
- Have achieved a minimum score on the SLE and Gain Tests within 12 months of admission.

When an acceptable score in all areas is achieved, the candidate must provide the program with the following in order to be considered for acceptance:

1. High school transcript with an official school seal or an official GED transcript from an accredited school.
 - a. Validation required for secondary education obtained outside of the United States by Educational Credential Evaluation, Inc. An official copy of the report must be mailed directly to the program. The cost of this service is the responsibility of the student.
2. A copy of residency status for all prospective students who are not citizens of the United States. This must be provided to the Financial Aid Officer prior to acceptance into the program.

3. Three (3) professional references (not relatives, friends, or coworkers).
4. Negative in all aspects -Urine 5 Panel Drug Screen utilizing agency as directed in applicant packet.
5. A negative Family Registry with the Missouri Department of Health and Senior Services.
6. Clearance through the Missouri Employee Disqualification Agency.
7. Criminal background check
8. Current complete physical examination (original copy only).
9. Immunizations:
 - a. A current (within one year) negative Mantoux two-step PPD. The tuberculin skin test must be repeated if it expires during the program year. If the PPD result is positive, a chest X-ray must be taken and declared clear. A Reaction Review Form will be completed.
 - b. Current (within ten years) tetanus vaccination.
 - c. Evidence of two measles, mumps, and rubella (MMR) immunizations. A rubella vaccine is not necessary if a positive titer is submitted.
 - d. Evidence of history of chicken pox/varicella (chicken pox) immunization is required. A clinical diagnosis of chicken pox is acceptable if the physician submits a written statement indicating the individual has had the clinical disease. If the disease cannot be documented, a positive titer must be submitted.
 - e. Evidence of two Hepatitis A immunizations (or have begun the series with intent to complete it during the program year).
 - f. Evidence of Hepatitis B series (or have begun the series with intent to complete it during the program year).
 - g. Meningococcal (Meningitis), only required for applicants 18-23 years of age.
 - h. Flu immunization, annually, as stipulated by clinical agency and/or program policy.

Once the applicant has been successful on the Application Test and all admission paperwork has been completed, an interview will be scheduled with program staff. The candidate will also have a meeting with the Financial Aid Officer. Prior to meeting with the Financial Aid representative, the candidate must have a current Student Aid Report (SAR).

Admission to the program is competitive. Successful applicants are selected on the basis of the admission test, the interview scores, and file content.

All admission paperwork must be completed to be accepted into the program. An official transcript or documentation of high school completion will be kept in the file five years post program completion. The documentation of high school or GED completion must be in the student's file prior to the financial aid interview.

Once records are submitted to the program, they are ATS property and will not be copied for or returned to the student.

No student will be admitted after 5 class days have elapsed.

TRANSFER CREDIT AND ADVANCED PLACEMENT POLICY

Due to variations in nursing curriculum in other nursing programs, Applied Tech will not accept transfer credit or advanced placement for previously completed medical or practical nursing courses.

Credit for coursework accomplished at Applied Tech is granted transferability at the discretion of the accepting institution. Consequently, students should confirm that attendance at Applied Tech meets their educational goals. This may include contacting a potential institution to which the student may seek to transfer after attending Applied Tech to determine if their coursework will transfer.

RE-ADMISSION POLICY

Students who withdraw or are dismissed from the program during the first trimester and wish to re-enter will be considered for admission in a subsequent class if the class is not filled by first-time applicants. One can be out of the program for no more than 12 months without starting the entire application process all over. Any prior unpaid tuition/charges must be paid in full prior to readmission. The file must be updated per the directions given to the returning student.

Students who withdraw or are dismissed during the second or third trimester will be considered for re-admission providing there is space available in the clinical rotations (not to exceed eight students per rotation) in a subsequent class, tuition charges have been paid, and the coordinator approves re-admission. The student can be considered if they have met the criteria listed below, and their files have been updated.

Students failing any part of the trimester or exceeding the allowable time of absence will have to repeat the entire trimester. They will be given credit for any trimesters that were satisfactorily completed. Students who re-enter must follow all policies of the program. A contract will be signed by returning student.

Students terminated for disruptive and/or non-professional behavior may not be considered for readmission.

All students re-entering the program will sign a contractual agreement that identifies criteria they must meet and follow to return to the program. Failure to meet the criteria in the contractual agreement may result in dismissal from the program.

The returning student must meet the following criteria:

- Submit a letter requesting re-admission. This letter should identify the reasons why the initial academic attempt was not successful. In addition, it should list the corrective actions one will take to avoid another failure.
- If re-entering first trimester, one must retake the admission test achieving a minimum score and satisfy all admission requirements. The student is responsible for all testing costs.
- If re-entry into the second or third trimesters is desired, the applicant must take the ATI Fundamentals of Nursing Exam and achieve a minimum ranking of Level 2 to be considered for readmission. No retake is allowed. The returning student is responsible for all testing costs. The student's file is reviewed and faculty input sought regarding whether the student should return.
- The returning student must meet with the Financial Aid Officer before a readmission decision can be made. Any prior unpaid tuition/charges must be paid in full prior to readmission.

Re-entering students will update drug screen, immunizations, skin tests, etc. as required, at their own expense. The coordinator will make the final determination of acceptance.

CONTACT PHONE NUMBERS

PRACTICAL NURSING COORDINATOR

Kim Rau	krau@ssdmo.org
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MET CENTER SECRETARY

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SOUTH TECH SECRETARY

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CALENDARS 2019—2020

MET CENTER CLASS MARCH 18, 2019—MARCH 20, 2020

Trimester 1: Content Covered Includes: Pre-clinical theory courses of FON, A&P, Pharmacology, IV Therapy, Human Growth & Development, and Personal & Vocational Concepts

March 18, 2019	1 st Trimester Begins
March 25, 2019	Uniform Fitting
March 29, 2019	CPR
April 29, 2019	Uniform Delivery
May 27, 2019	Memorial Day Holiday
July 4, 2019	Independence Day Holiday
July 11, 2019	Capping
July 12, 2019	Last Day of Trimester, Make-Up Day, If Needed

Trimester 2: Content Covered Includes: Theory and clinical courses in Geriatrics, Med-Surg Nursing I, Mental Health.

July 15, 2019	2 nd Trimester Begins
August 9, 2019	Make-Up Day, If Needed
August 19-23, 2019	Vacation Week
September 2, 2019	Labor Day Holiday
September 13, 2019	Make-Up Day
October 4, 2019	Make-Up Day, If Needed
October 25, 2019	Make-Up Day, If Needed
November 8, 2019	Last Day of Trimester, Make-Up Day, If Needed

Trimester 3: Content Covered Includes: Theory and clinical courses in Maternal Child, Med-Surg Nursing II, Nursing of Children, and Leadership.

November 11, 2019	3 rd Trimester Begins
November 11, 2019	Met Center Closed, Check Schedule for Class Location
November 28-29, 2019	Thanksgiving Holiday
December 6, 2019	Make-Up Day, If Needed
<i>Remaining details of 3rd trimester dates will be released in 2nd trimester.</i>	
March 20, 2020	Graduation

Note: Schedules are subject to change.

Second & third trimester Fridays are reserved for study days on-campus and make-up days.

Revised 2/1/19h

SOUTH TECH CLASS APRIL 22, 2019—APRIL 17, 2020

Trimester 1: Content Covered Includes: Pre-clinical theory courses of FON, A&P, Pharmacology, IV Therapy, Human Growth & Development, and Personal & Vocational Concepts.

April 22, 2019	1 st Trimester Begins
May 01, 2019	Uniform Fitting
May 03, 2019	CPR
May 27, 2019	Memorial Day Holiday
June 03, 2019	Uniform Delivery
July 4, 2019	Independence Day Holiday
August 15, 2019	Capping
August 16, 2019	Last Day of Trimester/ Make-Up Day, If Needed

Trimester 2: Content Covered Includes: Theory and clinical courses in Geriatrics, Med-Surg Nursing I, Mental Health.

August 19, 2019	2 nd Trimester Begins
August 19-23, 2019	Vacation Week
September 2, 2019	Labor Day Holiday
September 27, 2019	Make-Up Day , If Needed
October 18, 2019	Make-Up Day, If Needed
November 15, 2019	Make-Up Day, If Needed
November 28-29, 2019	Thanksgiving Holiday
December 6, 2019	Make-Up Day, If Needed
December 13, 2019	Last Day of Trimester

Trimester 3: Content Covered Includes: Theory and clinical courses in Maternal Child, Med-Surg Nursing II, Nursing of Children, and Leadership.

December 16, 2019	3 rd Trimester Begins
<i>Remaining details of 3rd trimester dates will be released in 2nd trimester.</i>	
April 17, 2020	Graduation

Note: Schedules are subject to change.

Second & third trimester Fridays are reserved for study days on-campus and make-up days.

Revised 2/1/19lh

OBSERVED HOLIDAYS

New Year's Day Martin Luther King Jr's Birthday Presidents' Day

Memorial Day Independence Day – July 4 Labor Day

Thanksgiving Break (Two days – Thursday/Friday)

Winter Break – See schedule for exact dates

MET Center is closed November 11, 2019 in honor of Veteran's Day – **see monthly schedule for alternate location for that day.**

Other potential class location changes may exist due to unforeseen circumstances. Advanced notice will be given if possible.

The calendar is distributed on the first day of class and is subject to revision.

COURSE OUTLINE

1ST TRIMESTER

1. Personal and Vocational Concepts	63 hours
2. Anatomy and Physiology	99 hours
3. Fundamentals of Nursing	150 hours
4. Human Growth and Development	39 hours
5. Administration of Medicines	90 hours
6. Intravenous Therapy	<u>39 hours</u>
Total	480 hours

2ND TRIMESTER

	Class Hours	Clinical Hours	Total
7. Geriatric Nursing	70	80	150
8. Medical-Surgical Nursing I	112	144	256
9. Behavioral Health	<u>42</u>	<u>32</u>	<u>74</u>
Total	224	256	480

3RD TRIMESTER

	Class Hours	Clinical Hours	Total
10. Medical-Surgical Nursing II	119	160	279
11. Maternal & Newborn Nursing	39	32	71
12. Nursing of Children	39	32	71
13. Nursing Leadership	<u>59</u>	<u>0</u>	<u>59</u>
Total	256	224	480

First trimester is only classroom hours, Monday through Friday, 8:00am-2:30pm. Classroom hours for 2nd and 3rd trimesters are 8:00am – 3:30pm, with clinical generally scheduled for 7:00am – 3:30pm. However, this may vary dependent upon the clinical site and course. Friday classes are scheduled as needed.

IV Therapy principles are integrated. Upon program completion, the graduate is qualified to become IV certified upon licensure.

Tentative schedules will be posted in advance so that students can plan ahead to meet their other obligations. Reserve Fridays for on-campus study in the second and third trimester.

NOTE: Changes in the syllabus may be made by the instructor and will be communicated in class.

COURSE DESCRIPTIONS

PERSONAL AND VOCATIONAL CONCEPTS	63 CLASS HOURS
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This course is designed to introduce the student to the role of a practical nurse in various clinical settings and the role of the professional nurse. It includes the ethical and legal responsibilities as related to practical nursing. Nursing trends and the history of nursing are also covered.

ANATOMY AND PHYSIOLOGY	99 CLASS HOURS
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This course is designed to introduce the student to principles of body structure and to contribute to the understanding of the functions of the human body.

FUNDAMENTALS OF NURSING	150 CLASS HOURS
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The Fundamentals of Nursing course is a comprehensive course designed to provide the student with the knowledge and skills essential to meet the basic needs of any client. This course will embody all related subjects in teaching the student the principles and rationales underlying the nursing care to be given, so that the student will be able to develop skills in nursing judgment. The nursing process format will be utilized so that the student can develop a systematic and organized method of providing nursing care individualized to each client. This course will provide didactic content, laboratory demonstration practice, and return demonstration.

HUMAN GROWTH AND DEVELOPMENT	39 CLASS HOURS
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Human growth and development encompasses the physical, mental, emotional, and psychomotor development of the human being from conception to death.

ADMINISTRATION OF MEDICATIONS	90 CLASS HOURS
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This course is designed to introduce the student to the study of drugs and their actions in the body. Emphasis is placed on the systems of measurement used in calculating dosages and conversion between these systems.

