# Table of Contents

Nondiscrimination Policy 5
General Information 5
Staff Directory 6-7
WACTC Organizational Chart 8
WACTC Joint Committee 9
Cooperating Agencies 10-11
Accrediting Agencies 12
Mission Statement 12
Philosophy 13
Conceptual Framework 14
Description of Conceptual Framework 15-16
Program Outcomes/Objectives 16
Competencies 17-18
Level I 19-20
Level II 21-22
Level III 23-24
Level IV 25-26
Code of Conduct 27
Calendar 2013-2014 28
Program Summary 29
Tuition and Fees 30
Discipline Code 31
Admission Requirements 32
Preadmission Drug Testing 33
Criminal History Record Information 34
Readmission 35
Program Access for Handicapped 36
Dress Code 37-38
Payment Process 38
Insurance 38
Advance Standing/Placement 39
Attendance 40-41
Classroom and Clinical Hours 41
Make Up Assignments and Examination Process 42
School Closing and Delays 42
Student Health Services 43
Leave of Absence 43
Health Requirements 44
Policies for Student Veterans/ Eligible Persons/ Reservists Receiving VA Educational Assistance Allowance 44
Student Employment 45
Assessment Technologies Institute [ATI] 45
Clinical Evaluation 46
Grading System 47
Withdrawal, Title IV Return and Tuition Refund 48-49
Academic Progress 50
Academic Warning, Probation and Dismissal 50-51
Counseling Program 52
Student Grievances 53
Student Records 54
School Transcripts 55
# Table of Contents (continued)

- **Release of Information** 56
- **Student Organization** 57
- **Student Organization Channels of Communication** 58
- **Library** 59

### General Student Procedures/Processes
- **Fire and Safety Regulations** 60
- **Lunch** 60
- **Lockers** 61
- **Kitchen Usage** 61
- **Telephone** 61
- **Computer** 61
- **Transportation** 62

- **Infection Control** 63
- **Signature Sheet** 64
- **Education Records** 65-66
- **Integrated Management** 67
- **Internet and Computer Network Use** 68-71
- **Internet and Computer Network Safety and Use Policy for Students and Employees** 72
- **Family Educational Rights and Privacy Act [FERPA]** 73-74
- **Student Retention** 74
- **Unsafe Nursing Practice** 75
- **Controlled Substances** 76-77
- **Student Drug Testing** 78-79
- **Smoking and Tobacco Use** 80
- **Smoking** 81
- **Confidentiality Agreement** 82
- **Social Networking** 83
- **Photo/Press** 83
This handbook contains information, guidelines, and responsibilities for students in the Western Area Career & Technology Center [WACTC] Practical Nursing Program. As a student, you should acquaint yourself with the contents of this handbook and policies on the WACTC website [www.wactc.net]. Throughout the program, you will be responsible for adhering to information and policies in this handbook and on the website.

The contents of this handbook are subject to change at any time. Students will be notified of changes and required to sign an acknowledgement document. If a student refuses to sign the document, this does not negate the change to the handbook.

Main Campus

Western Area Career & Technology Center
688 Western Avenue
Canonsburg, Pennsylvania 15317
(724) 746-2890

Satellite Campus

Mon-Valley Career & Technology Center
5 Guttman Avenue
Charleroi, PA 15022
(724) 489-9581, Ext. 254
NON-DISCRIMINATION POLICY

It is the policy of the Western Area Career & Technology Center not to discriminate on the basis of race, color, religion, sex, national origin, age, physical handicap, or disability in its educational programs, activities, or employment policies, as required by Title VI of the Civil Rights Act of 1964, and Section 504 Regulations of the Rehabilitation Act of 1973.

Inquiries regarding compliance may be directed to the Director of Vocational Education, 688 Western Avenue, Canonsburg, Pennsylvania 15317; Telephone (724) 746-2890.

For information regarding services, activities, programs, and facilities that are accessible to and usable by handicapped persons, contact the Director of Vocational Education, at (724) 746-2890.

GENERAL INFORMATION

Nursing is a career for caring men and women. The licensed practical nurse is an integral part of nursing and the employment opportunities for practical nurses in Washington County and throughout Pennsylvania are many and varied.

Practical nurses are employed in nursing homes, assisted living facilities, physicians’ offices, community health agencies, industry, hospitals, and private homes under the supervision of registered nurses, licensed physicians, and licensed dentists. The armed services grant a special rating to licensed practical nurses.

In order to meet the health-care needs of this area, the Practical Nursing Program was established in 1984. The Program is sponsored by the Western Area Career & Technology Center; has been approved by the Department of Education; and has full approval of the State Board of Nursing. The school is also accredited by the Middle States Commission on Secondary Schools.

Program teachers are members of the National League for Nursing. Graduates are eligible to take the Practical Nurse Licensure Examination (NCLEX).

February 1985
Refined: 10/86, 2/97, 5/04
Reviewed: 5/09, 5/10, 5/11, 5/12, 5/13
Staff Directory

Administration

Superintendent of Record
  • John George

Director of Career and Technical Education
  • Dr. Dennis McCarthy

Supervisor of Post-Secondary LPN& Health Care Related Career & Technical Education
  • Kristen J Rogers

Supervisor of Career & Technical Education
  • Mary DeProspero-Adams

Pupil Personnel Services

Chris Beros, R.N.................................................................Emergency Nurse

Refined: 5/09, 5/10, 5/11, 5/12, 5/13
Staff Directory (continued)

Practical Nursing Program

Program Supervisor
• Kristen J Rogers

Lead Teacher
• Amy Spurrier (Canonsburg Campus - Part time Program)

Site Coordinator
• Justin Trunzo (Charleroi Campus)

Full-time Teachers
• Judith Bonaparte (Canonsburg Campus)
• Renae Brock (Canonsburg Campus)
• Julie Schultz (Charleroi Campus)

Part-time Teachers
• Joan Amon
• Rowena Cochran
• Marie Donkers
• Lina Hixson
• Robin Hlasnick
• Lisa Ketter
• Theresa McCurry
• Linda Puskarich
• Christine Robker
• Jolene Sezlik
• Debra Swart
• Jeanne Thomas
• Sharon Weisner
• Brenda Widows-Stocke

Financial Aid Officer
• Janet McClain

Secretaries
• Rebecca Twigger (Canonsburg Campus)
• Heather Wardman (Charleroi Campus)

Refined: 5/10, 5/11, 5/12, 5/13
Reviewed: 5/00, 5/01, 5/02
WESTERN AREA CAREER & TECHNOLOGY CENTER
JOINT OPERATING COMMITTEE

Donald Underwood  AVELLA AREA SCHOOL DISTRICT
Garry Reynolds  BURGETTSTOWN AREA SCHOOL DISTRICT
Mark Dopudja  CANON-McMILLAN SCHOOL DISTRICT
Fred R. Rockage  CHARTIERS-HOUSTON SCHOOL DISTRICT
Christopher A. Lauff  FORT CHERRY SCHOOL DISTRICT
Scott Harden  McGUFFEY SCHOOL DISTRICT
David Hvizdos  PETERS TOWNSHIP SCHOOL DISTRICT
Penny Caleffe  TRINITY AREA SCHOOL DISTRICT
David M. Stotka  WASHINGTON SCHOOL DISTRICT

February 1984
Refined: 1/04, 1/06, 1/08, 1/09, 1/12
Reviewed: 1/05, 1/07, 1/10, 1/11, 5/13
PRACTICAL NURSING PROGRAM
COOPERATING AGENCIES

CANONSBURG GENERAL HOSPITAL
100 Medical Boulevard
Canonsburg, Pennsylvania 15317
Telephone: (724) 746-6100
Kim Sperring
COO
Denise Westwood
V.P. Nursing Services

SOUTHMONT OF PSC
835 South Main Street Ext.
P.O. Box 677
Washington, PA. 15301
Telephone: (724) 222-4300
Dina Stover
Executive Director
Betsy Openbrier
Director of Nursing

FRIENDSHIP VILLAGE
1290 Boyce Road
Upper St. Clair, PA. 15241
Telephone: (724) 941-3100
Bobbi Jo Haden
Executive Director
Jean Steiner
Director of Nursing

WASHINGTON HOSPITAL
155 Wilson Avenue
Washington, PA. 15301
Telephone: (724) 225-7000
Gary Weinstein
President/CEO
Gaye Falletta
Director of Washington Institute

HCR MANOR CARE
113 W. McMurray Road
McMurray, PA 15317
Telephone: (724) 941-3080
Jennifer Baron
Administrator
Anna Mesmer
Director of Nursing

HIS GREENERY
2200 Hill Church – Houston Road
Canonsburg, PA 15317
Telephone: (724) 745-8000
Drew LeRoy
Administrator
LeAnn McPeake
Director of Nursing
COOPERATING AGENCIES (continued)

TOWNVIEW HEALTH & REHABILITATION CENTER
300 Barr Street
Canonsburg, PA  15317
Telephone:  724-746-5040
Benjamin Katsevich
Administrator
Kevin Kolarsky
Director of Nursing

UNIONTOWN HOSPITAL
Fayette Regional Health Systems
500 West Berkeley Street
Uniontown, PA  15401
Telephone:  724-430-5000
Paul Bacharach
CEO
Betty Ann Rock
Director of Nursing

MON-VALLEY CARE CENTER
200 Stoops Drive
Monongahela, PA  15063
Telephone:  724-310-1111
Philip Ripepi
Administrator
Roberta Hemminger
Director of Nursing

YOUR CHILD’S PLACE
287 North Avenue
Washington, PA  15301
Telephone:  724-223-7801
Tiffany Scott
Clinical Director
www.yourchildsplace.org

DUCK HOLLOW DISCOVERY LEARNING CENTER
7822 National Pike
Uniontown, PA  15401
Telephone:  724-438-6123
Rebecca Belski
Director
www.duckhollow.net
MISSION STATEMENT

The mission of Western Area Career & Technology Center Practical Nursing Program is to provide an educational experience that will prepare students to become competent, safe, effective practical nurses who strive to provide quality care to individuals at all levels of the health care continuum.

Adopted: 2/19/04
Reviewed: 4/9, 4/10, 4/11, 4/12, 5/13
PHILOSOPHY

The faculty members believe:

Man is a holistic individual, with physical, psycho-social, spiritual, and developmental needs. Man lives in constant interaction with his environment. Man may be influenced by his environment, but he also has the ability to influence his environment.

Society is composed of individuals, families and communities. Society’s values and codes of conduct serve as a guide to help individuals survive and succeed within society. The society encompasses everything that provides input to the individual.

Nursing is an art and an expanding science. Nursing is concerned with the provision of health services for a society fostering individual, family, and community health. Nursing is a dynamic profession and its practice is constantly changing to meet health care needs. Nursing implies not only the care of the sick and the comforting of their families, but also the prevention of illness, promotion of health, and health teaching.

Practical nursing is a profession discipline based on the understanding of the physical, psycho-social, spiritual, and developmental needs of each individual. The licensed practical nurse functions as an integral part of the Health Care team in providing the best possible health care for the client. Practical Nursing participates actively in assessing, planning, implementing, diagnosing and evaluating nursing care in all settings where nursing takes place.

Learning is a continuous process that begins within the individual student and is manifested by changes in behavior. Learning takes place best in a supportive and democratic environment and progresses from the simple to the complex. It is the responsibility of the faculty to plan, implement, and direct learning opportunities, and through a program of consistent and systematic evaluation, continually try to improve the learning experience to meet the stated attainable objectives.