INTRAVENOUS THERAPY	39 CLASS HOURS
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This course covers the concepts of limited intravenous therapy. It prepares the practical nurse student to initiate and maintain IV sites and fluids as designated by the Missouri State Board of Nursing guidelines.

GERIATRIC NURSING	70 CLASS HOURS & 80 CLINICAL HOURS
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This course focuses upon evaluating the individual's adaptation to the aging process. Changes in metabolism, mobility, and cultural diversity are presented. Physiological, psychosocial and spiritual changes are identified and the application of theory in practice is stressed. Clinical experience includes a long term care facility.

MEDICAL-SURGICAL NURSING I 112 CLASS HOURS & 144 CLINICAL HOURS

The medical-surgical course will be taught using a holistic approach to client care integrating concepts of therapeutic communication, cultural diversity, diet and drug therapy, rehabilitation principles, medical treatment, and nursing care utilizing the nursing process. Also included in this course is the intravenous therapy component which must be successfully completed for state licensure. This course will include both classroom and clinical components. The student will be required to utilize basic information and nursing skills acquired in the pre-clinical section of the program and build upon these skills to provide safe, intelligent nursing care to the medical-surgical client.

BEHAVIORAL HEALTH NURSING 42 CLASS HOURS & 32 CLINICAL HOURS

Concepts of maintenance of good mental health as well as information relating to the assessment of major mental problems will be included in this course. Methods of treatment including psychotherapeutic techniques and pharmacological therapy will be included, along with cultural diversity.

MEDICAL-SURGICAL NURSING II 119 CLASS HOURS & 160 CLINICAL HOURS

An advanced medical-surgical course will be taught using a holistic approach to client care integrating concepts of therapeutic communication, cultural diversity, diet and drug therapy, rehabilitation principles, medical treatment, and nursing care process. The principles and practice of intravenous therapy will also be integrated. This course will include both classroom and clinical components. The student will be required to utilize basic information and nursing skills acquired in the pre-clinical section of the program and build upon these skills to provide safe, intelligent nursing care to the medical-surgical client. Leadership/Management principles are integrated into the clinical component of the course.

MATERNAL-NEWBORN NURSING 39 CLASS HOURS & 32 CLINICAL HOURS

Maternal - newborn nursing is a study of the childbirth processes including prenatal, delivery, and postnatal care. The major focus of this course of study is preparation for parenthood, normal process of childbirth, and newborn care. Further emphasis is placed on assessment and nursing care for abnormal maternal and infant condition.

NURSING OF CHILDREN 39 CLASS HOURS & 32 CLINICAL HOURS

This course includes a review of the basic knowledge of normal childhood, growth, development and behavioral patterns in the healthy child as well as the ill child. Congenital and/or acquired conditions of illness common to children will be explored. Symptoms, nursing care, treatment and prognosis for each condition are considered at the appropriate age level. Factors affecting personality development will also be incorporated.

This course will provide an introduction to leadership principles and management skills. The overall objective is to assist the practical nurse student in developing the knowledge necessary to function as a unit charge nurse. A comprehensive practical nurse standardized exit examination must be successfully completed prior to graduation. Failure to pass this examination will result in failure of the course, and therefore the student will be unable to graduate.

SPRING 2019—2020 TEXTBOOK LIST

Students will purchase textbooks and supplies as determined by the faculty of the program. A cost sheet is located in the Financial Aid section of this handbook.

978-0-8036-2365-1	How to Survive and... Even Love Health Professions School	Muller
978-0-8036-6085-4	Nursing Leadership, Management, and Professional Practice	Anderson
978-0-8036-4411-3	Understanding Anatomy and Physiology, 2nd Ed., Thompson with Accompanying Workbook	Thompson
978-0-3233-9621-9	Fundamental Concepts/Skills for Nursing 5 th Edition	DeWit
978-0-8234-8326-1	Study Guide Fundamental Concepts/Skills for Nursing 5 th Ed.	DeWit
978-0-8036-5861-5	Safe Materinty & Pediatric Nursing Care ed., 2017 Together with Study Guide Safe Maternity & Pediatric Nursing Care ed., 2017 (Package Deal)	Linnard-Palmer/Coats
978-1-4557-3976-9	Understanding Pharmacology: Essentials for Medication Safety, 2 nd Ed., 2015	Workman
978-0-3233-9494-9	Understanding Pharmacology, Study Guide, 2015	Workman
978-0-8036-6934-5	Taber's Medical Dictionary, 23 rd Edition with Davis's Drug Guide 2016	FA Davis FA Davis
978-0-8036-4549-3	Caring for the Older Adults Holistically	Anderson
978-0-3234-2933-7	Evolve Reach Testing and Remediation Comprehensive Review for the NCLEX-PN Examination, 5 th Edition	HESI
978-1-4557-7641-2	Introduction to Medical-Surgical Nursing, 6 th Ed., 2016	Linton
978-0-3232-2208-2	Study Guide for Intro to Medical-Surgical Nursing, 6 th Ed., 2016	Linton/ Maebius
978-0-8036-6913-0	Neeb's Fundamentals of Mental Health Nursing ,5th Edition	Gorman/Anwar
Online Software	Passpoint Review for NCLEX-PN Examination	Lippincott

Note: Subject to change.
Updated 02/07/19 lh

ACADEMICS

STUDENT GUIDANCE AND ADVISEMENT

Students in this program have access to various professional services. At the instructor or student's request, the Counselor will assist the student in identifying supportive agencies.

Students may seek individual counsel by faculty members and/or the Counselor throughout their entire program year. Faculty members maintain regular office hours and are available to students for individual assistance. Office hours of each faculty member will be posted on the office door. The student must take responsibility in initiating the request for assistance from an instructor. For individual attention and privacy, please make an appointment with an instructor, otherwise it will be "first come, first served basis." It is crucial that you allow adequate time for contacting and receiving assistance from the instructor. Waiting to ask for assistance the day before an assignment or test may result in an inability to receive the assistance you need from the instructor in the time frame you need it. Students are encouraged to personally contact the faculty and/or Counselor.

It is important for the student to seek assistance early and conscientiously if they are having difficulty. The program Counselor is a good resource for home, personal, and social concerns. There are also many resources available to assist students with study habits, test-taking skills, nursing journaling, and mastery skills. Additionally, we have resources for students in need of family/personal support, including abuse and neglect. Students are encouraged to approach a member of the staff or faculty for help/referral at any time.

LIBRARY / COMPUTER

A student library is conveniently located at each campus with books for reference categorized according to topics.

Professional nursing journals are also available for student and instructor use.

All library materials are to be used on campus only.

EXAMINATION POLICY

EXAMINATIONS/TESTING

Faculty view examinations as tools by which, both the student and faculty, evaluate the student's knowledge. Content for examinations will include material from theory classes, required readings, and course handouts. The use of any electronic items not provided by the program is strictly forbidden, and the locations of seating may be randomized prior to a test by the instructor.

Silence is to be maintained during testing. Students may ask a question by raising a hand to gain the attention of the instructor.

Any student who is known to have compromised a test will be dismissed from the program.

EXAM SCORES

Examination scores will be made available to students within three (3) business days of the exam date. Faculty will review the test analysis with all exams administered.

EXAM REVIEW

Students have a right to review examinations. The course instructor will determine the method, time, and date of the exam review.

ABSENCE DURING EXAMINATION

If a student is absent or tardy on the day of an examination, it is the responsibility of the student to arrange with faculty for make-up of the examination. The student should anticipate taking an alternate examination, not the original one. A student who is repeatedly absent or tardy during examinations will be referred to the Counselor and the student's pattern of absence and academic progress will be reviewed. Test make-up times are at the discretion of each instructor. The student must inform the instructor or the secretary of the absence on the day of the test.

Examinations missed may be made up outside of program hours. Students must make arrangements with the instructor to take the make-up the day they return to program. Students who opt not to make these arrangements will have a zero recorded for each test missed.

Students not taking the examination at the scheduled time with the class will be penalized ten percent of their points. For students who bring in appropriate documentation for the absence on the day of their return to class, adjustments may be made at the discretion of the faculty member for that course. Once an assessment has begun, no new students may enter the testing room.

HEALTH EDUCATION SYSTEMS, INC. (HESI) EXAMINATIONS

HESI specialty examinations and comprehensive HESI exams may be given in any course as practice exams to help build confidence in test taking. These exams may also be used in any course to count for a percentage of the overall course grade. A course syllabus will detail the grading in each course.

HESI specialty examinations may be given as final exams and count for a percentage of the assessment total in a course.

A comprehensive HESI will be given as a final exam in Medical-Surgical Nursing II and will count for 10% of the overall course grade.

GRADING

Academic performance on exams and quizzes is crucial to a student's success. Other assignments such as assigned homework, group projects, presentations, and case studies, etc. may also be assessed as part of the total grade.

Students must achieve 75%, or a 2.0 grade point average, in each course in order to remain in the program and eligible for financial aid. The grading scale will be:

A	92 -100	4 points
B	84 -91	3 points
C	75 -83	2 points
F	Below 75	0 points

Grades are posted on Moodle. However, it is the responsibility of each student to calculate and keep track of his/her own grades.

STANDARDS FOR ACADEMIC PROGRESSION

The Practical Nurse curriculum is made up of three trimesters, each containing several courses. Students attending this program must pass each course with a 75% average (2.0 GPA) or above, to remain in the program. The IV Therapy class requires an 80% as the passing grade.

- Students will be given an academic warning whenever their grade average drops below 75% in any course.
- A student with an average below 75% in any course or unsatisfactory clinical progress is automatically placed on academic probation. Students are expected to contact the instructor for any assistance needed for improvement.
- Students failing one or more of the courses (class or clinical) in a trimester will be dismissed from the program. Students may be allowed to repeat that trimester with another class (refer to Readmission Policy).
- Students failing any part of a trimester will be required to repeat the entire trimester in order to progress in the program.

STUDENT POLICIES AND GUIDELINES

PROFESSIONAL/ETHICAL CONDUCT

Nursing is a profession that has earned the public's trust. This program is dedicated to the intellectual, social, and ethical development of its students. Students must demonstrate honesty and trustworthiness. These traits are necessary to provide quality nursing care.

All Applied Technology Services students are expected to conduct themselves in an ethical and professional manner to include written correspondence. All academic assignments, including papers, homework, tests, and classroom assignments are to be the work of the individual student unless otherwise specified by the instructor.

Violating standards of professional/ethical conduct may result in disciplinary actions up to and including dismissal from the program.

Below are examples of unethical or unprofessional behavior.

PLAGIARISM

Plagiarizing any academic material by using another person's words, ideas, or results without giving proper credit to that person is unethical.

DISHONESTY

Knowingly furnishing false information to the institution, forgery, alteration or use of institutional documents or identification with intent to defraud, and any attempt to aid another student in any form of dishonest behavior is unethical.

ACADEMIC DISHONESTY

- Cheating can consist of unauthorized removal of a test/quiz/examination from classroom or campus;
- Using notes, textbooks, internet searches, or other materials when not allowed during an examination;
- Viewing or attempting to view another student's exam during testing;
- Any form of supplying another student with exam or quiz answers or questions; or
- Partially or wholly completing an assignment for another student.

All forms of academic dishonesty may result in suspension or dismissal.

BULLYING AND HARRASSMENT

TAKEN FROM SSD POLICY: JFCF-R, ADOPTED 3/28/2017

Applied Tech Services, the adult education division of Special School District of St. Louis, prohibits all forms of bullying and student intimidation. Students participating in or encouraging inappropriate conduct may be suspended or dismissed from the nursing program. Any form of bullying violates the professional and ethical standards required for nursing.

Students who have been subjected to bullying, or any staff member or student witnessing bullying of another student will promptly report this occurrence when possible to the onsite coordinator by completing a Complaint Form for Reporting Harassment. The onsite coordinator will promptly investigate all complaints of bullying and will collaborate with the Coordinator to determine appropriate actions. Violation of this policy by ATS staff or students may result in disciplinary action for those staff or students up to and including termination.

BULLYING

Repeated and/or systematic attacks, including intimidation, unwanted aggressive behavior, or harassment of a student or multiple students perpetuated by individuals or groups with the intention to cause fear, distress, or harm that is either physical, verbal, written, or psychological/relational. In addition, bullying is characterized by a real or perceived imbalance of physical or social power between the aggressor and the target. Bullying interferes with the educational performance, opportunities, or benefits of a student or substantially disrupts the orderly operation of the classroom or school. Bullying can consist of physical actions, including violence, theft, property damage, or gestures, oral, electronic, or written communication, including name calling, put downs, extortion, or threats, or any threat of retaliation for reporting of such acts.

CYBERBULLYING

Sending or posting harmful or cruel text or images using the Internet, Facebook, Twitter, Instagram, Tumblr or any other social media sites or digital communication devices. Cyber-bullying shall also include the distribution by electronic means of a communication to one or more person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in the definition of bullying.

CYBER THREATS

Cyber threats are online materials that threaten or raise concerns about violence against others, suicide or self-harm.

HARASSMENT

The act of harassing another student is words and/or actions directed toward an individual that makes the person feel uncomfortable, intimidated, and/or annoyed. It can include verbal acts, written statements and may include the use of cell phone or internet. Harassment includes, but is

not limited to, references made to a person based upon the person's gender, race, religion, or ethnic origin. Sexual harassment is unwelcome conduct of a sexual nature (ex. unwelcome sexual advance, requests for sexual favors or other verbal/nonverbal or physical conduct of a sexual nature). If a harassment charge is filed involving the student, an alternative educational arrangement may be made pending the completion of the investigation of the charges (See Harassment Complaint Form located in the Student Forms section.)

Students participating in or encouraging bullying, harassment, or intimidation of fellow students may be suspended or dismissed from the nursing program. Bullying violates the professional and ethical standards required for nursing.

THEFT

Theft or damage to property of the program district, program or sites used by this program or staff, students, patients, or visitors is unethical.

WEAPONS

A student may not have any dangerous substances on program premises or be in possession of guns or other dangerous weapons on program premises.

INTOXICATION/CONTROLLED SUBSTANCES

Special School District is concerned with the health, welfare and safety of its students. Therefore, use, sale, transfer, distribution, possession or being under the influence of unauthorized prescription drugs, alcoholic beverages, narcotic substances, unauthorized inhalants, illegal drugs, counterfeit substances, and controlled substances or imitation controlled substances on any district property, in any district owned vehicle or in any other district approved vehicle used to transport students to and from school or school activities is prohibited. This prohibition applies to any district-sponsored or district-approved activity, event or function, such as a field trip, clinical setting, or other activity in the community where students are under the jurisdiction of the school district. The use, sale, transfer or possession of drug-related paraphernalia is also prohibited.

For the purpose of this policy, a controlled substance includes any controlled substance, counterfeit substance or imitation controlled substance as defined in the Narcotic Drug Act, Section 195.010, RSMo., and in schedules I, II, III, IV and V in section 202(c) of the Controlled Substances Act, 21 U.S.C. § 812 (c).

Students may only be in possession of medication as detailed in Board policy JHCD. Searches of persons reasonably suspected to be in violation of this policy will be conducted in accordance with Board policy.

Any student who is found by the administration to be in violation of this policy shall be referred for prosecution and subject to disciplinary action up to and including suspension or dismissal. Strict compliance is mandatory. The Program Coordinator shall immediately report all incidents

involving a controlled substance to the appropriate local law enforcement agency and the Superintendent. All controlled substances shall be turned over to the local law enforcement agency as required.

A student who tests positive for any illegal substance will be terminated from the nursing program.

CELL PHONES/ELECTRONIC DEVICES/BEEPERS

To minimize disruptions of the learning environment, cell phones and beepers will be turned off during class and clinical time. Calls may be returned during break time. A student who disrupts the classroom environment with cell phones, beepers or other devices will be directed to leave the classroom until the instructor or coordinator can speak with the student. The student will receive a written warning for a first offense of this unprofessional behavior.

A student who disrupts the clinical environment with cell phones, beepers or any electronic device may be sent home from clinical, will receive an unsatisfactory grade for the day, and the time of absence will be documented. Some clinical facilities forbid cell phones on their units. While at these facilities, cell phones must be left in your car, your book bag, or purse.

Electronic device/cell phone use or texting during a test can result in a grade of zero and/or dismissal from the program.

Repeat offenses will result in disciplinary action that could include failure of the course/clinical and ultimately result in termination from the program.

COMPUTER CODE OF ETHICS

Any unauthorized attempt to gain access to any academic computer file not intended for student use or designated as confidential material, or any violation of any form Special School District Policy EHB regarding Technology Usage can be cause for program dismissal. (See orientation packet for policy.)

COPYRIGHT INFRINGEMENT USING DISTRICT TECHNOLOGY

All persons are prohibited from using District technology in violation of any law including copyright law. Only appropriately licensed programs or software may be used with District technology. Further, no person will use the District's technology to post, publicize or duplicate information in violation of copy right law. The Board directs the superintendent and/or designee to take all reasonable measures to prevent the use of District technology in violation of the law.

All persons using District technology in violation of law may lose their user privileges in addition to other sanctions.

If a content owner reasonably believes that the District's technology has been used to infringe upon a copyright, the owner may notify the following District designated agent immediately:

Superintendent of Special School District
12110 Clayton Road
Town & Country, MO. 63131
314-989-8100

The District will notify the U.S. Copyright Office of the designated agent's identity.

REPRODUCTION OF COPYRIGHTED MATERIALS

It is the intent of the Board to delineate, enforce, and abide by the provisions of current copyright laws as they affect the District, its employees, and students.

Copyrighted materials, both print and non-print, will not be duplicated, reproduced, distributed or displayed for District – sponsored activities or by using District equipment except in accordance with law.

Details about “fair use” and other relevant information regarding copyright law will be made available to all employees. A summary of these standards will be posted or otherwise made easily available at each machine used for making copies.

The board does not sanction or condone illegal duplication, reproduction or distribution in any form. It is the responsibility of all District staff to notify the superintendent or designee of any potential violation of law or policy. Once notified of a violation, the superintendent or designee will take reasonable steps to remedy the violation. Employees who violate this policy may be disciplined or terminated. Students who violate this policy may be disciplined. All persons who use District resources in violation of law may be prohibited from using District resources in the future and will assume liability for their actions. The District may also seek other legal remedies.

FAILURE TO COMPLY

Refusal to comply with directions of institutional officials acting in the performance of their duties is unprofessional.

CLINICAL NO CALL/NO SHOW

Failure to contact the secretary or clinical instructor in the event of a clinical absence (i.e. no call, no show) can be cause for dismissal.

Violation of any standard of professional/ethical conduct may result in disciplinary actions up to and including dismissal from the program.

ACCOMMODATION POLICY

ATS has a policy for the academic accommodation of students with disabilities. If needed, please see the site coordinator for more information.

FACULTY AND STUDENT ACCESS/OFFICE HOURS

“Office hours” are scheduled times that instructors have set aside for students to discuss personal or academic issues. Each instructor will notify students of office hours in the syllabus.

Students are to use these posted “office hours” to meet with their instructor for brief periods on topics such as grades, attendance, personal issues, questions or clarification about content or expectations, or for scheduling an appointment to meet with the instructor for additional academic help. “Office hours” are for student “walk-ins,” not for individual tutoring time.

Students who need more than 10 minutes with their instructor for additional help or similar issues need to schedule time with their instructors outside of “office hours” to allow availability for all students.

Students may contact instructors during regular business hours (8 am to 4 pm) during the scheduled work week or as directed by clinical instructors. It is not appropriate for students to contact instructors after hours for assistance studying. Faculty has time off and this time should be honored and undisturbed by students. Faculty do not have “on call” capacity. If you have an emergency after hours, please leave a message on the secretary’s voicemail at your designated program location. The secretary will contact instructors or coordinator as necessary.

For personal issues not related to academics, students should contact the program Counselor. Instructors also have the ability to make referrals or provide guidance for issues of a personal nature that are not related to classroom or clinical instruction.

Students are to honor faculty break, lunch, and planning time to accomplish the myriad of activities required in their job description. Students are to abstain from contact during these designated times.

GRIEVANCE POLICY

Students who wish to dispute a policy, faculty decision (ex. grades, test scores, clinical performance, etc.), or actions by another student, faculty or staff member may file a grievance in writing within five (5) business days according to the following:

- The student will first discuss the matter with the instructor with the objective of resolving the matter informally. Informal resolution of issues is preferred.
- If the matter is not resolved informally to the satisfaction of the student within three (3) business days of discussing the problem, the student may meet with the coordinator and/or site coordinator to resolve the issue. The student must make an appointment with the coordinator/onsite coordinator for this conference. The matter will be outlined by the student in writing prior to any meeting.
- The written grievance from the student must include the following:
 - Exact description of the issue.

- The exact steps that the student has already taken to resolve the issue.
- A description of the conference with the instructor, including a description as to why the conference did not resolve the matter to the student's satisfaction.
- The grievance MUST be in writing (not email or text message) and signed by the individual making the grievance.

The Coordinator may decide to investigate the matter further or to make a decision on the information submitted. The student submitting the grievance will be notified of the decision of the Coordinator in writing.

If the issue is not resolved to the satisfaction of the student within three (3) program days after submission to the coordinator, the grievance may be submitted in writing by the student to the Director of Adult Education, who will meet with the student and coordinator to resolve the issue. The Director of Adult Education will issue a final ruling in writing to the student within five (5) program days.

Students have the option of contacting the Council on Occupational Education for assistance at: 7840 Roswell Road, Building 300, Suite 325, Atlanta, GA, 30350, (770) 396-3898, www.council.org.

OFFICIAL WITHDRAWAL

To officially withdraw from school, the student must initiate the withdrawal process by notifying the Program Coordinator in writing. The school's refund policy and R2T4 will apply to withdrawn students in accordance with the date provided on the written withdrawal notice and will be effective the date the notice is received.

UNOFFICIAL WITHDRAWAL

Termination of a student is defined as no longer attending, whether by the Student's voluntary or withdrawal or dismissal by the school as a disciplinary action; the last date of attendance will be used for the Refund Policy and R2T4 calculations.

STUDENT SUSPENSION AND DISMISSAL/APPEAL HEARING

Applied Technology Services reserves the right to suspend (pending investigation) or dismiss a student for reasons including, but not limited to:

- failure to maintain satisfactory academic and/or clinical progress,
- unsafe clinical performance,
- excessive absenteeism,
- failure to adhere to professional/ethical standards,
- failure to pay institution fees and/or tuition by applicable deadlines,
- disruptive behavior, posing a danger to the health and welfare of students or other members of the program community, or
- failure to abide by the program's policies.

In such cases, students will be suspended pending dismissal with an appeal hearing set within three business days from the date of suspension. When unique circumstances prevent the appeal from being conducted within three business days, the appeal will be scheduled at the earliest possible date.

At the appeal hearing, the student will have the opportunity to dispute the suspension action. The hearing panel will consist of the PN Program Coordinator (or designee), and at least one other staff member. At the hearing, the panel shall provide the student with the facts or allegations upon which the recommendation is made and the opportunity to discuss those facts or allegations. Within three days of the appeal hearing, the panel will decide if dismissal or reinstatement action is warranted. Students will be notified in writing of the final decision of the panel.

The student may appeal the decision of the panel, in writing, to the Administrator of Adult Education within seven calendar days of the receipt of the decision of the panel. The Administrator, within three days of meeting with the student, will render a decision in writing to the student. This appeal decision shall be final.

NOTE: If the student fails to attend the Appeal Hearing, the suspension and dismissal will be upheld. This appeal must be completed within three (3) business days or the student is dismissed.

PARKING

- Met Center—Students are not allowed to park in the lot where no spaces are marked, or in handicapped spaces without a handicapped tag.
- South Tech High School—Students must park in the side lot or on the hill lot, not in the front entrance lot, the childcare spaces, or in the back of the building adjacent to the culinary department.
- Clinical—Students are required to park in the spaces designated by each clinical site. Check with your instructor if you are uncertain.

Cars parked in the wrong lots or spaces are subject to tickets and towing at the student's expense.

HEALTH POLICIES

IMMUNIZATIONS

All required immunizations must be documented and recorded in the student's file prior to participating in any clinical activities. Any clinical time missed as a result of late immunizations is not excused and the student will be charged for the time missed.