Practical Nursing Education is built on a foundation of basic academic education and prepares the individual to function cohesively with all members of the health care team. An organized program prepares the individual to use sound judgment based on knowledge and experience in selected nursing situations. The quality of nursing is dependent, in part, upon the acquisition of knowledge, specific skills, and attitudes gained through experience in caring for patients in real-life situations.

Education is a life-long process. It results in a change of behavior and involves active participation of both learner and teacher. Education enables the individual to develop his or her potential for becoming a productive and responsible member of our changing society. We further believe that education should allow for upward and/or horizontal mobility according to the individual’s capacity and motivation.

The faculty accepts the responsibility of providing an educational program which prepares the graduate to function as a beginning practitioner as a member of the health care team, in an acute, intermediate, long-term, or ambulatory health care facility.

February 1984
Refined: 2/94, 3/10
Reviewed: 4/07, 4/08, 4/09, 4/10, 4/12, 3/13
Conceptual Framework

Environment

Physical Factors

Psychological Factors

Body Systems

Basic Needs

Client

Nursing Process

Spiritual Factors

Sociocultural Factors
DESCRIPTION OF CONCEPTUAL FRAMEWORK

The conceptual framework of the Practical Nursing Program focuses on the promotion of health toward the optimal level of well on the health continuum. The framework is necessary for the logical, sequential progress from simple to complex, from normal to abnormal, throughout the nursing curriculum.

The faculty uses the three main, interdependent variables for providing direction and structure to the program of learning. These are body systems, basic needs, and the nursing process. The body systems are used as the initial method for organizing the curriculum. Basic needs and problems pertinent to a specific system are then identified. Finally, the steps in the nursing process are executed to help alleviate client problems.

The body systems are used as a framework of all nursing courses. The textbooks used in the curriculum are arranged by body systems. Anatomy and Physiology, which is basic for progression in the Nursing Program, is presented by systems. The systems studied are the body as a whole, disease and disease-producing organisms, integumentary, skeletal, muscular, nervous, circulatory, lymphatic, respiratory, digestive, urinary, endocrine, and reproductive.

The client has basic needs which must be met to achieve optimal well. Maslow’s Hierarchy of needs (physiological, safety, love and belonging, self-esteem, and self-actualization) is used as a basis for identifying client needs. The faculty has developed the curriculum according to these needs—health, nursing, safety, movement and ambulation, comfort, rest and sleep, personal hygiene, prevention and control of infection, nutrition, elimination, heat and cold, respiratory, pain avoidance, and coping with terminal illness and death. Inability to meet these needs will result in client problems.

The nursing process, as an approach to problem solving, is used as a tool to promote adaptation in each of the needs to position the patient on the health-illness continuum. The five components are used to develop and implement an orderly, systematic plan of care that meets the needs of a specific client. Assessment assists in the identification of problems of the individual and/or his family. The nursing diagnosis developed helps in establishing priorities and goals, and assists in carrying out the nursing plan of care. The evaluation is needed to determine the outcome of the nursing implementation and decide if alternative plans of action may be needed due to the changing needs of the client and the environment.

There needs to be interaction between man, the recipient of the nursing care, and his external environment. This is indicated by the broken circles shown in the diagram of the Conceptual Framework. This indicates man is a biopsychosocial-spiritual being in constant interaction with a changing environment.

In the first level of learning, emphasis is placed on wellness or normal patterns and the impact of man’s environment on his well-being. Students in the second, third, and fourth level utilize the nursing process in caring for clients through the various stages in the life cycle. Communication and interpersonal skills are stressed.
DESCRIPTION OF CONCEPTUAL FRAMEWORK (continued)

The most important function of the conceptual framework is to provide the curriculum with the framework for practical nursing education. The basic problems of the curriculum-building process are to determine the behaviors desired of the product; devise a system of experiences that will produce the specified, desired behaviors; and discover whether the product exhibits the desired behaviors. The problems require solutions based on the conceptual framework, which is the decision-making guide for the curriculum-building process. The curriculum is the manifestation of many composite parts and factors, which together enable the achievement of practical nursing educational objectives that have been carefully identified, selected, and articulated for the foundation for practical nursing practice.

February 1986
Reviewed: 3/05, 3/06, 3/07, 3/08
            3/08, 4/09, 4/11, 4/12, 3/13
Refined: 4/10

PROGRAM OUTCOMES/OBJECTIVES

Graduates will:

1. Recognize their role as an LPN in the health care delivery system.

2. Demonstrate the entry level competencies identified by the National Councils of State Boards of Nursing.

3. Utilize the nursing process in contributing to the development of nursing care for clients at all stages of the life cycle.

4. Show respect for the dignity of all individuals.

5. Utilize appropriate resources in other agencies within the health care delivery system in meeting the needs of the clients and/or their families.

6. Fulfill their responsibility for continued professional growth through continuing education by active participation in professional organizations and in-service education.

7. Demonstrate desirable work habits, attitudes, and ideals consistent with the practical nursing code of ethics.

February 1984
Refined: 9/89, 3/09
Reviewed: 3/09, 3/10, 3/11, 3/12, 5/13
COMPETENCIES

The graduate practical/vocational nurse demonstrates the following entry-level competencies:

Assessment

1. Assesses basic physical, emotional, spiritual, and socio-cultural needs of the health care client.
2. Collects data within established protocols and guidelines from various sources:
   a. client interviews
   b. observations/measurements
   c. health care team members, family, and significant others
   d. health records
3. Utilizes knowledge of normal values to identify deviations in health status.
4. Documents data collection.
5. Communicates findings to appropriate health care personnel

Planning

1. Contributes to the development of nursing care plans utilizing established nursing diagnoses for clients with common, well-defined health problems.
2. Prioritizes nursing care needs of clients.
3. Assists in the review and revision of nursing care plans to meet the changing needs of the client.

Implementation

1. Provides nursing care according to:
   a. accepted standards of practice;
   b. priority of client needs;
   c. individual and family rights to dignity and privacy
2. Utilizes effective communication in:
   a. recording and reporting;
   b. establishing and maintaining therapeutic relationships with clients, families, and significant others
3. Collaborates with health care team members to coordinate the delivery of nursing care.
4. Instructs clients regarding health maintenance based on client needs and nurse’s knowledge level.

Evaluation

1. Seeks guidance as needed in evaluating nursing care.
3. Collaborates with other health team members in the revision of nursing care plans.
COMPETENCIES (continued)

Member of the Discipline

1. Complies with the scope of practice as outlined in the nurse practice act of the state in which licensed.
2. Describes the role of the licensed practical/vocational nurse in the health care delivery system.
3. Utilizes educational opportunities for continued personal and professional growth.
4. Identifies personal potential and considers career mobility options.
5. Identifies personal strengths and weaknesses for the purpose of improving performance.
6. Adheres to a nursing code of ethics.
7. Functions as an advocate for the health care consumer
LEVEL I

<table>
<thead>
<tr>
<th>Level I</th>
<th>Title</th>
<th>Total Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Theory</td>
<td>Total Hours</td>
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<tr>
<td>Theory</td>
<td>- 315 Hours</td>
<td>117 Theory</td>
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<tr>
<td>Clinical</td>
<td>- 84 Hours</td>
<td>118 Theory</td>
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<tr>
<td></td>
<td></td>
<td>84 Clinical</td>
</tr>
<tr>
<td></td>
<td></td>
<td>60 Clinical</td>
</tr>
</tbody>
</table>


OBJECTIVES:

Upon completion of Level I, with appropriate supervision, the student will:

1. Identify any alterations in body systems.
2. Assist adult clients in meeting their basic needs with beginning use of the nursing process.
3. Provide for client safety when providing basic nursing care.
4. Apply basic scientific principles related to providing nursing care.
5. Demonstrate knowledge of dietary factors related to alterations in body systems due to disease, trauma, or hereditary conditions.
6. Demonstrate beginning use of communication skills with adult clients and co-workers.
7. Record pertinent information appropriately with assistance.
8. Recall elementary emergency care and be CPR certified.
9. Exhibit appropriate behavior.

February 1984
Reviewed: 3/09, 4/10, 4/11, 4/12
Refined: 5/13
COURSE DESCRIPTIONS

LEVEL I

Basic Nursing Skills
This course is designed to prepare the beginning nursing student with the basic fundamental concepts of nursing. Emphasis will be placed on client centered care, client confidentiality, safety and hygiene. The student nurse will begin to understand the theory behind many common nursing skills and interventions and the course will progress from simpler to more complex skills. Upon completion of this course the student will be familiar with and able to complete many skill interventions with instructor supervision at the clinical sites. Many of the clinical skills will be practiced in clinical labs prior to permitting the student to perform them at clinical sites and the student must demonstrate an ability to safely perform them in these clinical labs. Emphasis will be placed on treating clients as unique individuals and the student nurse will develop an understanding of providing multicultural holistic care to all clients. This information will be provided to the student using the nursing process as a logical systematic method of problem solving. The student will begin to recognize how to plan and prioritize care. The student will also begin to develop and apply critical thinking concepts to nursing through assignments, class lectures and discussion. Clinical experience assignments are correlated to units of theory when possible to enable the student to transfer principles of nursing care.

Personal and Vocational Relationships
This course is designed to give the student an introduction to the role of a practical nurse as a health-care professional and to assist the student in developing the interpersonal and communication skills necessary to join the health care team on a beginning level. This course will prepare the beginning practical nursing student for their first clinical experience. This course also explores both the history and development of medicine and nursing and contemporary issues that affect nursing today. In this course, cultural issues and effective communication techniques will also be discussed. Recognition and interventions for elder abuse and neglect will also be discussed.

Basic Sciences
This course is designed to introduce the student to microbiology and chemistry. This course stresses human anatomy and physiology and includes introduction to pathology. The body is studied as a whole, by structures, and from cell to systems.

Nutrition
This course is designed to give the student a basic understanding of the principles of nutritional science. The student will develop an understanding of how to promote good nutritional practices.
### LEVEL II

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<th>Level II</th>
<th>Title</th>
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<tr>
<td>Clinical</td>
<td>196 Hours</td>
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<tr>
<td>Total</td>
<td>399 Hours</td>
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<tr>
<td>Theory</td>
<td>Medical-Surgical Nursing I</td>
<td>88</td>
</tr>
<tr>
<td>Clinical</td>
<td>Pharmacology/Math</td>
<td>15</td>
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<tr>
<td></td>
<td>Maternal &amp; Child Health</td>
<td>100</td>
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<tr>
<td></td>
<td></td>
<td>203</td>
</tr>
</tbody>
</table>

**OBJECTIVES:**

Upon completion of Level II, with appropriate supervision, the student will:

1. Identify expected results of basic therapeutic and diagnostic treatments for selected body systems.

2. Demonstrate ability to obtain client information necessary for implementing the nursing process.

3. Demonstrate organizational skills for providing safe basic client care.

4. Demonstrate an understanding of the normal maternity cycle.

5. Identify the need for health teaching of adult clients.

6. Use communication skills effectively with adult clients and co-workers.

7. Identify the spiritual and cultural needs of clients and their families.

8. Exhibit appropriate behavior.

9. Assist with the development of nursing care plans to help meet the identified needs of the health care client.

February 1984
Refined: 4/07, 3/09, 5/13, 7/13
Reviewed: 4/10, 4/11, 4/12
COURSE DESCRIPTIONS

LEVEL II

Medical-Surgical Nursing I
This course includes theory and clinical practice in giving safe and effective holistic care to adult clients by applying the nursing process at a beginning level. This will enable the student to develop an understanding of the diagnostic tests, diseases and disorders of various systems, specific treatment and identify pharmacological agents used for treatment. Nursing care of an adult client is based not only on technical competence and client safety, but also on the knowledge the client is an individual. The client’s hospitalization may make a difference in his, as well as, his family’s pattern of living. Clinical experience assignments are correlated to units of theory when possible to enable the student to transfer principles of nursing care.