CPR CERTIFICATION

All students will receive CPR Certification (Adult and Infant) prior to beginning the clinical portion of the nursing program. This is a requirement and will be completed at the start of Fundamentals of Nursing class.

BLOOD-BORNE PATHOGENS

Blood and body fluid precautions are outlined by the Centers for Disease Control. Students must be aware of the following guidelines:

- Hand washing must be done pre and post-client contact.
- Personal Protective Equipment (PPE) must be worn anytime there is a potential for contact with body fluid. Gloves must also be worn for any invasive procedure. Gloves must be discarded in the client's room and hands washed thoroughly.
- Needles are disposed of in needle boxes only. They are NEVER recapped.
- Gowns are necessary only when there is a potential of a body fluid contaminating your clothes.
- Masks are worn when caring for clients with specific respiratory diseases. They may also be combined with eye protection if body fluids could splash in your face. NOTE: If fit testing of mask is required, the student will not be assigned the patient.
- Facility protocols for blood spills are to be followed.
- Report any needle stick to your instructor and to the hospital/clinical site infectious control person. Immediately wash the injured area with soap and water. Report any needle stick injury or splash to the face to your medical care provider. The instructor will document any such incident for the coordinator and note the follow-up recommended for the student.

NOTE: Agency policy is always followed.

EMERGENCY CARE POLICY

In the classroom or in a non-acute care facility, 9-1-1 will be called in case of emergency involving the health of a student. When in an acute care facility, the student will be taken to the emergency department of that facility.

The Special School District of St. Louis County is not liable for any injuries. The cost of medical care is borne by the individual student.

Students must also understand that they are responsible for providing their own transportation in the event they need to leave the class/clinical facility.

Students are required to complete and maintain current information on the Emergency Care Form (See Appendix) with the campus secretary.

If a student becomes ill while in the clinical area, he/she must report to the instructor before leaving the facility.

STUDENT PREGNANCY/HEALTH

Students are required to inform the program coordinator as soon as pregnancy is ascertained.

A written release from the physician/nurse practitioner stating that the pregnant student may participate in the program without restrictions is needed. Any health condition that does, or might, impair a student's ability to carry out her responsibilities in the classroom or clinical setting must be reported to the Coordinator. The student's healthcare provider must certify that the student is able to fulfill all responsibilities, and that in so doing, the student is not endangering herself, fellow students, faculty, and/or patients.

MISSOURI STATE BOARD OF NURSING (MSBN) POSITION STATEMENT REGARDING HIV OR HBV INFECTION

The MSBN recognizes the serious implications the spread of HIV or HBV has on the health, safety, and welfare of the public, and the Board's mandated responsibility to the public for assuring safe and competent nursing care.

As mandated by Section 191.694 RSMo, 1992 all licensed nurses and nursing students shall immediately implement and adhere to the universal precautions recommended by the Centers for Disease Control in the care of all clients. All licensed nurses and nursing students who discriminate against a client on the basis of HIV or HBV infection, or makes HIV or HBV testing a condition of treatment, shall be subject to the denial of licensure or the disciplinary processes of the MSBN.

All licensed nurses and nursing students with HIV or HBV who perform invasive procedures are encouraged by the MSBN to voluntarily participate in the Department of Health's evaluation process. All licensed nurses and nursing students who violate a restriction or limitation placed on their practice by the Dept. of Health shall be subject to denial of licensure or the disciplinary processes of the MSBN.

It is the position of the MSBN that all licensed nurses and nursing students with HIV or HBV are entitled to the same reasonable accommodations guaranteed by the Americans with Disabilities Act.

ATTENDANCE POLICY

Regular attendance in class and clinical is considered essential. Cultivation of desirable work habits is as important as the development of nursing skills and reflects employer expectations of regular and punctual attendance. Students should be present and on time for all classes and clinicals. Any student receiving federal funds for tuition payments must agree to the terms of the attendance requirements. The Funding agencies will require monthly reports of a student's attendance.

Students are to call in before the start of class or clinical. If the student fails to call in for an absence, the student will be contacted and a review for dismissal will be evaluated. This is considered a "no call/ no show."

The program is divided into 3 individual trimesters. The total amount of time for absences and tardiness is calculated together and a running total recorded for each trimester. The student is responsible for knowing the status of their attendance.

Students who miss more than 20 hours in a trimester may be terminated from the program.

Students arriving late, leaving early, or leaving the classroom for any reason will be charged with a tardy. Tardies are calculated in 15-minute increments.

Extenuating circumstances are considered on a case by case basis.

All students are to contact the Program Secretary regarding any lateness or absence before it occurs and the classroom/clinical instructor will be informed. This is the responsibility of the student and they are to leave a message if there is no answer. When in clinical, students must also follow the direction of the clinical instructor if they are going to be tardy or absent. If a student is going to be absent from clinical, they **MUST** speak with their instructor and call the secretary at their assigned campus.

The faculty is aware that true-life emergencies do exist. Whenever possible, faculty will work with students. However, true life emergencies do not include:

- Scheduling work during class or clinical hours.
- Non-emergent physician or dental appointments for self or for those under the care or custody of the student.

If a student exceeds the 20 hours of absence/tardiness in a trimester, the student will be required to petition the school to remain in the program. A written petition documenting how and why the absences and/or tardiness were reached must be submitted to the Coordinator/On-Site Coordinator by the end of the next scheduled class day after the final absence. The student will include a plan of action outlining how one will avoid absences in the future and why one should be allowed to remain in program.

Once the 20 hours are exceeded, the student's status will require special consideration and will be reviewed by a committee consisting of the program coordinator and course instructor. Within 3 business days of the receipt of documentation, the committee will evaluate the

circumstances and arrive at a decision. Students will only be allowed a total of up to 30 hours after a petition for attendance in each trimester before being considered for dismissal from the program.

At any time, documentation may be requested to validate absences/tardiness.

At the discretion of the clinical instructor, a student who has notified the instructor of the probability of tardiness which does not exceed thirty (30) minutes may be allowed to begin the clinical day after the appointed time, otherwise the student is sent home and charged with an 8-hour absence. All time missed is calculated and documented towards the total trimester absences.

A student who demonstrates a pattern of unprofessional behavior characterized by chronic tardiness will be assigned a failing grade for that clinical rotation. An overall pattern of tardiness may result in suspension and/or dismissal from the program.

Students must attend full clinical days (which is an 8-hour day). Attendance in the clinical environment is mandatory. There is no excused absence in the clinical environment; however emergencies do occur, and will be evaluated on a case by case basis.

Orientation (Day 1) is mandatory for all clinical facilities. Missing orientation may result in the student missing the entire clinical rotation or possible suspension from the program

Clinical hours are a requirement for graduation. It is necessary for each student to have a backup plan for transportation and/or childcare so that clinical absences may be avoided.

Non-emergent appointments for self or family are not excused.
Clinical attendance is mandatory for all clinical nursing courses.

ATTENDANCE RECORDING

Individual attendance sheets will be kept on each student. Each sheet will contain the attendance record for one (1) trimester. At the end of each trimester, total hours absent will be calculated, and will be filed in the student's permanent record. The hourly total from the prior trimester (or trimesters) will be recorded on the new sheet so that a running total of all hours missed (for the year) can be calculated at a glance.

Attendance recording forms are to be signed weekly by the students and witnessed by faculty or staff.

INCLEMENT WEATHER POLICY

If Applied Technology Services Practical Nurse Program is closed due to inclement weather, announcements are made on:

KTVI-TV	Channel 2
KMOV-TV	Channel 4
KSDK-TV	Channel 5
KMOX-AM	(Radio Station 1120 AM)

We will be listed as Special School District (SSD). If the school is cancelled, clinicals are also cancelled. Announcements can also be accessed on the web sites for the above media.

Classes and clinicals are cancelled when SSD closes the Vocational Technical High Schools (North and South County Tech). In addition, program closures may be listed as:

MET Center

South Tech High School

Make-up days are included in your student schedule if they are needed. If the number of days exceeds the number of makeup days, additional dates are announced.

CLINICAL POLICIES

STATEMENT OF CONFIDENTIALITY

Students are required to sign a Statement of Confidentiality. This form serves as an acknowledgement of a student's responsibility to keep confidential all information regarding clients in a facility. Additionally, students must agree not to discuss any confidential information except with authorized clinical staff. It also states that students may only access information on their assigned client. Confidentiality is a mandate of federal laws and the program's Affiliation Agreement with each facility. Some clinical facilities may require the student to complete HIPAA training and/or sign an additional statement of confidentiality.

Failure to maintain client confidentiality will result in dismissal from the program.

HIPAA STATEMENT

Students are required to sign a HIPAA Statement. This statement acknowledges that students have received training on the regulations of the Health Insurance Portability and Accountability Act (HIPAA) and that they understand that failure to follow the federal guidelines will result in dismissal from the program.

FERPA STATEMENT

Students are required to sign FERPA, the statement listing students' educational rights. (See Student Forms Section.)

CLINICAL OBJECTIVES

Clinical experiences are planned to provide the student with the opportunity to apply knowledge and skills to clinical practice with actual clients. Specific objectives must be met for each clinical experience. From time to time, clinical objectives may be met in clinical simulation lab.

CLINICAL EXPECTATIONS

Clinical facilities/lab sites are considered classroom or campus "extensions" and, as such, all program policies apply, in addition to honoring facility rules and regulations. Refer to course syllabi for specific information. Absolutely no headphones, Bluetooth, or similar devices are allowed in a clinical setting.

Students enrolled in the Applied Technology Services Practical Nursing Program represent the program, their classmates, and the nursing profession to the public, clients, visitors and facility staff. Therefore student conduct, dress, and appearance are important at all times. Also due to the nature of the work performed, cleanliness and neatness are extremely vital.

Students who engage in misconduct are subject to various sanctions, up to and including dismissal from program (see Professional Behavior section).

PRE & POST CONFERENCES

Pre- and post-conferences are an integral part of the curriculum and students will be evaluated on participation in conferences.

Pre-conference is held prior to giving client care. The purpose of this conference is to:

- Present and clarify the objectives for the day's clinical experience.
- Discuss individual questions regarding client assignments, diagnoses, and medications.

The post-conference is held at the end of the clinical experience and will last approximately 1 hour. The purpose of this conference is to:

- Analyze clinical experiences and share learning experience with others.
- Correlate theory to clinical practice.
- Provide an opportunity to identify, clarify and explore nursing problems.
- Provide for active participation of each student.

Conferences are informal, and spontaneous discussion is encouraged. Each student is expected to participate by contributing and sharing his/her clinical experiences related to the objective and focus of the experience as it relates to course theory.

CLINICAL ORIENTATION

With each new nursing course (exception: specialty clinical rotations), you will be rotated to several different clinical agencies and different nursing units within each agency. Specific information will be announced in your current nursing class as to when and where to meet for clinical orientation. Usually you will meet in the main lobby of the assigned agency, unless instructed otherwise. Your clinical instructor will make arrangements for orientation and a tour of your assigned unit.

Students will generally attend two clinical days per week, usually from 7:00 am to 3:30 pm, or 1:00 to 9:00 pm, depending on the clinical rotation. As it is in working in the nursing field, days of the week and hours/shifts at clinical sites may vary. Students will be given notice of these changes as soon as possible.

The clinical instructor will bring the following to each clinical orientation for discussion and explanation:

- Clinical handouts (as applicable),
- Clinical rotation schedule (may be provided in advance),
- Clinical evaluation tool,
- Assigned agency phone numbers.

The student responsibilities include:

- Clinical course syllabus,
- Clinical registration from Moodle,
- Necessary clinical supplies and course binder.

CLINICAL CLIENT ASSIGNMENTS

Student clinical assignments are based on the instructor's evaluation of the student's ability to safely manage the care of that client, and the objectives for the course. Students are expected to accept the client assignment made by the instructor and provide patient care as directed. As one progresses, the level of competence, knowledge and performance of the student is expected to increase.

A refusal of a reasonable patient assignment or procedure may result in termination from the program.

CLINICAL UN-PREPAREDNESS

The clinical instructor will determine the level of student preparedness. Any student who is unprepared to safely fulfill his/her clinical assignment will not be allowed to participate in clinical. Once the student has been informed by an instructor that he/she is unprepared, the instructor will notify the onsite coordinator and/or program coordinator and the student will be expected to leave the clinical area and report to their respective campus Site Coordinator. Absence due to clinical un-preparedness will be recorded as an eight-hour absence and further counseling and/or dismissal may result.

CLINICAL UNSATISFACTORY & CLINICAL UNSAFE

A "Clinical Unsatisfactory" grade is defined as: failure to adequately meet clinical course objectives and/or failure to progress in a manner appropriate to the enrolled course. Students are expected to progress with competence and knowledge as one moves through the program. A grade of clinical unsatisfactory may result in failure of the course. Refer to the course syllabus.

Tardiness later than 30 minutes may also result in a "Clinical Unsatisfactory" for the day.

A "Clinical Unsafe" grade is defined as: behavior that demonstrates a consistent lack of accountability, understanding of basic principles, or disregard for client safety; dishonesty, falsification, or intentional misrepresentation of any act related to client care; or any single act of a severe or unsafe nature. The "Unsafe" status may result in failure of the course.

WRITTEN CLINICAL ASSIGNMENTS

All written assignments must receive a minimum grade of 75% to be considered satisfactory. The specific assignment will be determined by the course objectives. Incomplete assignments must be redone to meet the minimum grade before a course grade will be given and submitted as directed by the instructor.

MALPRACTICE INSURANCE

Malpractice insurance is provided for every student. This insurance only covers the student during program supervised clinical hours. The cost of this insurance is covered in the cost of tuition.

DRESS AND APPEARANCE

Uniforms are provided by the program-designated vendor. No alterations are to be made to the uniform. The student uniform is to be worn in the classroom and at all times when on duty in the hospitals or clinics, unless otherwise instructed. The program's designated uniform must be neat in appearance and in good repair at all times.

STUDENT UNIFORM AND SKILLS LAB NURSING BAG

The uniform and skills lab nursing bag consist of:

1. Royal scrub top and royal scrub pants (approved by program officials) with embroidered program logo. The student may elect to wear a plain white tee-shirt or turtleneck underneath the scrub top.
2. White shoes (no clogs, mesh or canvas shoes) – predominantly white with minimal color which is small and discrete.
3. White hose/white socks
4. Identification name pin
5. Bandage scissors, gait belt, blood pressure cuff, pulse oximeter (provided in Applied Tech nursing skills bag)
6. Pen light
7. Hand sanitizer
8. Dependable watch with second hand
9. Black sharpie pen and black ink pen
10. Drug reference book

CLASSROOM DRESS CODE PRIOR TO RECEIVING UNIFORMS

Business casual and/or scrubs may be worn in the classroom until program uniforms arrive.

- Frayed, torn clothing with holes or sagging jeans are not allowed.
- Mini-skirts*, short-shorts*, pajamas, halter tops, spaghetti straps or low cut tops are not acceptable.
- Closed toe shoes that completely cover the foot are required.
- Items of clothing must not have profane or obscene messages or logos on them.
- If leggings are worn, they must be worn with a blouse that reaches down to one's fingertips which when extended, touch the hem of the blouse.
- Head gear of any kind, unrelated to religious affiliation, may not be worn inside any building on school time.
- Headbands are limited to two inches wide.
- Undergarments must not be visible. The midriff, buttocks and breasts must be completely covered.
- Student identification must be worn at all times at both campuses.

On unscheduled class days if on campus, the student must be dressed as described in this section.

****Short is defined as not reaching one's fingertips when the arm is at rest at one's side when standing.***

DRESS CODE/CLASSROOM AFTER RECEIVING UNIFORMS

Students must wear the uniforms purchased from the program-designated vendor. No alterations are to be made to the uniform. The student uniform is to be worn in the classroom and at all times when on duty in the hospitals or clinics, unless otherwise instructed. The program's designated uniform must be neat in appearance and in good repair at all times.

The student uniform/equipment shall consist of:

1. Royal scrub top and royal scrub pants (approved by program officials) with an embroidered program logo. The student may elect to wear a plain white shirt or white turtleneck underneath the scrub top.
2. Closed toed shoes that completely cover the foot are required.
3. Identification name pin and student ID.
4. Hair will be neatly combed. Head gear of any kind, unrelated to religious affiliation, may not be worn inside any building on school time.
5. Appropriate underclothing must be worn.
6. Makeup is allowed, but should not be excessive. Perfume or strong-smelling soaps or deodorants are not allowed while in class or clinical.
7. The instructor will address students not complying with the dress code.
8. A student in violation of the dress code may be sent home and must return to class in compliance with dress code. Time missed for class will be deducted and any missed assignment is forfeited.
9. The SSD photo ID badge must be worn above the waistline and be visible at all times.

Students who appear in the classroom with a grossly wrinkled or disheveled, soiled uniform, with obvious uniform infractions and/ or (ex: ankle seams slit, torn pockets, etc.), or wearing items of clothing not part of the uniform (example - t-shirts with logos or potentially offensive language or images) will not be permitted to remain in class or clinical until their appearance complies with the dress and appearance policy. The uniform violation will be verbally addressed and documented in the student's file.

Repeated infractions example: (two or more infractions from above) may warrant a formal counseling from the instructor. The counseling is placed in the student's file.

DRESS CODE IN CLINICAL

1. No jewelry except a wedding band and one pair of small stud earrings may be worn. Visible body piercing and gauges must be removed prior to coming to clinical, i.e. tongue, nose, lip, eye, face, etc.
2. Hair will be worn above the collar and will be neatly combed. Hair color must be natural, i.e. no pink, green, or similar unnatural colors.
3. Appropriate underclothes must be worn.
4. White closed toe shoes only are allowed, and will be polished, have clean laces, and be in good repair. Clogs or canvas shoes are not permitted.
5. The student's name pin will be worn on the uniform at all times. A picture ID is mandated by several facilities. This ID will be provided at no cost. The SSD photo ID badge must be worn above the waistline and be visible at all times. If this item is lost,

the student must replace it within seven (7) days or they will not be allowed to attend clinical.

6. Makeup is allowed, but should not be excessive. Perfume and overly strong soaps and deodorants are not allowed in the clinical area.
7. In compliance with the dress codes for the clinical agencies, all visible tattoos must be covered.
8. Acrylic nails, overlay or any type of artificial nails, are not allowed during the nursing program in **ANY** classroom and clinical setting. Nails must be short (no more than ¼ inches) and only non-chipped clear nail polish may be worn.
9. No gum chewing is allowed in **ANY** clinical area.
10. A student in violation of the dress code:
 - a. Will be sent home and the hours missed will be applied to his/her attendance record.
 - b. An “unsatisfactory” in the area of “Professionalism” will be recorded on the student’s clinical evaluation for the day.
 - c. Subsequent violations within the clinical rotation may result in a clinical failure for the day and possible failure of the clinical component of the course, which may lead to dismissal from the program.

Students who appear in clinical with a grossly wrinkled or disheveled, soiled uniform, with obvious uniform infractions (example: ankle seams slit, torn pockets, etc.), or wearing items of clothing not part of the uniform (example: t-shirts with logos or potentially offensive language or images) will not be permitted to remain at the clinical site. The uniform violation will be verbally addressed and documented on the clinical evaluation tool. The student will be sent home. The student may receive an eight (8) hour clinical absence for uniform violations.

For minor infractions, students will be verbally counseled and the discrepancy will be fixed on the spot. This will be reflected in the Clinical Evaluation Tool. The same violation that occurs another time will result in a “U” unsatisfactory on the clinical evaluation. A rating of “U” (unsatisfactory) on 2 areas of the evaluation on any one clinical day is a clinical failure for the day. Two (2) clinical day failures in one clinical rotation may result in failure of clinical and course failure.

Repeated infractions (two or more in one rotation for excessive jewelry, etc.) would warrant a formal counseling from the instructor. The counseling is placed in the student’s file. Three counseling forms within the same rotation may result in clinical failure, and thus constitutes course failure which would result in the student being dismissed from the PN program.

STUDENT IDENTIFICATION CARD

Each new student will have a photo ID taken at South Technical High School on a day to be designated. This ID will be given at no charge. Students **MUST** wear IDs at all times while on campus or at clinical sites. Failure to wear the ID is considered non-compliance of the uniform code.

CLASSROOM POLICIES

- No food will be allowed in the classroom. Boxed or bagged food needs to be stored in personal lockers. Bottled drinks or drinks in covered containers are allowed in class.
- Students are to keep their books, personal property, boxed or bagged food, etc., in the area provided for this purpose, i.e. lockers.
- Parking in a designated area is available for any student who drives a car to program/clinical site. Permits may be necessary according to facility regulations.
- Smoking is permitted only in designated areas of the specific locations. South Tech High School is a “Smoke-Free Campus.”
- Students are to report to class or the clinical area clean and well groomed. Personal cleanliness is of the utmost importance.
- The faculty reserves the right to search private property of the student in the presence of a witness, with consent of the student, if circumstances indicate that such action be taken.

STUDENTS WILL CONDUCT THEMSELVES IN A MANNER BECOMING OF THE PROFESSION AT ALL TIMES. FAILURE TO ABIDE BY THE STANDARDS OF THE PROFESSION MAY RESULT IN COUNSELING OR PROGRAM DISMISSAL.

Standards of the Nursing Profession:

- ***Treats individuals with compassion and respect***
- ***Committed to serving others***
- ***Demonstrates accountability and responsibility for actions.***
- ***Contributes to personal and professional growth***
- ***Maintains genuine character and integrity***
- ***Works collectively with classmates to maintain an ethical environment in the classroom setting that is conducive for learning.***

PRIVACY RIGHTS OF STUDENTS

Applied Technology Services Practical Nurse Program is committed to protecting the privacy rights of students. In general, student records, grades or general information are not released to anyone other than the student. An exception to this policy is the attendance and progress recording sheets that are mandated by the Department of Elementary and Secondary Education (DESE). If the student needs personal or academic information to be forwarded to a third party, the student must put this request in writing. This policy also applies to requests for transcripts.

The program will take phone messages for students in an emergency situation, but will not provide families or friends with the means to contact the student. If students want anyone to know how to locate them, the student will personally need to inform them.

STUDENT RECORDS

All information submitted to the program as a part of the application process becomes the property of the program.

Instructors will maintain cumulative student class records throughout the program year. The records will include information on courses taken, test grades, attendance, tardiness, and any other information deemed pertinent by the faculty for each student.

When the student completes the program, a final summary of the student's cumulative record will be placed in his/her permanent file. One copy will be maintained in the fire-resistant files in the facility.

High school transcripts or GED scores will not be returned to the student upon graduation. These are required by state and federal financial aid examiners and maintained in the student files.

The program will release transcript records after graduation only with written authorization from the graduate and only if all financial obligations of the student have been met.

LIVING AREA FACILITIES

There is no provision for housing. Students must provide for their own housing while participating in the program.

SKILLS LABORATORY AND SIMULATION ENVIRONMENT

The Skills Laboratory is designed to provide LPN students opportunities to master nursing skills essential for competent nursing practice. It is a setting where students can develop confidence in learning basic principles for a wide variety of nursing skills.

Skills progress from simple to complex as students advance in the program. As students learn and understand the underlying principles, they will be able to adapt these skills in the clinical setting.

All supplies are simulated and unfit for human use.

Student responsibilities in the Skills Lab are:

- Participate in all scheduled lab sessions and receive a satisfactory grade on all skills check-offs.
- Leave the client area and Lab neat and report any broken equipment or missing items to the instructor. Assist staff with cleaning the area and returning it to a clean and neat learning area.
- Do not consume food in the skills lab.
- Do not sit or lie on beds unless participating in a demonstration.

The Laboratory is equipped with life-size mannequins, skills equipment, and supplies. Students practice psychomotor skills from basic to more complex skills such as urinary catheterization and tracheotomy care. Students are supervised by faculty when in the Laboratory.

NOTE: Faculty will give student guidelines for expectations and behaviors expected in the Skills Lab.

COMPUTER USE

ADAPTED FROM SPECIAL SCHOOL DISTRICT POLICY EHB: ADOPTED 3/9/2009, REVISED 5/8/2012

The Computer Lab is open to students during normal business hours. There are some exceptions (ex. if computer area reserved by an instructor for teaching or testing purposes or admission testing is scheduled). Students are not to utilize the library during normal classroom hours, without instructor permission. Students are given the access code and can use the computer to research pertinent topics, work on a resume, develop spreadsheets, and access their email. Non-professional use of the computers violates program policy.