Maternal and Child Health
This course includes theory and clinical practice regarding maternal and infant health. An emphasis is placed on health maintenance and the importance of early prenatal care. The normal maternity cycle is studied and the effects of pregnancy on family life are explored. The student will apply the nursing process and critical thinking skills to these learning experiences. This course includes both theory and clinical practice.

Pharmacology/ Math
This course includes an introduction of drug classifications, usage, dosage and side effects. Drug equivalents and calculations are also introduced. The student is introduced to the medical terminology used in pharmacology.
LEVEL III*

<table>
<thead>
<tr>
<th>Level III</th>
<th>Title</th>
<th>Total Hours</th>
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<tbody>
<tr>
<td>Theory - 175 Hours</td>
<td>Medical-Surgical Nursing II</td>
<td>84</td>
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<tr>
<td>Clinical - 217 Hours</td>
<td>IV Therapy</td>
<td>7</td>
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<tr>
<td>Total    - 392 Hours</td>
<td>Pediatrics</td>
<td>64</td>
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<td>Growth and Development</td>
<td>20</td>
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<tr>
<td></td>
<td></td>
<td>175</td>
</tr>
</tbody>
</table>

OBJECTIVES:

Upon completion of Level III, with appropriate supervision, the student will:

1. Utilize the nursing process in planning care for clients with alterations in body systems due to common disease process.

2. Use communication effectively with clients and co-workers.

3. Begin teaching health practices to clients and their families with guidance.

4. Identify the steps of growth and development in each age group.

5. Identify selected medications and their side effects.

6. Successfully complete IV certification.

7. Exhibit appropriate behavior.

8. Assist with the development of nursing care plans to help meet the identified needs of the health care client.

*Submitted to State Board of Nursing for Approval

February 1984
Refined: 4/06, 4/07, 4/08, 3/09
Reviewed: 4/10, 4/11, 4/12, 5/13
COURSE DESCRIPTIONS

LEVEL III

Medical-Surgical Nursing II
This course includes theory and clinical practice in giving safe and effective care to adult clients in applying the nursing process. Symptoms, treatment and nursing care of the disorders is provided for the identified body systems. Also this course includes the impact of the adult client’s illness on him/her, as well as, the client’s family including an in-depth discussion of the origins of medications, the actions and the side effects. The students will learn medication administration principles including legal concerns. Clinical experience assignments are correlated to units of theory when possible to enable the student to transfer principles of nursing care.

Pediatrics
This course includes the importance of preventative health care and health teaching. It also includes the role of community health resources in health teaching and health maintenance. The importance of the family in the care of the ill child is emphasized. The stress on the family of a hospitalized child will be identified as well as the stress on the child. This course includes both theory and clinical practice.

Growth and Development
This course includes the role of the family in growth and development. The student is introduced to theories of growth and development throughout the life-span. The basic needs of man through the life cycle and how these needs can be met in the health-care facilities will be studied.

IV Therapy
This course includes the principles of intravenous therapy and venipuncture. Additionally, care of central venous catheters is included. This course includes both theory and clinical practice.
**LEVEL IV***

<table>
<thead>
<tr>
<th>Level IV</th>
<th>Title</th>
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<tr>
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<td>Theory</td>
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<td>Theory</td>
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<tr>
<td>Clinical</td>
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<td></td>
<td>Personal and Vocational and Relationships II</td>
<td>65</td>
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<tr>
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<td>Mental Health</td>
<td>168</td>
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</table>

**OBJECTIVES:**

During Level IV, with appropriate supervision, the student will:

1. Function as a team leader/member of the health care team.

2. Contribute to the identification of physical, emotional, social, and spiritual needs of the health care client with alterations in body systems.

3. Assist with the development of nursing care plans to help meet the identified needs of the health care client.

4. Assist clients of all ages in meeting their basic needs by providing safe and competent nursing care.

5. Recognize the family and community as support systems.

6. Demonstrate the ability to do incidental health teaching while providing nursing care.

7. Demonstrate personal management and professional growth.

8. Exhibit appropriate behavior.

At the end of Level IV, the student will have met the program outcomes. Students will be recommended for graduation and eligible to take the National Council Licensure Examination for practical nurses.

*Submitted to State Board of Nursing for Approval

February 1984
Refined: 4/06, 4/07, 4/08, 3/09, 5/13
Reviewed: 4/10, 4/11, 4/12
COURSE DESCRIPTIONS

LEVEL IV

Medical-Surgical Nursing III
This course includes theory and clinical practice in giving safe and effective care to adult clients by applying the nursing process. The adult client with more complex health problems is studied. Symptoms, treatment and nursing care of the disorders is provided for the identified body systems. Clinical experience assignments are correlated to units of theory when possible to enable the student to transfer principles of nursing care. The student is permitted to function with less supervision to prepare him/her for his/her graduate role. Clinical experience is planned in medical-surgical areas where the student can increase his/her competency. Students are responsible for proper administration of medications to selected clients.

Personal and Vocational Relationships II
This course focuses on the transition from student to graduate. Current issues and concerns, as well as, obtaining employment is included. The importance of professional organizations and continuing education is emphasized.

Mental Health
This course includes the mental health theoretical models and therapies. The pediatric and adult client with mental health problems is studied. The students become more self-aware by perceiving more fully the humanness of themselves, their clients and their co-workers. By becoming more aware of their own behavior and feelings they will become more sensitive to their clients.
CODE OF CONDUCT

As a member of the Practical Nursing Program student body, each student is expected to always conduct himself/herself in a professional manner in the learning environment. The student is responsible to adhere to the behaviors and characteristics identified in the Code of Conduct.

Behaviors and Characteristics

- Show respect & courtesy during all interactions
- Show respect for property of others
- Display academic honesty and integrity [Examples of dishonesty include, but are not limited to, cheating, plagiarism, fabrication, and deception]
- Be an active participant in the learning process
- Be on time for scheduled experiences
- Utilize appropriate communication during interactions
- Accept responsibility for his/her actions
- Maintain a safe environment for oneself and others
- Not chew gum while administering client care.
- Not use cell phone while providing client care
- Maintain professional, interpersonal relationships.
- Refrain from performing any procedure for which you have not been adequately trained
- Follow the rules and policies of the Practical Nursing Program, the parent institution, and clinical agencies
- Cooperate with teachers, fellow students, and health care workers.

February 1986
Reviewed: 2/09, 2/10, 2/11, 2/12
Refined: 5/03, 5/13
2013-2014 CALENDAR

| July 5      | In-Service Day   |
| July 8      | Classes Begin    |
| August 26   | In-Service Day   |
| September 2 | Labor Day – No School |
| September 27| Level I Ends     |
| September 30| Level II Begins  |
| October 4   | In-Service Day   |
| November 7  | Open-House       |
| November 28 – Dec. 2 | Thanksgiving Break |
| December 3  | In-Service Day   |
| December 20 | Level II Ends    |
| December 23 – Jan. 1 | Winter Break   |
| January 2   | Level III Begins |
| January 20  | Martin Luther King Day |
| February 14 | No School        |
| February 17 | President’s Day  |
| March 6     | Advisory Dinner  |
| March 7     | In-Service Day   |
| March 28    | Level III Ends   |
| March 31    | Level IV Begins  |
| April 17–21 | Spring Break     |
| May 26      | Memorial Day     |
| June 19     | Graduation       |

In the event school is cancelled, days will be scheduled in the following format: 1/20, 2/14, 2/17, 4/17, 4/21. If additional days are needed, school will be extended beyond the last-scheduled day of school.
 PROGRAM SUMMARY

<table>
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<tr>
<th></th>
<th>THEORY HOURS</th>
<th>CLINICAL HOURS</th>
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<tr>
<td>Level I</td>
<td>315</td>
<td>84</td>
<td>399</td>
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<tr>
<td>Level II</td>
<td>203</td>
<td>196</td>
<td>399</td>
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<td>Level III</td>
<td>175</td>
<td>217</td>
<td>392</td>
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<td>Level IV</td>
<td>168</td>
<td>224</td>
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<tr>
<td></td>
<td>861</td>
<td>721</td>
<td>1,582</td>
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Total Hours - 1582

54% Theory - 861

46% Clinical - 721

February 1984
Refined: 5/09, 5/10, 5/11, 5/12, 5/13, 7/13
Reviewed: 5/99
TUITION AND FEES*

2013 - 2014

<table>
<thead>
<tr>
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<tr>
<td>Tuition</td>
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**Total Program Costs: $16,500**

* Costs are subject to change
DISCIPLINE CODE

A student discipline code serves two purposes:
1. It deters a particular behavior in the student that is not permitted at school
2. It creates a conducive learning environment for all students in attendance.

Process

First Incident

The first occurrence of the student interfering with the learning process in the classroom or clinical setting, or violating WACTC/Program guidelines/policies will require a student to meet with Advisor to discuss the incident and develop a plan for improvement. During this meeting, an Incident Occurrence form will be completed. This form will be reviewed with the student then placed in the student file with a copy provided to the student.

Second Incident

The second occurrence of the student interfering with the learning process in the classroom or clinical setting or violating WACTC/Program guidelines/policies will require the student to meet with the Program Supervisor to discuss the incident and develop a plan for improvement. During this meeting, an Incident Occurrence form will be completed. This form will be reviewed with the student then will be placed in the student file with a copy provided to the student.

Third Incident

The third occurrence of the student interfering with the learning process in the classroom or clinical setting or violating WACTC/Program guidelines/policies will result in the student meeting with the Program Supervisor and Center Director. During this meeting, the occurrence will be reviewed with the student and the student will be evaluated for dismissal from the program. This meeting will be documented on an Incident Occurrence form. The form will be placed in the student file with a copy provided to the student.

Adopted: 5/20/03
Reviewed: 5/09, 5/10, 5/11, 5/12, 5/13
Refined: 5/05
ADMISSION REQUIREMENTS

Applicants must be graduates of an accredited high school or possess a General Education Diploma (GED) issued by the Department of Education, or a Home School Equivalent (Certificate). Official high school transcripts, college transcripts, or GED verification must be submitted to the Program Supervisor.

Applicants must present Certification of appropriate health (verified by pre-entrance physical given by a physician or certified nurse practitioner), eye examination (given by an optometrist or ophthalmologist), as well as laboratory tests. The following immunizations are required for admission: Polio, Rubella and DPT. The Hepatitis B vaccine is recommended for applicants’ protection in accordance with OSHA Regulations. Drug testing, Rubella and Varicella Zoster Titers are required by facilities. If the applicant does not have positive immunity to Rubella & Varicella Zoster, immunizations are required.

Preference will be given to students who have successfully completed the Western Area Career & Technology Center’s Health Assistant Program and/or the Protective Services Program with a C+ (80 - 84%) or better and who have the recommendation of the instructor of that class.

Applicants must attain satisfactory achievement on the pre-entrance examination. The Test of Essential Academic Skills (TEAS), Version V is administered at the School. On the pre-entrance examination, applicants must achieve a score of 55% or above on the reading component and a score of 50% or above on the Math component.

Applicants must submit original Criminal History Record Information reports from the Pennsylvania State Police and Federal Bureau of Investigation and Child Abuse Clearance report to administration. The Criminal History Record Information and Child Abuse Clearance reports must be dated within 3 months of the enrollment date. Forms and instructions will be provided by Western Area Career & Technology Center.

February, 1984
Refined: 5/05, 10/05, 5/08, 5/10
Reviewed: 10/06, 10/07, 10/11, 5/13
Abuse of alcohol and controlled substances in the educational facility and clinical sites is a danger to the safety and health of staff, students, and clients. The responsibility for maintaining an alcohol and drug-free workplace is entrusted to the Western Area Career & Technology Center Joint Operating Committee, administration, and staff. An alcohol and drug-free environment ensures the safety of all students, faculty, and clients and ensures the fitness of the students to fulfill their educational requirements and responsibilities. As such, the following pre-admission drug testing procedures shall be implemented.

As a condition of admission to the Western Area CTC Practical Nursing program, day-time programs where secondary students are present, and any other adult program requiring drug testing, no applicant testing positive on the drug screening will be admitted to that program unless the drug has been prescribed by a licensed physician and/or there is a bona fide medical reason for using the drug.

1. All drug testing will be conducted by a PA Department of Health certified medical testing laboratory that is approved by Western Area Career & Technology Center. All testing shall be performed and positive test results will be verified using approved methodologies of the contracted entity to ensure that an appropriate chain of custody procedure is maintained to guarantee continuity in specimen collection, handling, transfer, and storage.

2. A listing of the approved testing centers will be maintained in the office of the Supervisor of Adult Education.

3. Testing Procedure
   - A Student Informed Consent form will be signed by each student when the specimen is required.
   - A urine specimen will be submitted to determine whether the student is under the influence of, or uses, or has used, any form of narcotic, depressant, stimulant, or hallucinogenic which is prohibited by law.
   - As part of the screening process, every student shall be informed at least 48 hours in advance of the administration of the urinalysis.
   - In the event that said urinalysis results in a positive determination of conduct referred to above, such determination shall be grounds for the school’s refusal to admit the student.
   - Every student shall be notified at least 48 hours in advance of the actual testing, the testing site, and the identity of the testing entity.
   - Upon request, a copy of the results shall be provided to the student.

4. The Joint Operating Committee may adopt such other rules and regulations as may be desired to carry out the function of this Policy so long as the same are not inconsistent with this resolution or the provisions of the applicable law.
125.1. CRIMINAL HISTORY RECORD INFORMATION

All adult applicants who plan to enroll in a Western Area Career & Technology Center program, or program requiring clearances, must submit a current original Criminal History Record Information report from the Pennsylvania State Police Criminal History Record Information report from the Federal Bureau of Investigation to the administration. The Criminal History Record Information reports must be dated within 3 months of the enrollment date. Forms and instructions will be provided by Western Area Career & Technology Center.

Criminal History Record Information will be reviewed by the Supervisor of Vocational Education, the Practical Nursing Coordinator, or appropriate designee of the Director of Career and Technical Education. All reports will be maintained in the applicant’s file and kept in a locked file cabinet.

Western Area Career & Technology Center recognizes that due to time constraints often resulting from the availability of Federal and State grants, the timeliness of adult student referrals will not enable a pre-admission screening by way of the report of criminal history and child abuse record information. In such cases, the adult student may be admitted with the expressed understanding that upon receipt of a report of criminal history or child abuse record information indicating convictions set forth above, such an adult student’s enrollment shall be terminated.

Criminal History Record Information reports of applicants to adult programs (including nurse aide and practical nursing programs) are subject to the Prohibitive Offense contained in Act 14 of 1997. Criminal History Record Information reports that document an offense(s) identified on the Prohibitive List may prevent entrance into the program. An applicant will be notified by letter if he/she will not be admitted to a program based on the Criminal History Record Information report. The Prohibitive Offenses List is maintained by administration and is available to an applicant upon request.

Any felony conviction under the Controlled Substance, Drug, Device, and Cosmetic Act (P.S. 780-101, 780-144) or any other felony conviction will prevent entrance into a nursing program.

Individuals designated to review and approve applications for enrollment into a nursing program who willfully fail to comply with 701.12(2) and (3) or 701.13 of Act 14 shall be subject to a civil penalty as provided for in 701.21.
READMISSION

Students, who have withdrawn from the Practical Nursing Program for academic or personal reasons, may apply for one readmission within two years from the date of withdrawal. Students must complete the program within 150% (2,373 hours) of the hours of the program. If two years has elapsed, students must apply for readmission for the start of the program.

Students repeating a Level will not be eligible for financial aid funds. Tuition for the repeated Level must be paid ‘out of pocket’ by the student.

Students readmitted to the program will abide by the current Student Handbook of the class in which he/she reenters.

A student requesting readmission must submit a written request to the Supervisor at least six weeks prior to the desired date of return. The letter must state the Level for which he/she is requesting readmission and a plan for success. If readmission is granted, all financial obligations to the Program must be paid prior to readmission. Physical examination, required laboratory tests, criminal history record information reports, child abuse history clearance report and urine drug screening as per admission requirements must be satisfactorily completed and current within 6 months.

February, 1984
Refined: 5/05, 10/05, 5/08, 5/10, 5/13
Reviewed: 10/06, 10/07, 10/11
PROGRAM ACCESS FOR THE HANDICAPPED

A handicap would not negate accessibility to the Practical Nursing Program if the student could meet the Expected Competencies of a Graduate Practical Nurse.

Communication, psychomotor, visual and auditory skills are extremely important for the practice of practical nursing as they relate to patient safety.

Without the above mentioned skills, the practical nurse could not adequately assess the need for nursing care nor provide the care.

As stated, a handicap would not prevent access to the program if the student could meet Terminal/Expected competencies for the graduate. This could be possible with prostheses and/or supportive aides.

Because of the functions of a nurse, there are activities which the individual would have to perform. Functional level would need to be assessed for each individual.--Some specific areas:

- Speech - Must be able to communicate verbally.
- Hearing - Must be able to hear speech and sounds through a stethoscope.
- Vision - Must be able to observe visually and read medication orders correctly.
- Mobility - Must be able to get to and from clinical laboratory settings independently.

June 1992
Reviewed: 10/07, 10/08, 10/09, 10/10, 10/11, 5/13
DRESS CODE

Clinical

The student must be in complete uniform when on clinical assignment, unless otherwise instructed.

The uniform for students is:
1. Approved dress, trouser, or top.
2. Lab jacket
3. White hose/socks and shoes (socks are to be crew length, no anklets)
4. Name pin
5. School emblem on left sleeve
6. Bandage scissors
7. Watch with second hand
8. All white leather tennis shoes or nursing shoes. Clogs are not permitted.

The uniform is a reflection of the student, as well as the Western Area Career & Technology Center Practical Nursing Program. When at a clinical facility, the student must adhere to the following:

- Uniform must be clean and neat
- Shoes must be clean and polished
- Hair must be neat, clean, of normal color without colored highlights (red, orange, blue, etc.), and appropriately styled.
- Hair must be off the face and above the collar.
- Beards must be neatly trimmed and off the uniform.
- Chest hair is to be completely covered.
- Fingernails are to be no longer than 1/4" past the tip of the finger. No artificial nails including full nails and tips and nail polish are permitted.
- Jewelry: A wedding band without stones may be worn. One pair of small stud earrings may be worn on the ear. No tongue studs or other jewelry body piercings are permitted. No other jewelry is permitted.
- Strongly scented perfume or cologne must not be used.
- The use of effective deodorant is recommended.
- Make-up should be used in moderation.
- Tattoos must be covered by the uniform, band aid or appropriate covering.
DRESS CODE (continued)

Classroom

While in the classroom, the student must adhere to the following:
- Clean, neat street clothes are the attire for the classroom.
- Shoes must be worn at all times.
- No shorts or midriff bearing clothing will be permitted.
- Capri pants are permitted.

February, 1984
Refined: 2/04, 4/04, 5/08, 5/11, 5/13
Reviewed: 10/08, 10/09, 10/10, 10/11

PAYMENT PROCESS

The student is responsible for any amount owed to the Western Area Career & Technology Center above the amount covered by financial aid. All account must be paid in full by May 15th of the school year. Any student having an outstanding balance after this date will not be allowed to attend class, apply for the State Board Licensure Exam, or receive a diploma until the account is paid in full.

Grade transcripts will not be released for students who have an account balance, until that balance is paid in full.

February 1984
Reviewed: 10/08, 10/09, 10/10, 10/11
Refined: 5/06, 5/13

INSURANCE

Health and Accident Coverage

The student is responsible for individual coverage. Students are encouraged to carry medical/hospitalization insurance to provide for any medical or surgical needs that may arise.

Liability

Group liability insurance is purchased for the students through the Practical Nursing Program. The liability insurance for the student practical nurse is mandatory. Cost of the insurance is part of the student fees cost.

February 1984
Reviewed: 10/08, 10/09, 10/10, 10/11
Refined: 5/06, 5/13
ADVANCED STANDING/PLACEMENT

All applicants for any level must meet the following basic requirements:

- Seventeen years of age
- High school graduate or equivalent or home school certificate
- Good physical and mental health as determined by pre-entrance physical examination, eye examination, and dental examination
- Satisfactory personal reference
- Satisfactory scores on the pre-entrance examination.

The applicant shall meet these further requirements for admission to Level II:

- The applicant shall have attended an approved School of Nursing or Practical Nursing in the past two years and show evidence by transcript of passing all courses contained in the first level. School transcripts must be official.
- The applicant shall demonstrate, to the satisfaction of the program teacher, his/her competence in Basic Nursing Skills.
- The applicant shall pass a written comprehensive examination in all subjects in the first level. (The applicant will be given course outlines with bibliography to assist him/her in preparing for this examination.

The applicant must meet these further requirements for admission to Level III:

- The applicant shall have attended an approved School of Nursing or Practical Nursing in the past two years and show evidence by transcript of passing all courses contained in the first two levels.
- The applicant shall demonstrate, to the satisfaction of the program teacher, his/her competence in nursing procedures and in use of the nursing process.

The faculty makes the following stipulations concerning any person applying for advanced standing:

- Clinical experience must be as recent as two years.
- Advanced standing shall be granted only if the Program Teachers feels it is educationally sound for the applicant.
- Applicants are subject to all of the regulations and policies which govern the Practical Nursing Program.

February 1984
Refined: 7/89
Reviewed: 10/08, 10/09, 10/10, 10/11, 5/13
ATTENDANCE

It is the student’s responsibility to attend scheduled classes and clinical experiences. The student is expected to be on time for class and clinical experiences. Absenteeism, tardiness, or leaving early may jeopardize the student’s ability to meet the objectives, and thus, failure in the program or dismissal from the program. Class and clinical attendance will be tracked and recorded.

On class days, the student is responsible for signing the attendance sheet prior to the start of the class day and prior to leaving at the end of the class day. The student is responsible for notifying the school of classroom absence, tardiness, or need for early dismissal. If a student will be absent or tardy, he/she must notify the school by calling 724-746-2890 ext. 118 [Canonsburg Campus] or 724-489-9581 ext. 254 [Charleroi Campus] prior to the start of classroom experience. When a student misses class time, he/she is responsible for all information covered and/or assignment(s) given. If a student is tardy and an examination has started, the student will not be permitted to enter the room until the students have completed the examination, in order not to disturb the students that were punctual. If a student needs an early dismissal, he/she must notify the school by contacting the secretary or program teacher. A student that misses 7.5% of class time in a Level will meet with Advisor and a counseling form will be completed. A student that misses 15% of class time in a Level will meet with the Program Supervisor and a counseling form will be completed.