No food or drink is allowed in the computer lab/library computer room.

Pornographic sites are not to be accessed on campus and doing such may result in termination from the program.

Any manipulation, or attempted manipulation of program computers, printers, network equipment, or program software program that would alter the normal operation of the equipment or program in any way is prohibited and will result in termination from the program. Specifically, students are prohibited from the following activities:

- **Breaking into software on the computers.**
- **Changing a password that is not their own.**
- **Engaging in any activity which disrupts the use of the network.**
- **Having food, candy, gum, or drinks in any computer lab.**
- **Loading personal software into program computers or into the program network.**
- **Modifying, damaging, or stealing equipment.**
- **Playing games on program computers.**
- **Sharing network files with other students unless authorized to do so by the program coordinator.**
- **Transferring equipment from one computer to another.**
- **Using profane, obscene vulgar language or graphics.**
- **Viewing or downloading any internet graphics or sounds that are not part of a program assignment.**
- **Using social networking sites for personal reasons, personal shopping sites, and accessing non-program sites.**

There is no privacy on the program's computer systems. SSD has the technology to monitor the student's activities, and will do so on occasion. Random searches will be made for documents, which contain unacceptable language or activities. Only academic or approved matters should be contained in any student computer files.

Violation of these rules may result in loss of computer privileges or dismissal from the program. Please refer to the technology usage handout and signature page in the Student Forms section.

Student copying of internet/computer materials and textbooks is not allowed. Copying from program copy machines and/or computers without approval may result in counseling and/or dismissal.

A student who acts in an unethical or unprofessional manner on a test or an assignment, or who has any other incident of unethical or unprofessional behavior violating the above computer policies may be dismissed from the program.

GRADUATION

Students who have satisfactorily completed all of the requirements of the program will be eligible to receive the program pin, certificate, transcript, and participate in the formal graduation ceremonies.

Any student who has an outstanding financial obligation to the program may participate in the graduation ceremonies but will not receive a certificate or transcript copy and will not be endorsed to sit for the NCLEX until the financial obligation is satisfied.

GRADUATION CEREMONY

The graduation ceremony is planned under the direction of faculty members. This event will be held in an SSD building. The faculty will provide the guidance so that the students may host the event for their families and friends. The secretarial staff will assist the students in the program design and printing. *Pomp and Circumstance* is used for the graduation music. Student and faculty speakers will be approved by the site coordinator. If formal pictures are scheduled for the class, they must be completed after the end of the ceremony and the cost will be borne by the students.

LICENSURE

The license to become a Licensed Practical Nurse (LPN) is obtained by meeting the requirements for graduation from a program of Practical Nursing, approved by the Missouri State Board of Nursing, and by meeting the requirements set forth in the Missouri Nurse Practice Act, Section 335.066.

Successful completion of the program does not guarantee eligibility to take the licensure examination.

FINANCIAL AID

Financial aid refers to scholarship, grant, loans, and work opportunities that assist students in meeting their college expenses. At Applied Technology Services, financial aid is a grouping of federal, state and institutional programs that are administered in accordance with federal and state regulations and scholarship criteria. The basic philosophy of these programs is the belief that parents and students have a primary responsibility and obligation to assist in meeting educational costs which remains after the student's and family's resources are taken into consideration.

ELIGIBILITY FOR FINANCIAL AID

To qualify and maintain eligibility for financial aid programs at Applied Technology Services, the applicant must meet the following criteria:

- Be a U.S. citizen or an eligible non-citizen of the United States. (See the FAFSA for definition of an eligible non-citizen.)
- Have obtained a High School Diploma or G.E.D. and be enrolled at Applied Technology Services.
- Have demonstrated financial need. Maintain satisfactory academic progress.
- Must be registered with the Selective Service if applicant is a male, at least 18-25 years old, and is not a current member of the active armed forces. (Permanent residents of the Federated States of Micronesia, the Marshall Islands, or Palau are exempt from registering.)
- Be enrolled in a program leading toward a degree or certificate.
- Not be in default on any student loan or owe a refund on any grant made under Title IV of the Higher Education Act of 1965, as amended, at any institution and not be more than 90 days delinquent in repaying a consolidated loan.
- Have a valid Social Security Number (SSN), which you provide in order to be considered for Federal Student Aid. If you do not provide your SSN, the FAFSA will be returned unprocessed.
- Must not be receiving financial aid from another institution for the same enrollment period.

TYPES OF FINANCIAL AID AVAILABLE

Two major types of aid are available to APPLIED TECHNOLOGY SERVICES students:

- GRANTS are gift awards that need not be repaid.
- LOANS are borrowed money that must be repaid.

GRANT PROGRAMS

FEDERAL PELL GRANTS

The Federal Pell Grant provides funds to eligible undergraduate students. All students applying for other forms of federal or state aid must apply for this grant. When it appears that the student is eligible, a Federal Pell Grant award will be included in the financial aid package.

DIRECT LOAN PROGRAMS

The federal government provides low-interest loans to students who must borrow to meet the cost of education.

Direct Loans can be completed by visiting the Direct Loan Web Site at <https://studentloans.gov>. However, prior to completing an application, students must meet FAFSA application requirements and be familiar with the following loan information.

Upon completion of the Free Application for Federal Student Aid, you may qualify for a Direct Loan. The federal government offers both subsidized and unsubsidized Loans. These are low interest loans created to help you pay for your education. You may request the type of loan you want, however, the Financial Aid Office will make final determination of which loan type(s) you are eligible to receive. Loan amounts available are shown later under Borrowing Limitations.

The Subsidized Loan is based on financial need, which is determined by using a federal formula. A loan is subsidized when the government pays the interest for you during the following periods:

- While you are enrolled in program at least half time.

The Unsubsidized Loan is not subsidized by the government; the student is responsible for all interest, which accrues during in-program, grace, and deferment periods. You may choose to make interest payments while in program or you may defer the interest until repayment when the interest will be added (capitalized) to your principal balance.

The maximum amount of the loan is \$6,000.

The interest is unsubsidized which means it starts to accumulate the first day of the loan. You can choose to pay this as you go to college or have it added back into your loan (capitalized) when you leave college.

DELIVERY OF LOAN PROCEEDS

Student loan lenders are required to disburse all loan proceeds in at least two payments, to the program. The program will verify you are still enrolled at least half time and making satisfactory academic progress.

BORROWING LIMITATIONS (EFFECTIVE JULY 1, 2008)

You may borrow from both programs (subsidized and unsubsidized) as long as the combined loan amount does not exceed the maximum allowed per grade level. Federal regulations require you to apply for the subsidized loan first. Any additional eligibility will be an unsubsidized loan but cannot exceed your total cost of attendance minus the combined financial aid you are receiving.

DEPENDENT STUDENTS

Grade Level	Subsidized	Additional Unsubsidized	Maximum Allowable (Total)
1 st year	\$3,500	\$2,000	\$5,500

INDEPENDENT STUDENTS

Grade Level	Subsidized	Additional Unsubsidized	Maximum Allowable (Total)
1 st year	\$3,500	\$6,000	\$9,500

MISSOURI FINANCIAL AID PROGRAMS

Most states offer financial aid programs in addition to those funded by the federal government. Missouri has several programs available that are administered through Missouri Department of Higher Education (MDHE). A complete guide to Missouri programs is available at www.dhe.mo.gov in the Student Financial Aid section. A paper copy is available by calling MDHE at 1-800-473-6757.

FEDERAL FINANCIAL AID

Students must file the Free Application for Federal Student Aid (FAFSA) each academic year. Check with the Financial Aid Office for specific deadlines.

If students are eligible for a Federal Pell Grant or any other form of federal assistance that does not require repayment as determined by the FAFSA, these funds will be applied to the student's Applied Technology Services account first.

FEDERAL AND STATE PROGRAMS

Aid Program	Enrollment Requirement	Residency Requirement	Award Limits	Disbursement
Fed. Pell Grant	Must be a degree seeking undergraduate student	None	The amount is determined by the Federal Government through FAFSA. Students enrolled less than full-time will receive a prorated amount. Max eligibility is 600%	After receipt of a valid ISIR and completed FA file, the funds will be credited to the student account, following receipt of completed attendance form.

FEDERAL AND STATE PROGRAMS

Program	Eligibility	Award Amounts	Interest Rates	Lender/Length of Repayment
Direct Loans (subsidized and unsubsidized)	Undergraduate and graduate students; must be enrolled at least half-time*	Depends on grade level in program and dependency status Financial need is required for subsidized loans Financial need is not necessary for unsubsidized loans	Fixed rate of 6.8 percent for subsidized loans and 6.8 percent for unsubsidized loans made to undergraduate students Graduate students have a 6.8 percent fixed interest rate The federal government pays interest on subsidized loans during program. The borrower pays all interest on unsubsidized loans	Lender is the U.S. Department of Education; repay Department Between 10 and 25 years to repay, depending on amount owed and type of repayment plan selected
Direct PLUS Loans	Parents of dependent undergraduate students enrolled at least half-time* (see dependency status) Graduate or professional degree students enrolled at least half-time* Borrower must not have negative credit history	Student's Cost of Attendance* -Other aid student receives =Maximum loan amount	Fixed rate at 7.9 percent for loans first disbursed on or after July 1, 2006; borrower pays all interest	Lender is the U.S. Department of Education; repay Department Between 10 and 25 years to repay, depending on amount owed and type of repayment plan selected

INTEREST RATES ON FEDERAL STUDENT LOANS INCREASE FOR 2019-2020

Interest rates on federal student loans will increase by 0.595 percentage points for new loans made on or after July 1, 2018.

New federal student loan interest rates

The new fixed interest rates will be 5.045% on the Federal Stafford loan for undergraduate students, 6.595% for the Federal Stafford loan for graduate students and 7.595% for the Federal Grad PLUS and Federal Parent PLUS loans.

The fees remain at 1.066% for Federal Stafford loans and 4.264% for Federal PLUS loans, but may change on October 1, 2018.

What the increase in student loan interest rates means for borrowers

The increase in the interest rates will increase the monthly loan payments by about 2.8%, assuming a 10-year repayment term. For most borrowers that yields an increase of a few dollars a month.

The new interest rates do not affect existing loans, just new loans.

Formula for federal student loan interest rates

The interest rates on federal education loans are fixed, which means they remain the same over the life of the loan - but each year's new loans have a new interest rate. The new interest rate is based on the high yield of the last 10-year Treasury Note auction in May. The 10-year Treasury Note auction on May 9, 2018 had a high yield of 2.995%, up from 2.40% the year before.

The new interest rates may be calculated using the formula in this table.

Loan type	10 year Treasury Note	Increment	Cap	Fixed interest rate
Federal Stafford (Undergraduate)	2.995%	2.05%	8.25%	5.045%
Federal Stafford (Graduate)	2.995%	3.6%	9.5%	6.595%
Federal Parent PLUS	2.995%	4.6%	10.5%	7.595%
Federal Grand PLUS	2.995%	4.6%	10.5%	7.5995%

Article by Mark Kantrowitz, Publisher and VP Research

Updated 07/20/18lh

PROGRAM COSTS

1ST TRIMESTER

Tuition	\$5634.00
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OTHER ESTIMATED 1st Trimester COSTS

CPR Certification included in tuition	\$0.00
Name Pin	\$7.00
Watch with a Second Hand	\$27.99
Textbook	\$900.00 (approximate cost 1 st trimester)
Uniforms and Supplies	\$450.00 (approximate cost)
Approximate amount of supplies:	
Nurse Tote (includes supplies)	\$62.57
Stethoscope Kit	\$16.00-49.99 (dependent upon brand)
Pulse Oximeter	\$30.00
Shoes (White Leather)	\$69.99 (maximum, starts at \$49.99)
Royal Scrub Top with Logo, Pants, & White Scrub Jacket with Logo	\$187.00 (4 sets of tops/pants)
Nursing Cap	\$10.00
Nursing Pin (for men)	\$5.00
Approximate total for supplies	\$400.00

NOTE: The uniforms and accessory prices are estimated costs at the time this is published. If the student has the non-uniform items, stethoscope, watch, gait belt, pen light and bandage scissors, these items will not need to be purchased. The student must purchase the uniforms and name pin from the uniform provider designated by the program. Additional items may be purchased independently.