On clinical days, the student is responsible for arriving on time. If the student will be tardy, he/she must notify the school by calling 724-746-2890 ext. 104 [both campuses] prior to the start of the clinical experience. If a student will be more than 15 minutes late for a clinical experience, he/she is not to report for the experience; however, the student must still call the phone number listed above. All missed clinical experiences must be made up prior to the start of the next level. If a student misses more than 10% of the clinical hours for the Level, he/she may not be able to meet the objectives and may need to withdraw from the program. A student missing 10% of the clinical hours must meet with the Program Supervisor and a counseling form will be completed. Clinical make-up time will be scheduled at the discretion of the Program Teachers/Program Supervisor. Clinical make-up time may occur on weekends or evenings. If the clinical make-up time arrangements cannot be made prior to the next level, the student may be placed on probation and given an Incomplete for the Level until objectives are met. This probation shall not extend beyond 10 days of the start of the next Level. Students will be charged a fee of $20 per clinical make-up hour.

Students are not permitted to leave clinical sites during break or lunch without permission from the clinical instructor.
ATTENDANCE (continued)

Attendance is monitored for financial aid eligibility. Students must complete the 900 clock hour definition of Academic Year #1 before moving into academic Year #2. Students are required to meet the Title IV attendance requirements prior to the 2nd disbursement within an academic year. As of July 1, 1997, students receiving Title IV funds who miss more than 10% of the clock hours in a payment period are no longer eligible to receive funds.

Special circumstances will be reviewed on an individual basis.

February 1984
Refined: 4/05, 5/05, 5/06, 5/08, 5/10, 5/13
Reviewed 10/07, 10/08, 10/10, 10/11

CLASSROOM AND CLINICAL HOURS

Full-Time (WACTC)
Classroom: 7:45 a.m. - 3:15 p.m.
Clinical: 6:30 a.m. - 2:00 p.m.

Full-Time (MVCTC)
Classroom: 7:30 a.m. – 3:00 p.m.
Clinical: 6:45 a.m. – 2:15 p.m.

Part-Time (WACTC)
Clinical/Classroom: 4:30 p.m. - 9:30 p.m. weeknights
Classroom: 8:00 a.m. - 4:30 p.m. Saturdays
Clinical: 7:00 a.m. - 3:30 p.m. Saturdays

February 1984
Refined: 4/05, 5/05, 5/06, 5/08, 5/10, 5/13
Reviewed 10/07, 10/08, 10/10, 10/11
MAKE-UP ASSIGNMENTS AND EXAMINATION PROCESS

On the first classroom day back, the student must contact the involved teacher(s) to establish a make-up plan for missed assignments and/or examinations. All assignments and examinations are required to be made up within seven calendar days. An alternate examination may be given. If the assignments and/or examinations are not made up according to the make-up plan, a ‘zero’ will be given. All make-up examinations must be completed prior to taking the final examination. All examinations must be taken prior to progression into the next Level. Extenuating circumstances will be reviewed on an individual basis by the Program Supervisor upon written request by the student.

February 1984
Refined: 4/05, 5/05, 5/06, 5/08, 5/10, 5/13
Reviewed 10/07, 10/08, 10/10, 10/11

SCHOOL CLOSING AND DELAYS

The Practical Nursing Program is an adult program and is considered work training. As a graduate you will be required to report on duty in all types of weather. Therefore, the following procedure will occur for closing or delays. The Director of Vocational Education and the Program Supervisor will make all decisions regarding delays and cancellations.

**Classroom Days:** Students will be notified of school cancellations and delays through a phone messenger. A delay or cancellation will also be announced via television (WTAE); radio (WJPA, 95.3 FM); or internet (pittsburghchannel.com/school closings). When a delay is announced, students will report to the school by 9:00 a.m. Class schedules will be altered to allow for equal teaching time of each course. Classes that are cancelled will be rescheduled according to the School Calendar.

**Clinical Days:** Delays do not apply to clinical days. Students are to report to clinical at the scheduled time. Cancellation of a clinical day will be made via phone messenger.

The part time program will not have delays.

A message regarding cancellation or delay will be placed on the secretary's voice mail.

February 1984
Refined: 4/05, 5/05, 5/06, 5/08, 5/10, 5/13
Reviewed 10/07, 10/08, 10/10, 10/11
STUDENT HEALTH SERVICES

If a student becomes ill or is injured while at the School, the student should report to the teacher. Upon evaluation of the student’s condition, the teacher will arrange for further treatment and transportation, if necessary or desired by the student.

If a student becomes ill or injured while in the clinical area, the student will be referred to the emergency room or dispensary of the cooperating agency. Fees for these services are the responsibility of the student. Any injury must be reported and recorded on the accident form of the institution where the accident occurred. A copy is to be given to the Program Supervisor.

Should a student sustain an injury at the school or in the clinical area, the instructor will complete an accident report and submit the report to the Program Supervisor. The student’s file will contain a cumulative health record showing accidents, illnesses, and days absent.

In the event a student develops a disabling physical condition during the school year, the student must obtain written approval of a physician to remain in the program. If a physician’s approval is not granted, the student may apply for a leave of absence. Except for emergency situations, medical or dental appointments must be arranged for after school hours. A doctor’s excuse will be required when an absence is due to a medical issue or when the absence is for three days or more.

February 1984
Refined: 10/85
Reviewed: 10/09, 10/10, 10/11, 5/13

LEAVE OF ABSENCE

One leave of absence may be granted for personal or medical reasons. The student must make a written request for a leave of absence, outlining the reason for the leave and the length of time required to the Program Supervisor. The written request must be made in advance. In the case of an emergency, the written request must be submitted as soon as possible after the emergency. A leave for medical reasons will require a physician’s statement. Decisions regarding the leave of absence are made by the Program Supervisor in collaboration with Program Teachers. When a leave of absence prohibits the students from completing the Level objectives in which the leave of absence was started, the student must withdraw from the program. The student can request readmission according to the Readmission Guideline.

February 1984
Refined: 5/02, 5/09, 5/13
Reviewed: 10/07, 10/08, 10/10, 10/11
HEALTH REQUIREMENTS

Students must show evidence of completion of annual PPD prior to the start of Level III. If the annual PPD has not been completed, a two-step PPD must be completed.

May 2013

POLICIES FOR STUDENT VETERANS/ELIGIBLE PERSONS/RESERVISTS RECEIVING V.A. EDUCATIONAL ASSISTANCE ALLOWANCE

Leave

Leave of absence is granted only to students who wish to temporarily interrupt their training for personal reasons. A request for leave must be made in advance in writing, or time away from school will be considered an absence. The Veterans Administration will be notified immediately when a veteran student is granted a leave of absence.

Class Cuts

Class-Cuts are not permitted and shall be recorded as absences.

Make-up Work

Make-up work is not permitted for the purposes of receiving Veterans Administration Training Allowances.

June 1992
Reviewed: 10/08, 10/09, 10/10, 10/11, 5/13
STUDENT EMPLOYMENT

Due to the number of class hours and preparation time necessary for the successful completion of this program, full-time employment is discouraged. Those students, who for financial reasons find it necessary to be employed, may do so with regard to the following regulations:

- Any student working in a health care facility will not perform the functions normally assigned to a professional or practical nurse.
- The faculty recommends eight hours of continuous rest during a twenty-four hour period.
- Student uniforms, or any part thereof, are not to be worn while on the job.
- The faculty requires satisfactory performance in theory and clinical areas.
- Tardiness or early dismissal to facilitate employment will not be permitted.
- Please notify the Supervisor of the Practical Nursing Program of your employment status, together with employer’s name, address, and telephone number.

The schedule of class and clinical hours will allow for eight hours of continuous rest during each twenty-four hour period.

February 1984
Reviewed: 10/09, 10/10, 10/11
Refined: 5/13

ASSESSMENT TECHNOLOGIES INSTITUTE (ATI)

Assessment Technologies Institute learning systems products are a resource for students. These products provide students with an assessment of their knowledge level and focused reviews for remediation. These products also provide online skills tutorials for clinical laboratory sessions, professional nurse role and student role. The ATI products are integrated throughout the program as identified on course outlines.

May 2013
CLINICAL EVALUATION

Clinical is an important component of the Practical Nursing Program allowing the student to apply knowledge to actual patient care.

The clinical components of the program are evaluated as:

- **S** - Satisfactory [performance meets expectations]
- **NI** – Needs Improvement [performance inconsistent; requires supervision]
- **U** – Unsatisfactory [performance below expectations]
- **I** - Incomplete

Students must achieve a ‘S’ in all clinical objectives to pass the clinical component of the course. A student attaining a ‘NI’ or ‘U’ in a course with a clinical component will receive a ‘F’ for the final course grade.

Students receive feedback on achievement of clinical objectives from Program Teachers on an ongoing basis. Any student displaying performance at the ‘NI’ or ‘U’ grade during the course will need to develop a plan for improvement in collaboration with the Program Teacher. At the end of the course, a final evaluation of the student’s achievement of the clinical objectives will be completed.

April 2012
Refined 5/13
GRADING SYSTEM

Student achievement will be represented by a letter grade and a corresponding numerical percentage value

<table>
<thead>
<tr>
<th>LETTER GRADE</th>
<th>PERCENTAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>94% - 100%</td>
</tr>
<tr>
<td>B</td>
<td>85% - 93%</td>
</tr>
<tr>
<td>C</td>
<td>75% - 84%</td>
</tr>
<tr>
<td>F</td>
<td>Below 75%</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
</tr>
<tr>
<td>W</td>
<td>Withdrawal</td>
</tr>
</tbody>
</table>

Students must maintain a minimum grade level of C [75%] in each course. The theory grade is a composite of quizzes, assignments, exams and final exams given within each course. Points may be deducted from the theory grade for assignments not done or received late.

Grade calculations are carried to the hundredths. Grades with a 0.50 or above will be rounded up to the next whole number. Grades with a 0.49 or below will be rounded down to the next whole number.

Any student whose course grade is below 75% at midterm will be placed on Academic Warning. The student will meet with Advisor to develop a plan for improvement and a counseling form will be completed and placed in the student’s file.

Each level is prerequisite for the next. Therefore, satisfactory completion of each level is necessary for promotion to the next level.

Students must achieve satisfactory clinical evaluation in courses with a clinical component, in addition to a minimum grade of C [75%] in order to satisfactorily complete the course.

Upon satisfactory completion of the 1582 hour program the student will receive a diploma and be recommended to take the National Council Licensure Examination for practical nurses.

February 1984
Refined: 5/98, 3/03, 5/13
Reviewed: 3/07, 4/09, 5/10, 5/11
125.7 WITHDRAWAL, TITLE IV RETURN, AND TUITION REFUND

A student who withdraws from the Western Area Career & Technology Center’s Practical Nursing Program prior to the first day of class, may request in writing a refund of tuition paid in excess of the non-refundable $100.00 Administrative Fee. The request in writing MUST be submitted to the school one week prior to the beginning of the program.

A student who desires to withdraw from the school after school starts is requested to write a letter of resignation to the Coordinator of the Practical Nursing Program stating the reason for the withdrawal. The letter should be written within two weeks of withdrawal. The withdrawal date is defined as the last day a student attended class or clinical experience, the date the student began the withdrawal process or the midpoint of the level for a student who leaves without notifying the school. Refunds will be finalized after the student submits his/her letter of resignation.

The number of hours from the first day of class to the withdrawal date is the number of hours completed by the student.

Unless otherwise directed by federal financial aid requirements or parents (for PLUS loans) adjustments and refunds will be made to the student.

To calculate a refund the school will first determine the student’s withdrawal date. The amount of refund is based on the following calculation:

\[
\text{Number of hours completed} \div \text{Number of hours in the program} = \% \text{ of aid earned}
\]

\[
100\% - \% \text{ of aid earned} = \% \text{ of funds to be returned.}
\]

If the student has completed more than 60% of the academic year, no refunds will be given. Sixty percent of academic year #1 is 572 hours. Sixty percent of academic year #2 is 378 hours. If the student has completed 60% or less of the program, the amount of refund shall be equal to the amount remaining in the enrollment period.

Refunds of $25.00 or less will not be made.

The amount of Title IV aid earned is based on actual hours of attendance. The amount of title IV aid earned is calculated using the Title IV worksheet.

When aid is returned, the student may owe a balance to the school. The student is responsible for contacting the Financial Aid Office to make arrangements to pay the balance.
Grade transcripts will not be released until the account balance is paid in full.

Student’s fees and costs for the following expendable items are not refundable: Books, uniforms, name pins, and assess kits.

**Return of Federal Funds**

To calculate the amount of Title IV assistance earned by a student, the school must first determine the percentage of Title IV assistance earned, using the above calculation. The differences between amounts earned and the amounts received equal the unearned Title IV assistance and are subject to be returned by the school or student or both.

Return of Title IV funds is determined by the Title IV worksheets. The order of return of unearned Title IV assistance, returned by the school or student, is credited first to the outstanding Title IV loan balances for the student. Excess funds must be credited to outstanding balances in the following order:

- Federal Unsubsidized Stafford Loan
- Federal Subsidized Stafford Loan
- Federal Plus Loan
- Federal Pell Grant
- Other Federal Student Financial Assistance
- Vocational Rehabilitation
- Student

If students would like to see a Return of Federal Funds Worksheet, they may request one from the Financial Aid Office.

**Part-Time Adult Programs Payment and Return of Tuition**

For part-time adult certificated and non-certificated programs, tuition must be paid in full prior to the first class session unless other arrangements have been made and approved in writing by the Western Area Career & Technology Center. Under no circumstances will requests for refunds be honored after the second class session has met.
ACADEMIC PROGRESS

At the completion of each level, students must have a C [75%] in all courses and achieve a satisfactory clinical evaluation in courses with a clinical component. Any student whose grade average falls below 75% at midterm in any course will be placed on Academic Warning. A plan for improvement will be developed by the student and Advisor.

Students receiving Title IV funds must maintain satisfactory academic progress to receive financial aid.

September 1987
Refined 2/97, 5/01, 5/13
Reviewed: 10/07, 10/08, 10/09, 10/10, 10/11

ACADEMIC WARNING, PROBATION, AND DISMISSAL

Academic Warning

Academic Warning is written notification that the student has a low or borderline achievement level in classroom and/or clinical.

Probation

Academic Probation is verbal and written notification that the student must demonstrate improvement. The student must meet with Program Teacher or Program Supervisor to develop a plan for improvement. A student may be placed on probation for the following reasons:

- Failing grades
- Providing unsafe, negligent, or other unsatisfactory performance in the clinical area
- Unexcused absence from class or clinical area
- Inability or refusal to maintain suitable personal appearance
- Inappropriate attitude, unprofessional behavior or emotional instability
Dismissal

Dismissal is an involuntary withdrawal from the program. Dismissal from the program will be preceded by a review of the student’s records. The student will be notified of the dismissal by written notification.

A student may be dismissed without prior probation for the following:

- Final course grade below 75%
- Evidence of possession, use, transmittal, or being under the influence of any dangerous or narcotic drug, other controlled substance, alcoholic beverage, or intoxicant of any kind.
- Unsafe, negligent, or unethical conduct in the clinical area.
- Lack of integrity, including theft, providing false information, or cheating on an examination.
- Conviction of a felony
- Violation of WACTC and/or cooperative clinical agency policies
- Failure to meet financial commitments of the Program
- Failure to meet attendance requirements

February 1984
Reviewed: 10/07, 5/09, 10/10, 10/11
Refined: 10/03, 5/13
COUNSELING PROGRAM

The purpose of the counseling program is to assist students in realizing their own potential. Students will be encouraged to develop self-awareness in order to evaluate their own achievement in meeting the objectives of the Practical Nursing Program.

Program teachers are available to discuss student progress, student needs, and suggestions for improvement. These conferences will also serve to promote good rapport between the faculty and the student. Conferences may also be held with a student whenever a Program Teacher deems it necessary. Documentation of each counseling session will be made and placed in the student’s file.

If the Program Supervisor determines that a student would benefit from personal counseling, a referral will be made to EAP Services. If a student feels that personal counseling would be beneficial, he/she can contact EAP Services at 1-800-EAP-LINK.

February 1984
Refined 5/95, 5/05, 5/13
Reviewed: 5/09, 5/10, 5/11
125.6 STUDENT GRIEVANCES

The Western Area Career & Technology Center Joint Operating Committee recognizes that students have the right to request redress of grievances. Further, the Joint Operating Committee believes that the inculcation of respect for lawful procedures is an important part of the educational process. Accordingly, individual and group grievances shall be recognized, and appropriate appeal procedures shall be provided.

For purposes of this policy, a student grievance shall be one that arises from actions that directly affect the student’s participation in an approved educational program.

The Joint Operating Committee and its employees will recognize the grievances of students, provided such complaints are submitted pursuant to the following guidelines established by Joint Operating Committee.

1. The first step in the grievance procedure is to discuss the problem with the person involved.

2. If this action does not result in resolution of the problem, or if the student is uncomfortable approaching the person involved, the student should then discuss the situation with the Practical Nursing Program Supervisor.

3. If the matter is still unresolved, the student should present the grievance, in writing, to the Program Supervisor within ten (10) scheduled school days of the occurrence. The Supervisor will confer with the faculty and will reply in writing within five (5) scheduled school days giving the decision of the total faculty.

4. If the student is unsatisfied with the decision of the faculty, the grievance should then be submitted, in writing, within ten (10) scheduled school days of the response, to the Western Area Career & Technology Center Director for resolution. A written reply will be made within five (5) scheduled school days giving the final decision.
STUDENT RECORDS

A permanent record will be maintained for each student admitted to the program. The record will include:

- Permanent academic records on all students admitted, including both clinical and theoretical experience, and achievement shall be kept ad infinitum (pursuant to Rules and Regulations for Practical Nurses, Section 21.231)

- Health records shall be kept for five years following completion of the program.

- Hepatitis B immunization record will be kept ad infinitum.

Upon written request, students will have access to their records and may review their files during school hours.

Student records will be made available only to authorized personnel, the State Board of Nurse Examiners, Middle States Accreditation Committee, and the Western Area Career & Technology Center Practical Nursing faculty and staff. JTPA files will also be made available to the JTPA monitor. Written consent of the student must be given before records are released to any other person.

Student Financial Aid files will be made available only for the required audits and reviews. These are conducted by the school’s auditor and representatives from PHEAA and Pell.

February 1984
Refined: 1/96, 5/03
Reviewed: 10/08, 10/09, 10/10, 10/11, 5/13
SCHOOL TRANSCRIPTS

One transcript will be issued to each student upon graduation from the Western Area Career & Technology Center Practical Nursing Program for his/her own use.

Thereafter, any transcript requested by the student for employment, education, or other purposes will require a charge of $2.00 for processing costs.

When requesting such a transcript, the student should write a letter of request to the School, including all necessary information needed for the School to obtain the transcript. This information should include:

1. Name at the time of enrollment
2. Year of graduation
3. Name and address of place transcript is to be sent
4. Any other information substantial to School use

February 1984
Reviewed: 10/07, 10/08, 10/09, 10/10, 10/11, 5/13
RELEASE OF INFORMATION

TO: ____________________________               DATE: _____________________

__________________________________               GRADUATION DATE: ________

__________________________________               __________________________

I, _______________________________, of ____________________________________

Name                                                                   (Street)

____________________________________, born _____________________________

(City, State, Zip Code) (Date of Birth)

hereby give my permission to release the professional information in regard to my records

to ______________________________________________________________________

I understand that is information will be held in strict confidence.

SIGNED: __________________________________

WITNESS: _________________________________

Confidential information should be
mailed to the attention of:

_____________________________________________________________________

_____________________________________________________________________

February 1986
Reviewed: 10/07, 10/08, 10/09, 10/10, 10/11, 5/13
STUDENT ORGANIZATION

It is recommended that each class, with the guidance of a Program Teacher advisor, form a student organization within the first month of the program. The principal purpose of the organization is to provide an opportunity for students to develop the ability to cooperatively function within a group structure. As a member, the student is responsible for his/her share of participation in student organization meetings, committee work, and activities.

Functions of the Organization

- Discuss activities.
- Plan and carry out designated projects.
- Discuss problems and concerns.
- Make suggestions and assist in the planning of ceremonies, such as graduation.

Structure of the Organization

The Program Supervisor or designee shall act as temporary Chairman and will preside over the election of officers when the Program Supervisor deems it suitable to conduct elections.

Class officers shall consist of a President, Vice-President, and Secretary.

The President will conduct all class meetings according to established Robert's Rules of Order and will act as an intermediary between members of the class and the Program Supervisor or designee. The class President will keep the Program Supervisor informed of all class activities and concerns. The class President will appoint committees, as necessary, for meeting the goals of the organization.

The Vice-President will assist the President with class meetings and conduct class meetings in the absence of the President.

The Secretary will record the minutes of each class meeting. The minutes will be posted for students to review. A copy of the minutes will be given to the Program Supervisor. These minutes will be maintained in the program records.

February 1984
Refined: 3/89, 5/07, 5/13
Reviewed: 10/07, 5/09, 5/10, 5/11
STUDENT ORGANIZATION CHANNELS OF COMMUNICATION

The Student Organization observes policies of the sponsoring School, Western Area Career & Technology Center. Approval must be obtained from the Program Supervisor and Director before initiating outside contact. The following listing is not complete, merely suggestive:

1. Publicity of any kind
2. Borrowing of equipment
3. Use of school facilities
4. Rental negotiations of off-campus facilities

Ten days prior to the time when an answer is required, the President will submit the request to the Program Supervisor or Director. The request will be accompanied by a sample of the poster, letter, or whatever it is you wish approved.

February 1984
Refined: 3/89, 5/07, 5/13
Reviewed: 10/07, 5/09, 5/10, 5/11
LIBRARY

The program’s library will normally be available to students throughout the day. Books, magazines, or videos may be borrowed by students according to the following rules:

- Check out any library material by using library sign out sheet at the Secretary’s desk.
- All library material may be signed out at the end of the class day. Books must be returned in 3 days and videos within one (1) day.
- Books may be borrowed for the weekend. They can be checked out at the end of the class day on Friday and must be returned before class on Monday morning.
- It is the student’s obligation to take good care of library books. Those that are lost or damaged must be replaced by the student who signed out the book.
- Any book placed on reserve must be used in the library or classroom during the day. Reserved books may not be removed from the building.
- When returning library materials, return to the secretary.

Fines

Any books, magazines or videos kept out over the allowable time period will be subjected to a $.25 fine per day. There will be no exceptions. Absence on the due date of such borrowed books will be considered late. Students who fail to return videos will be responsible for replacing the unreturned resources. The student will be charged the current price to replace the unreturned resources.

Outdated Books

Reference books that become outdated, five years old, shall be:
1. Placed in historical section of the library.
2. Offered to students for personal reference books
3. Donated to local libraries

The library holdings shall be added to each year.