Estimated First Trimester Cost: \$6934.00

2ND TRIMESTER

Tuition	\$5633.00
Books	\$400.00 (approximate cost)

Estimated Second Trimester Cost: \$6033.00

3RD TRIMESTER

Tuition	\$5633.00
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Estimated Third Trimester Cost: \$5633.00

STUDENT RESPONSIBILITY –(NOT ADDED INTO PROGRAM COST)

Fingerprinting	\$53.00 (approximate cost)
MSBN Application Fee	\$41.00 (initial nursing license)
Proof of State Residency	Driver's license, state ID, etc.
Birth Certificate, Proof of Citizenship, or Proof of Qualified Alien Status	
Pearson Vue Testing Agency	\$200.00 (for administration of the NCLEX-PN examination after graduation)

TOTAL ESTIMATED PROGRAM COST \$18,600

REFUND POLICY

Students must provide an Official Notice of Withdrawal to the PN Program Coordinator. Refund calculations are based on the date of the student's Official Notice of Withdrawal.

Students who are dismissed or withdraw from the course during the first week of class will receive a refund of all tuition paid in excess of 20% of the full tuition charge for the course.

Students who are dismissed or withdraw from the course during the second week of class will receive a refund of all tuition paid in excess of 50% of the full tuition charge of the course.

Students who are dismissed or withdraw from the course after the last class meeting of the second week will receive no refund of tuition.

Payment for books, tools, uniforms, and supplies are non-refundable. These items become the property of the student at the time of purchase.

**APPLIED TECHNOLOGY SERVICES
PRACTICAL NURSING PROGRAM**

STUDENT FORMS

DRUG SCREENING

A five (5)-panel drug screen is required prior to admission. Additional screening may be requested if education is interrupted or reasonable circumstances warrant investigation. Students have been provided with a copy of the no tolerance policy for drugs and alcohol abuse for the Special Program District. A student who tests positive for any illegal substance, or drug that they do not possess a valid prescription for, will be terminated from the nursing program.

Student Name (printed): _____

Student Signature: _____

Date: _____

INSURANCE COVERAGE

It is recommended that all students have health insurance coverage. The student understands that they are responsible for any medical expenses incurred, even if the accident or illness is related to your student role.

Student Name (printed): _____

Student Signature: _____

Date: _____

BULLYING AND HARASSMENT

TAKEN FROM SSD POLICY: JFCF-R, ADOPTED 3/28/2017

Applied Tech Services, the adult education division of Special School District of St. Louis, prohibits all forms of bullying and student intimidation. Students participating in or encouraging inappropriate conduct may be suspended or dismissed from the nursing program. Any form of bullying violates the professional and ethical standards required for nursing.

Students who have been subjected to bullying, or any staff member or student witnessing bullying of another student will promptly report this occurrence when possible to the onsite coordinator by completing a Complaint Form for Reporting Harassment. The onsite coordinator will promptly investigate all complaints of bullying and will collaborate with the Coordinator to determine appropriate actions. Violation of this policy by ATS staff or students may result in disciplinary action for those staff or students up to and including termination.

BULLYING

Repeated and/or systematic attacks, including intimidation, unwanted aggressive behavior, or harassment of a student or multiple students perpetuated by individuals or groups with the intention to cause fear, distress, or harm that is either physical, verbal, written, or psychological/relational. In addition, bullying is characterized by a real or perceived imbalance of physical or social power between the aggressor and the target. Bullying interferes with the educational performance, opportunities, or benefits of a student or substantially disrupts the orderly operation of the classroom or school. Bullying can consist of physical actions, including violence, theft, property damage, or gestures, oral, electronic, or written communication, including name calling, put downs, extortion, or threats, or any threat of retaliation for reporting of such acts.

CYBERBULLYING

Sending or posting harmful or cruel text or images using the Internet, Facebook, Twitter, Instagram, Tumblr or any other social media sites or digital communication devices. Cyber-bullying shall also include the distribution by electronic means of a communication to one or more person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in the definition of bullying.

CYBER THREATS

Cyber threats are online materials that threaten or raise concerns about violence against others, suicide or self-harm.

HARASSMENT

The act of harassing another student is words and/or actions directed toward an individual that makes the person feel uncomfortable, intimidated, and/or annoyed. It can include verbal acts and written statements and many include the use of cell phone or internet. Harassment includes, but is not limited to, references made to a person based upon the person's gender, race, religion, or ethnic origin. Sexual harassment is unwelcome conduct of a sexual nature (ex. unwelcome sexual advance, requests for sexual favors or other verbal/nonverbal or physical conduct of a sexual nature). If a harassment charge is filed involving the student, an alternative educational arrangement may be made pending the completion of the investigation of the charges (See Harassment Complaint Form located in the Student Forms section.)

Students participating in or encouraging bullying, harassment, or intimidation of fellow students may be suspended or dismissed from the nursing program. Bullying violates the professional and ethical standards required for nursing.

I have read the policies above regarding bullying and harassment. I understand violation of any of these policies may result in suspension or termination.

Student Name (printed): _____

Student Signature: _____

Date: _____

COMPLAINT FORM FOR REPORTING BULLYING/HARASSMENT

Name: _____

Reporting Date: _____

Alleged Harasser(s): _____

Date of Incident: _____

Description of Bullying/Harassment:

Location of Incident: _____

Reported to: _____

(Program coordinator, site coordinator, teacher, or staff)

Signature of Student: _____

Action Taken:

Signature: _____

(Applied Technology Services Representative)

Title: _____

Copy: To student's file

**ELECTRONIC COMMUNICATION SYSTEMS
ACCEPTABLE USE AGREEMENT**

I have received a copy of Special School District Policy EHB regarding Technology Usage. I agree to abide by the provisions of that policy. I understand that violation of this policy may result in disciplinary action against me including but not limited to suspension or revocation of access to District technology and electronic communication, and/or suspension or dismissal from school. I understand that use of the District's technology resources is not private and that the District may monitor use of its systems, including but not limited to accessing browser logs, e-mail logs and history-of-use files. I understand I am responsible for any unauthorized costs arising from my use of the District's technology resources. I understand that I am responsible for any damages I cause due to my use of the District's technology resources.

Student Name (printed): _____

Student Signature: _____

Date: _____

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

Special School District of St. Louis County, Missouri

The Family Educational Rights and Privacy Act (FERPA) gives students certain rights with respect to the student's educational records. They are:

- The right to inspect and review the student's educational records within 45 days of the day the district receives a request for access. The written request for records should be submitted to the Special School District Practical Nursing Program Coordinator.
- The right to request amendment of the student's education records that the student believes is inaccurate or misleading, or otherwise in violation of the student's privacy under FERPA.
 - Eligible students who wish to ask the Special School District to amend a record should write the Practical Nursing Program Coordinator, clearly identify the part of the record they want changed, and specify why it should be changed.
 - If the district decides not to amend the record as requested, the eligible student will be notified of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided when notified of the right to a hearing and can be obtained through the Special School District Director of Legal Services.
- The right to provide written consent before disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes certain disclosure without consent. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information and disclosures to the eligible student, FERPA requires the school to record the disclosure. Eligible students have a right to inspect and review the record of disclosures.

A district may disclose personally identifiable information from the education records of a student without obtaining prior written consent of the eligible student:

1. To other school officials, including teachers, within the district or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the district has outsourced institutional services or functions.
2. To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer.
3. To authorized representative of the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State of Missouri. Disclosures under this provision may be made in connection with an audit or evaluation of Federal-or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation or enforcement or compliance activity on their behalf.

4. In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid.
5. To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released.
6. To organizations conducting studies for, or on behalf of, the district in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction.
7. To accrediting organizations to carry out their accrediting functions.
8. To parents of an eligible student if the student is a dependent for IRS tax purposes.
9. To comply with a judicial order or lawfully issued subpoena.
10. To appropriate officials in connection with a health or safety emergency.
11. Information has been designated by the school as "directory information."

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington D.C. 20202.

As noted above, the Family Educational Rights and Privacy Act (FERPA) requires that the Special School District, with certain exceptions, must obtain written consent prior to the disclosure of personally identifiable information from a student's educational record. However, the Special School District may disclose appropriately designated "directory information" without written consent, unless the eligible student has advised the District to the contrary in accordance with District procedures. Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without an eligible student's prior written consent.

If the eligible students do not want the Special School District to disclose directory information from the student's education records without prior written consent, they should notify the Special School District Practical Nursing Program Coordinator in writing. The Special School District has designated the following information as directory information:

- student's name
- address
- telephone listing
- electronic mail address
- photograph
- date and place of birth
- dates of attendance

- degrees, honors, and awards received
- the most recent educational agency or institution attended

I have read the above FERPA document and agree to its terms and provisions for my educational privacy.

Student Name (printed): _____

Student Signature: _____

Date: _____

CLASSROOM ETIQUETTE STATEMENT OF UNDERSTANDING

1. I expect everyone to respect each other. We may have differences of opinion, but we must respect those differences.
2. I expect to come to class prepared, to ask questions and discuss the material daily. I will be an “active” learner.
3. During lectures, I will refrain from carrying on other conversations, sleeping, snoring, or any activity that will prevent understanding of the material being presented. If I am sleeping, it will be documented by my instructor and the instructor will talk with me or I can initiate the conversation. I understand that the instructor may attach consequences to the above behaviors.
4. If I have a comment to make about the topic, the instructor will call on students one at a time.
5. Class starts at 0800. I am expected to be in my seat, ready to take notes at 0800. If I am not physically present in the classroom, I am tardy. If I am tardy I will obtain a tardy slip from the Site Secretary. If I have to leave early from class I will obtain a dismissal slip from Site Secretary.
6. I am expected to return from breaks on time. If for some reason I cannot manage to return to class on time, I will enter the classroom as quietly as possible.
7. When I am absent, it is my responsibility to obtain the notes from my peers. Also, it is my responsibility to obtain handouts and/or outlines from the instructor. However, it is not the instructor’s or secretary’s responsibility to copy peers’ notes for me. If absent, I need to contact the instructor regarding material missed and any makeup required.
8. If I am absent or will be late, I will contact the secretary or clinical instructor.
9. Cell phones and all electronic media must be turned off when in class and clinical. During tests, no one may use the cell phone or any electronic device.
10. I will keep my desk and the classroom neat. I will discard any items in the proper containers.
11. I will speak and act respectfully to everyone at all times.
12. If I disagree with the way an exam or question is worded or graded, or if I think a grade on a paper is inappropriate, I am welcome to discuss them with the instructor in the office in a courteous way. I will not take up valuable class time with personal disagreements.
13. Meals may be eaten outside the classroom during lunch break or prior to class. Once classroom activities start, I may have a drink with a lid.
14. I am not to get up and leave during lectures and in clinical settings except with instructor approval. I must wait until break time.
15. Once a test is completed, I will quietly leave the room and not return until all students have finished the exam.
16. It is my responsibility to calculate my own grades. The grading system is outlined in each class syllabus. I will not ask my instructors to compute my grades.
17. If one of my grades falls below 80%, it is my responsibility to contact the appropriate instructor to seek assistance. I should set an appointment in advance for such assistance.

18. If any of my personal contact information should change, I will notify the Program Secretary promptly. This includes my legal name, my address, my phone number, or the contact information for individuals listed as my emergency contacts.
19. It is my responsibility to be familiar with all of the Student Handbook policies and syllabus requirements for each class and clinical rotation and abide by such.

I have read and understand the above classroom regulations and agree to abide by them.

Student Name (printed): _____

Student Signature: _____

Date: _____

NOTE: Seating arrangements are under the direction of the instructor and may be changed during the academic year or altered during tests/examinations, etc.

EMERGENCY CARE FORM

In the classroom or in a non-acute care facility, 9-1-1 will be called in case of emergency involving the health of a student. When in an acute care facility, the student will be taken to the emergency department of that facility.

I understand that Special School District of St. Louis County is not liable for any injuries. The cost of medical care is borne by the individual student.

I also understand that I am responsible for providing my own transportation, in the event I need to leave the class/clinical facility.