February 1984
Refined: 9/01, 9/03, 5/13
Reviewed: 9/08, 9/09, 9/10, 9/11
GENERAL STUDENT PROCEDURES/POLICIES

Fire and Safety Regulations

Western Area Career & Technology Center

Fire drills are held in accordance with State laws. Order, rather than speed, will be stressed in the fire drill.

- Lights are to be turned off, and windows and doors are to be closed upon leaving.
- The last person leaving the room will turn off lights and close doors.
- Proceed in an orderly manner to the North side exit.
- Any student who is not in the Practical Nursing Department at the time of the fire drill will leave the building at the nearest exit and report immediately to their instructor in the assembly area. Each student is responsible for knowing the location of the fire extinguishers in the Practical Nursing Department.

Health Care Agency

Students will be oriented to fire and safety regulations of each facility upon assignment to the facility.

Lunch

Canonsburg Campus

The Practical Nursing students may purchase lunch in the Western Area Career & Technology Center cafeteria, or they may bring their lunch; but all lunches are to be eaten in the students’ assigned area. During summer months, students must provide their own lunch on class days. Lunch periods are thirty minutes in duration.

Charleroi Campus

Students must provide their own lunch on class days. Lunch periods are thirty minutes in duration.

Health Care Agency

Students may purchase lunch in the health care agency cafeteria at a nominal cost; or they may carry their lunch. Students are not to leave the clinical site without permission from the clinical instructor.
Lockers

Lockers are available upon request. Locks may be purchased if desired. The Western Area Career & Technology Center and the cooperating agencies will not assume responsibility for stolen articles.

Kitchen Usage

All students are responsible for maintaining a clean and orderly kitchen. In order to maintain a safe kitchen environment, students are responsible for wiping up spills immediately. If a student brings in any food items or liquids, each item must be marked with a student label and the date must be entered on the label. Any items left in the kitchen longer than 5 days will be discarded.

May 2013

Telephone

Cell phones must be turned off during class and clinical hours. At clinical agencies, cell phones may only be used during break times. Personal telephone calls are not permitted on School or Clinical Agency telephones. Incoming emergency calls must be directed through the Program Secretary or Program Supervisor. Only calls of a serious emergency nature will be delivered to the student.

February 1984
Refined: 5/98, 5/01, 7/13
Reviewed: 10/07, 5/09, 5/10, 5/11, 5/13

Computer

Students will be provided a laptop during the first Level. The student is responsible for care of the laptop. The school is not responsible if the laptop is lost, damaged, or stolen. Throughout the program, the student will be required to access the laptop to complete classroom and clinical assignments. If the student is using the laptop during school hours, the student must ensure that the sound is inaudible. The laptop becomes the permanent possession of the school if the student’s financial obligations to the school are not met.

May 2013
Transportation

Students must provide their own transportation for all class and clinical experiences. Good, reliable transportation is a necessity. Parking spaces are available at each clinical location. Directions for parking will be given by the teacher for each clinical facility.

Students operating motor vehicles on school grounds must obey driving regulations, School regulations, and have permission from the Western Area Career & Technology Center administrative staff. A speed limit of 5 mph must be obeyed.

The student parking lot is the only place where a student is permitted to park. When driving on school grounds, drivers must proceed directly to the parking lot. Loafing in cars and in the parking lot is not permitted. Cars must not be used or moved while school is in session.

Western Area Career & Technology Center is not responsible for damage, theft, or vandalism to vehicles parked on school grounds. Parking is at the owner’s risk.

February 1984
Refined: 5/98, 5/01
Reviewed: 10/07, 5/09, 5/10, 5/11, 5/13
INFECTION CONTROL

Universal Precautions

Purpose
The purpose of this policy is to protect teachers and students from being exposed to the blood or body fluids of any patient with a potentially infectious disease.

Policy
Blood/body fluids precautions will be strictly followed any time there is a possibility of exposure to any blood or other body fluids.

Precautions

1. Any time there is a possibility of coming in contact with any blood or body fluids, gloves must be worn (e.g., discontinuing IV fluids, incontinent patient).
2. Any time there is a possibility of getting any blood or body fluids on clothing, gowns and gloves must be worn (e.g., contaminated bed linens).
3. Any time there is a possibility of getting any blood or body fluids sprayed into the eyes or mucous membranes (nose, mouth), eye protection and masks must also be used (e.g., suctioning a patient, tracheostomy care).
4. When hands or other skin surfaces become accidentally contaminated with blood or body fluids, they must be immediately and thoroughly washed with soap and water.
5. Hands must be washed with soap and water after the removal of any protective clothing.
6. Any time blood or body fluids come into contact with a student’s eyes, mucous membranes, or open areas on skin; their teacher is to be notified, along with the Department Supervisor, and an accident report filed.
7. To minimize the need for emergency mouth-to-mouth resuscitation, mouth pieces, resuscitation bags, or other ventilation devices should be strategically located and available for use in areas where the need for resuscitation is predictable.

All infection control policies of each health care facility shall be observed.
SIGNATURE SHEET

I have read and do understand the contents of the Practical Nursing Program Student Handbook issued to me. As a student, I agree to abide by all WACTC policies and information in the Student Handbook and on the WACTC website. I have had an opportunity to review and question the contents of this handbook. I hereby give my permission for the State Board of Education, State Board of Nursing, representatives of Middle States Commission on Secondary Schools and SWT monitors, VA monitors and TRA monitors to read my file.

____________________________________
STUDENT SIGNATURE

____________________________________
DATE

February 1984
Reviewed 5/08, 5/09, 5/10, 5/11, 5/12
Refined 5/13
EDUCATION RECORDS

The Family Educational Rights and Privacy Act (Public Law 98-380) effective November 19, 1974 is intended to ensure students the right to inspect, review, and control access to student educational records maintained by an educational institution.

The Education Records Policy of the Western Area Career & Technology Center’s Practical Nursing Program is intended to comply with the requirements of the Family Education Rights and Privacy Act (FERPA). Students will be notified of their rights annually in the Student Handbook.

All program faculty and administrative staff are expected to manage student records in their custody in accordance with FERPA regulations.

A. Definitions
   1. Student
      a. refers to any person currently enrolled in the Practical Nursing Program
      b. refers to any person who has been previously enrolled in the Practical Nursing Program.

   2. Education Records
      a. refers to any record (in handwriting, print, computer or other medium) maintained by the program, which is directly related to the student except a personal record kept by a faculty member if it is kept in the sole possession of the maker of the record.

B. Contents of Record
   1. Directory Information
      a. Western Area Career & Technology Center Practical Nursing Program has defined Directory Information as the information listed below. This information may be released for any purpose at the discretion of the Program Supervisor unless notified in writing to the contrary. Students have the right to prevent disclosure of directory information
         i. Name
         ii. Address
         iii. Telephone
         iv. Internet Address
         v. Current Enrollment Status
         vi. Dates of Attendance
         vii. Date of Birth
3. Confidential information will not be released without a written request signed and dated by the student. Confidential information includes, but is not limited to the following:
   a) all information (except for Directory Information) contained in the application for admission
   b) all records of test scores and/or results
   c) all transcripts of previous academic work
   d) transcript including course grades
   e) counseling or documentation of reprimands for failure to meet behavior standards
   f) all correspondence relevant to the academic records including letters of acceptance, receipts, academic performance, leave of absence and/or withdrawal
   g) records of all authorizations to access or release information contained in the student record
INTEGRATED PEST MANAGEMENT

The Western Area CTC uses an Integrated Pest Management (IPM) approach for managing insects, rodents and weeds. Our goal is to protect every student from pesticide exposure by using an IPM approach to pest management. Our IPM approach focuses on making the school building and grounds an unfavorable habitat for these pests by removing food and water sources and eliminating their hiding and breeding places. We accomplish this through routine cleaning and maintenance. We routinely monitor the school building and grounds to detect any pests that are present. The pest monitoring team consists of our building maintenance, office, and teaching staff and includes our students. Pest sightings are reported to our IPM coordinator who evaluates the “pest problem” and determines the appropriate pest management techniques to address the problem. The techniques can include increased sanitation, modifying storage practices, sealing entry points, physically removing the pest, etc.

From time to time, it may be necessary to use chemicals to manage a pest problem. Chemicals will only be used when necessary, and will not be routinely applied. When chemicals are used, the school will try to use the least toxic products when possible. Applications will be made only when unauthorized persons do not have access to the area(s) being treated. Notices will be posted in these areas 72 hours prior to application and for two days following the application.

Parents or guardians of students enrolled in the school may request prior notification of specific pesticide applications made at the school. To receive notification, you must be placed on the school’s notification registry. If you would like to be placed on this registry, please notify the school in writing. Please include your e-mail address if you would like to be notified electronically.

If a chemical application must be made to control an emergency pest problem, notice will be provided by telephone to any parent or guardian who has requested such notification in writing. Exemptions to this notification include disinfectants and antimicrobial products; and gel type placed in cracks, crevices or voids; and swimming pool maintenance chemicals.

Each year the school will prepare a new notifications registry.

If you have any questions, please contact Joseph P. Iannetti, Ph D., IPM Coordinator, (724) 746-2890, Ext 114, or jiannetti@wactc.net.
815. INTERNET AND COMPUTER NETWORK USE

The Western Area Career & Technology Center Joint Operating Committee recognizes that telecommunications and other new technologies have changed the ways that information may be accessed, communicated, transferred and exchanged by members of society. Those changes will also affect student instruction and learning. Accordingly, the Joint Operating Committee is committed to the effective use of technology as a tool to advance the Center’s educational program and curriculum and to enhance the quality of student learning, as well as to promote the efficiency of the Center’s operations.

The school’s electronic communications system (“Network”) will provide opportunities for students and staff to communicate, learn, access, exchange and publish information. The resources available through this Network, and the electronic communication and information research skills that students will develop using it, are of significant and growing importance in the learning process and preparation of students for success in the future.

This Network includes the Internet, which is a global information and communication network that provides a tremendous opportunity to bring previously unimaginable education and information opportunities to our students. The Internet is, however, a public space. As is true with all public spaces, there is a potential that students may come in contact with potentially harmful or inappropriate material or people. Therefore use of the Internet by students necessarily raises concerns about safety and security. The Center will provide guidance to help students learn to use the Internet in a safe and responsible manner.

The Joint Operating Committee believes that the advantages to students and staff from access to the valuable information and interaction available on the Network outweigh the risk that users may misuse the Network for purposes that are inconsistent with the curriculum and educational goals of the Center. The Joint Operating Committee further believes that these risks can be reduced through the adoption of this policy and related procedures.

Definitions

For purposes of this policy, the term network shall be interpreted to include any and all school owned computers, servers, any hardware or software, the school’s local area network (LAN), all wireless access points, the Internet, the school’s Intranet, self-contained electronic mail systems, and any other elements of the school’s computer, telecommunications or electronic communication/information systems.
Objective

To provide for and establish a reasonable and equitable policy for the use of the school’s Network by students and staff and for development of applicable rules and regulations regarding the acceptable use of the Network as a tool to support and advance the school’s educational program, curriculum and internal operations and to promote a policy of Internet safety.

A. Acceptable Network Use

The Network may be used only as a tool to support and advance the functions of the school and curriculum and educational program. Access to the school’s Network is a privilege and not a right. Users of the Network are responsible for their behavior and communications over the Network and access to Network services will be provided only to those staff and students who act in a considerate and responsible manner and in accordance with the school’s rules and regulations as may be adopted and amended from time to time. All students (and/or the students’ parents, depending upon the age of the student as specified by administrative procedures) who wish to use the Network must sign one or more Network agreements whenever requested by the school. Copies of this policy shall be distributed to all faculty and staff members, who must sign an acknowledgement of its receipt.