If ambulance transport is not needed or refused, the following person or persons may be contacted and will be available to provide transportation (please print):

_____ Relationship to Student _____
Emergency Contact #1
Home Phone _____ Work _____ Cell _____

_____ Relationship to Student _____
Emergency Contact #2
Home Phone _____ Work _____ Cell _____

Student Name (printed): _____

Student Signature: _____ Date: _____

Faculty and/or classmates are not available to provide transportation. If necessary, I will pay to be transported by taxi.

Note: Immediately inform the program secretary of any changes in the above information.

STATEMENT OF CONFIDENTIALITY

I acknowledge my responsibility to keep confidential all information regarding clients in a facility. I agree not to discuss any information except with authorized clinical staff. It is also understood that I may only access information on my assigned client. I am aware that confidentiality is a mandate of federal laws and the program's Affiliation Agreement with each facility.

Failure to maintain client confidentiality will result in dismissal from the program.

I have read and understand the above Statement of Confidentiality.

Student Name (printed): _____

Student Signature: _____

Date: _____

HIPAA STATEMENT

I acknowledge that I have received training on the regulations of the Health Insurance Portability and Accountability Act (HIPAA). I understand that failure to follow the federal guidelines will result in dismissal from the program.

Student Name (printed): _____

Student Signature: _____

Date: _____

STUDENT RESPONSIBILITIES

- Adhere to the attendance requirements
- Earn their grade and keep track of their grades and how to calculate them.
- Contact the appropriate instructor if missing class to obtain materials distributed.
- Maintain current personal contact information with the Program Secretary and promptly notify her of any changes in legal name, address or phone number, or if emergency contacts change.
- To be familiar with Student Handbook policies and syllabus requirements for each class and clinical rotation throughout the PN Program and follow such.
- Study on campus with faculty on Fridays in the second and third trimester, as needed.
- Contact the appropriate instructor to meet if grades are below 80% to seek assistance.

Student Name (printed): _____

Student Signature: _____

Date: _____

CLINICAL GUIDELINES STATEMENT OF UNDERSTANDING

As a student of Applied Technology Services Practical Nursing Program, you are responsible for abiding by the following clinical guidelines. They are as follows:

ALL invasive or sterile procedures must be supervised by the clinical instructor or a nurse designated by the instructor.

Examples of “invasive and/or sterile” procedures would include straight or Foley catheterizations, I.V. insertions, deep suctioning, NG tubes, dressing, etc.

Administration of all medications, regardless of route, must be supervised by the instructor or a designee chosen by the instructor.

Noncompliance with guidelines will result in a clinical failure for the day and may result in termination from the Practical Nursing Program.

Student Name (printed): _____

Student Signature: _____

Date: _____

Instructor Name/Signature

Date

GRIEVANCE POLICY

Students who wish to dispute a policy, faculty decision (ex. grades, test scores, clinical performance, etc.), or actions by another student, faculty or staff member may file a grievance in writing within five (5) business days according to the following:

- The student will first discuss the matter with the instructor with the objective of resolving the matter informally. Informal resolution of issues is preferred.
- If the matter is not resolved informally to the satisfaction of the student within three (3) business days of discussing the problem, the student may meet with the coordinator and/or site coordinator to resolve the problem. The student must make an appointment with the coordinator/onsite coordinator for this conference. The matter will be outlined by the student in writing prior to any meeting.
- The written grievance from the student must include the following:
 - Exact description of the issue.
 - The exact steps that the student has already taken to resolve the issue.
 - A description of the conference with the instructor, including a description as to why the conference did not resolve the matter to the student's satisfaction.
 - The grievance **MUST** be in writing (not email or text message) and signed by the individual making the grievance.

The Coordinator may decide to investigate the matter further or to make a decision on the information submitted. The student submitting the grievance will be notified of the decision of the Coordinator in writing.

If the issue is not resolved to the satisfaction of the student within three (3) program days after submission to the coordinator, the grievance may be submitted in writing by the student to the Administrator of Adult Education, who will meet with the student and coordinator to resolve the issue. The Administrator of Adult Education will issue a final ruling in writing to the student within five (5) program days.

If a resolution cannot be reached at the institutional level, the student or prospective student may proceed with the Missouri Department of Higher Education's (MDHE) 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.

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.

Students also have the option of contacting the Council on Occupational Education for assistance at: 7840 Roswell Road, Building 300, Suite 325, Atlanta, GA, 30350, (770) 396-3898.

Student Name (printed): _____

Student Signature: _____

Date: _____

GRIEVANCE FORM

Student Name: _____

Reporting Date: _____ Date and Time of Issue: _____

Description of Issue:

Location of Issue: _____

Reported to: _____
(Program coordinator, site coordinator, instructor, or staff)

Student Signature: _____

Action Taken:

Signature: _____

Title: _____
(Applied Tech Services Representative)

Copy: To student's file

STUDENT SUSPENSION AND DISMISSAL/APPEAL HEARING

Applied Technology Services reserves the right to suspend (pending investigation) or dismiss a student for reasons including but not limited to: failure to maintain satisfactory academic and clinical progress, unsafe clinical performance, excessive absenteeism, failure to pay institution fees and/or tuition by applicable deadlines, disruptive behavior, posing a danger to the health and welfare of students or other members of the program community, illegal activities, or failure to abide by the program's policies. In such cases, students will be suspended pending dismissal with an appeal hearing set within three business days from the date of suspension. When unique circumstances prevent the appeal from being conducted within three business days, the appeal will be scheduled at the earliest possible date.

At the appeal hearing, the student will have the opportunity to dispute the suspension action. The hearing panel will consist of the PN Program Coordinator (or designee), and at least one other staff member. At the hearing, the panel shall provide the student with the facts or allegations upon which the recommendation is made and the opportunity to discuss those facts or allegations. Within three days of the appeal hearing, the panel will decide if dismissal or reinstatement action is warranted. Students will be notified in writing of the final decision of the panel.

The student may appeal the decision of the panel, in writing, to the Director of Adult Education within seven calendar days of the receipt of the decision of the panel. The Director, within three days of meeting with the student, will render a decision in writing to the student. This appeal decision shall be final.

NOTE: If the student fails to attend the Appeal Hearing, the suspension and dismissal will be upheld. This appeal must be completed within three (3) business days or the student is dismissed.

Student Name (printed): _____

Student Signature: _____

Date: _____

FUNCTIONAL STANDARDS AND EXPECTATIONS

The following categories represent activities that are required for the practice of nursing. Check each line. A student must, with or without reasonable accommodations, satisfy the following:

Gross Motor Skills

- Move within confined spaces
- Sit and maintain balance
- Reach above shoulders (e.g. IV poles)
- Reach below waist (e.g. plug electrical appliance into wall outlets)

Fine Motor Skills

- Pick up objects with hands
- Grasp small objects with hands (e.g. IV tubing, pencil)
- Write with pen or pencil
- Key/type (e.g. use a computer)
- Pinch/pick or otherwise work with fingers (e.g. manipulate a syringe)
- Twist (e.g. turn objects/knobs using hands)
- Squeeze with finger (e.g. eyedropper)

Physical Endurance

- Stand (e.g. at client's side during surgical or therapeutic procedure)
- Sustain repetitive movements (e.g. CPR)
- Maintain physical tolerance (e.g. work entire shift)

Physical Strength

- Push and pull 25 pounds (e.g. position clients)
- Support 25 pounds of weight (e.g. ambulate client)
- Lift 25 pounds (e.g. pick up a child, transfer client)
- Move light object weighing up to 10 pounds (e.g. IV poles)
- Move heavy objects weighing 11 to 50 pounds
- Defend self against combative client
- Carry equipment/supplies
- Use upper body strength (e.g. performs CPR, physically restrain a client)
- Squeeze with hands (e.g. operate fire extinguisher)

Mobility

- Twist
- Bend
- Stoop/squat
- Move quickly (e.g. response to an emergency)
- Climb (e.g. ladders/stools/stairs)
- Walk

Hearing

- Hear normal speaking level sounds (e.g. person-to-person report)
- Hear faint voices
- Hear faint body sounds (e.g. blood pressure sounds, assess placement of tubes)
- Hear in situations when not able to see movement of lips (e.g. when masks are used)
- Hear auditory alarms (e.g. monitors, fire alarms, call lights)

Visual

- _____ See objects up to 20 inches away (e.g. information on a computer screen, skin conditions)
- _____ See objects up to 20 feet away (e.g. client in a room)
- _____ See objects more than 20 feet away (e.g. client at the end of hall)
- _____ Use depth perception
- _____ Use peripheral vision
- _____ Distinguish color (e.g. code colors on supplies, charts, and bed)
- _____ Distinguish color intensity (e.g. flushed skin, skin paleness)

Tactile

- _____ Feel vibrations (e.g. palpate pulses)
- _____ Detect temperature (e.g. skin, solutions)
- _____ Feel differences in surface characteristics (e.g. skin turgor, rashes)
- _____ Feel differences in sizes, shapes (e.g. palpate vein, identify body landmarks)
- _____ Detect environmental temperature (e.g. check for drafts)

Smell

- _____ Detect odors from client (e.g. foul smelling drainage, alcohol breath, etc.)
- _____ Detect smoke
- _____ Detect gases or noxious smells

Reading

- _____ Read and understand written documents (e.g. policies, protocols)

Arithmetic Competence

- _____ Read and understand columns of writing (e.g. flow sheets, charts)
- _____ Read digital displays
- _____ Read graphic printouts (e.g. EKG)
- _____ Calibrate equipment
- _____ Convert numbers to and/or from the Metric System)
- _____ Read graphs (e.g. vital sign sheets)
- _____ Tell time
- _____ Measure time (e.g. count duration of contractions)
- _____ Count rates (e.g. drips/minute, pulse)
- _____ Use measuring tools (e.g. thermometer)
- _____ Read measurement marks (e.g. measurement tapes, scales, etc.)
- _____ Add, subtract, multiply, and/or divide whole numbers
- _____ Compute fractions (e.g. medication dosages)
- _____ Use a calculator
- _____ Write numbers in records

Emotional Stability

- _____ Establish therapeutic boundaries
- _____ Provide client with emotional support
- _____ Adapt to changing environment/stress
- _____ Deal with the unexpected (e.g. client going bad, crisis)
- _____ Focus attention on task
- _____ Monitor own emotions
- _____ Perform multiple responsibilities concurrently
- _____ Handle strong emotions (e.g. grief)

Analytical Thinking

- _____ Transfer knowledge from one situation to another

- _____ Process information
- _____ Evaluate outcomes
- _____ Problem solve
- _____ Prioritize tasks
- _____ Use long term memory
- _____ Use short term memory

Critical Thinking

- _____ Identify cause-effect relationships
- _____ Plan/control activities for others
- _____ Synthesize knowledge and skills
- _____ Sequence information

Interpersonal Skills

- _____ Negotiate interpersonal conflict
- _____ Respect differences in client
- _____ Establish rapport with clients
- _____ Establish rapport with co-workers

Communication Skills

- _____ Teach (e.g. client/family about healthcare)
- _____ Explain procedures
- _____ Give oral reports (e.g. report on client's condition to others)
- _____ Interact with others (e.g. healthcare workers)
- _____ Speak on the telephone
- _____ Influence people
- _____ Direct activities of others
- _____ Convey information through writing (e.g. progress notes)

I have received and reviewed the Functional Standards and Expectations of Applied Technology Services for Practical Nursing.

Student Name (printed): _____

Student Signature: _____

Date: _____

STUDENT SIGNATURE PAGE / AGREEMENTS

Directions: Please read, check the box, and sign your name and date at the bottom:

- I agree to maintain confidentiality regarding all aspects of clinical situations.
- I agree to abide by the patients' right to confidentiality.
- I hereby authorize Applied Technology Services to release requested clinical requirements to agencies as required.
- I have read and agree to comply with Rules of Professional Behavior and Academic Integrity.
- I have read, understand, and agree to comply with all rules and regulations as stated in the ATS Nursing Handbook, course syllabus, program catalog, and clinical facilities.
- I understand and agree to comply with the rule that clinical sites require I maintain health requirement compliance.

My signature (below) acknowledges my receipt of this Handbook for the Program for Practical Nursing and the understanding that I am held accountable for knowing and abiding by all the policies of the Practical Nursing Program, as a student in the program.

Student Name (printed): _____

Student Signature: _____

Date: _____

A copy of this form is maintained in all students' files kept in the Program Director's Office.

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