Students may use the Network only in support of education and research consistent with the educational objectives of the school. Faculty and staff may use the Network primarily in support of education and research consistent with the educational objectives of the school. Faculty and staff may access the Network for limited personal use but not for any commercial or business use; however such personal use may not violate any applicable rules and regulations or applicable administrative procedures or interfere with job performance. Use of the Network must be in compliance with applicable laws, including the copyright law, and all materials on the Network should be presumed to be copyrighted.

Staff or students who claim that this policy is denying them access to material that is not within the prohibitions of this policy shall direct their claim, in writing, to the Director or his/her designee, who shall review the matter and respond promptly. Overriding blocked Internet or e-mail content may only be done with the prior authorization of the Director.

B. Inappropriate Use and Activities

The school reserves the absolute right to define inappropriate behavior or improper use of the Network, adopt rules and regulations applicable to Network use, determine whether an activity constitutes inappropriate use of the Network, and determine the consequence of such inappropriate use. Network use shall not involve obscene, pornographic or offensive matter; vulgarity, harassment, intimidation, insult or ridicule of another; damage or waste of property; use of another’s password or misrepresenting one’s identity; use for commercial purposes or illegal purposes, or any
other use deemed inappropriate by the school, or in violation of any other school policy, administrative procedure, or code of conduct. Inappropriate use of the Network may result in suspension or cancellation of Network privileges. In addition to suspension or cancellation of Network privileges, inappropriate use of the Network may result in disciplinary action up to and including suspension or expulsion from school, in the case of a student, or discipline, suspension or termination of employment in the case of an employee. Where circumstances warrant, inappropriate use of the Network may be referred to law enforcement authorities.

**Software Usage**

Software piracy is both a crime and a violation of this policy. The school licenses the use of computer software from a variety of outside companies. The school does not own the copyright to software licensed from other companies. Users of the school’s Network are to use such software strictly in accordance with applicable license agreements. Unless otherwise provided in the license, the duplication of copyrighted software (except for backup and archival purposes by designated school personnel) is a violation of copyright law and this policy.

**Protection and Filtering**

The school shall employ appropriate technology protection measures during use of computers with Internet access by students. Such technology shall be designed to block or filter access to visual depictions that are obscene, pornographic or harmful to minors. In addition, the Network may not be used to access, use, disclose or disseminate personal identification information regarding students or staff. The school may also use blocking or filtering technology to screen out inappropriate text. The school will endeavor to keep the blocking and filtering technology up-to-date, but it is not possible to guarantee that all inappropriate content will be successfully blocked or filtered.

In order to protect the Network, users may not connect non-school computers, personal laptop computers, or other personal computing devices or peripherals to the Network. In addition, users may not use personal software programs on the Network or transfer files, programs, shareware or software from information services, third-party Networks or websites, or any other external source without the permission of the Network supervisor. Data discs, memory sticks, and other temporary file storage devices may be used with school computers for the sole purpose of transferring user data files, for appropriate school-related work, but not for personal use.

**Ownership and Retention**

Any and all material or information placed in any file on the school’s Network becomes school property. The school reserves the right to intercept or access any such material or information on the Network, including personal and electronic mail files, and to dispose of any material or information contained therein without prior notice. The school further reserves the right to
monitor online activities and review, record or log Network use. Persons using the school’s Network should have no expectation of privacy regarding its usage. The school reserves the right to suspend access at any time, without notice, for technical reasons, possible policy violations, security or other concerns at its sole discretion.

**Compliance Monitoring**

Faculty and staff are responsible for ensuring student compliance with this policy. Any employee aware of a policy violation should immediately report the violation to the Director.

**Administrative Responsibility**

It shall be the responsibility of the Director to develop and publish written administrative procedures and/or administrative guidelines for the implementation of this policy, including developing rules and regulations for appropriate Network use, a Network agreement form, security measures including password procedures, measures designed to restrict access to harmful or inappropriate matter on the Internet, procedures for promoting the safety and security of students when using electronic mail and prevention of unauthorized access and any other matter deemed necessary or advisable to implement this policy.
INTERNET & COMPUTER NETWORK SAFETY & USE POLICY
FOR STUDENTS AND EMPLOYEES

The Western Area Career & Technology Center recognizes that the ability to use the information and communication resources provided by the Internet and other computer networks is an essential skill for students in preparation for higher education and the workplace. Technology provides access to computers and people worldwide including some materials not appropriate for an educational setting. Computer and network use of the Internet is a privilege and not a right and will be removed if abused. As part of a number of Federal and state laws, specifically the Children’s Internet Protection Act, the Center is required to establish guidelines and policies related to Internet use, Internet technology protection measures and Internet filtering/blocking procedures. The goal of these policies and guidelines is to provide protection for students and educators regarding Internet use but cannot guarantee all inappropriate material will be excluded from view.

Individual student access will be offered to high school students only after students have submitted and completed an Internet and Computer Network Safety and Use Agreement and parents have been notified of the guidelines for Internet use. The use of the Center’s network must be in support of education and research, ethical, and lawful. Non-school related activities are not authorized. The network will not be used for illegal activity, for-profit purposes, lobbying, advertising, to transmit offensive materials, hate mail, discriminatory remarks, or to obtain obscene or pornographic material. Students may not disclose or disseminate personal identification information about themselves or others when using the Internet (World Wide Web) or other forms of direct electronic communications. Students may not participate in chat rooms.

No use of the network will serve to disrupt the use of the network by others; hardware or software will not be destroyed, modified or abused in any way. The Center does not permit personal disks or games to be installed or played on any of the computers or the network. Users will not introduce, remove or copy any application or operating system program on any of the Center’s systems. Inappropriate, unauthorized or illegal use (including hacking or attempted hacking) may result in the termination of the offender’s privileges and also disciplinary actions.

Blocking software will be used on the Internet to protect minor students from obscene material, child pornography, other visual depictions deemed harmful to minors (as defined by the Children’s Internet Protection Act), and other categories deemed necessary by the administration. Other Internet users will also have these categories blocked. The Director may disable the technology protection measure if needed for bonafide research or other lawful purpose.

Failure to adhere to this policy can result in the suspension of Internet and network privileges, prosecution under State and Federal laws, and disciplinary action as defined in Pennsylvania School Code and the Western Area Career & Technology Center Employee Handbook.
FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT [FERPA]

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's educational records.

These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the Western Area Career & Technology Center receives a request for access. Parents or eligible students should submit to the WACTC Supervisor a written request that identifies the record(s) they wish to inspect. The WACTC official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's educational records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the WACTC to amend a record that they believe is inaccurate or misleading. They should write the WACTC Supervisor, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the WACTC decides not to amend the record as requested by the parent or eligible student, the WACTC will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedure will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to WACTC officials with legitimate educational interests. A school official is a person employed by the WACTC as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Joint Operating Committee; a person or company with whom the WACTC has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist, or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another WACTC official in performing his or her tasks. A WACTC official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the WACTC discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the WACTC to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

   Family Policy Compliance Office  
   U.S. Department of Education  
   400 Maryland Avenue, SW  
   Washington, D.D. 20202-4605

Source: U.S. Department of Education

STUDENT RETENTION

The Practical Nursing Program has a goal to graduate all students admitted to the program. Students are responsible for actively participating in the program. If a student is experiencing difficulties adjusting to a student role, the program offers counseling, financial aid assistance and tutoring services to promote student retention. If a student is in need of these services, the student must inform a Program Teacher or Program Supervisor.

Revised: 5/25/05, 5/07, 3/09, 5/13  
Reviewed: 5/09, 5/10, 5/11, 5/12
125.4. UNSAFE NURSING PRACTICE

All students are expected to be familiar with the principles of safe nursing practice and standards of nursing conduct as set forth in Title 49 (Professional and Vocational Standards), §21.148 (Standards of Nursing Conduct) promulgated by the Pennsylvania State Board of Nursing.

Unsafe nursing practice is exposing a client to the risk of harm, danger or loss, engaging in unprofessional conduct or violating the ethical code for nurses. Unsafe nursing practice of a nursing student is defined to include, but is not limited to, the following behaviors:

- Failure to maintain the client’s right to freedom from psychological and physical abuse.
- Failure to utilize appropriate judgment in administering safe nursing practice based upon the expected level of nursing knowledge, preparation, experience and competency.
- Performing nursing techniques without appropriate knowledge, skills and abilities necessary to provide safe, competent care.

- Failure to safeguard the client from incompetent, abusive or illegal practice of any individual.

- Discrimination while providing nursing care on the basis of age, marital status, gender, sexual preference, race, religion, diagnosis, socioeconomic status or disability.

- Failure to maintain patient privacy and the confidentiality of client information including, but not limited to, any violation of HIPAA requirements.

- Knowingly abandon a client for whom the student is providing care. Abandonment is defined as the intentional deserting of a client for whom the student nurse is responsible.

A nursing student who demonstrates unsafe nursing practices shall be subjected to discipline as determined by the coordinator/nursing faculty. Upon consideration of the severity of the unsafe nursing practice and/or prior incidences of unsafe nursing practice, disciplinary action may involve the following:

- Additional learning assignments designed by the faculty to contribute to the achievement of course objectives and change or unsafe behavior.

- Written warning of the unsafe clinical practice.

- Dismissal from the Practical Nursing Program.
227.1 CONTROLLED SUBSTANCES

A student shall not possess, use, transmit, sell, distribute, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, intoxicant, inhalant, or any controlled substance of any kind in school buildings or on school grounds, at any school activity, function or event, or on any vehicle designated or used by the school for transport of students.

Use by the student of a drug authorized by a medical prescription from a licensed physician shall not be considered a violation of this rule. A student who must take a prescription or nonprescription medicine during the school day must bring a written request from the parent and the medicine, in its properly labeled bottle to the school health care professional. The health care professional will either give the medicine at the proper times or give the student permission to take the medication as directed. (See WACTC Policy 210).

All violations of the controlled substances policy must be reported to the supervisor of Western Area Career & Technology Center and local police authorities.

For purposes of this policy, the following terms shall have the following definitions:

Controlled Substance means a controlled substance in Schedule 1 through V of Section 202 of the Controlled Substance Act (21 USC 812) and as further defined by regulation of 21 CFR 1300.11 through 1300.15. Examples include: Opiates (e.g., heroin, morphine, codeine, methadone); Cocaine; Cannabinoids (e.g., marijuana, hashish); Amphetamines; Barbiturates; Other narcotics and hallucinogens (e.g., Phencyclidine (PCP, Methaqualone (Quaalude) and Peyote (LSD); Benzodiazepines (e.g., Valium, Librium).

Also encompassed by these definitions are substances not sold as drugs or medicines, but that are used for mind-behavior/altering effect.

Conviction means a finding of guilt (including pleas of “guilty” and “nolo contendere”) or imposition of sentence or both by any judicial body charged with the responsibility to determine violations of federal or state criminal drug/alcohol statutes.

Drug Free Workplace (Federal definition) means a site for a performance of work done in connection with a specific grant at which employees of the grantee are prohibited from engaging in the unlawful manufacturing, distribution, dispensing, possession or use of a controlled substance.

Western Area Career & Technology Center, sponsor of the Practical Nursing Program, has an established Drug Abuse Prevention/Drug Free Workplace Policy which is presented to all new employees.
227.1 CONTROLLED SUBSTANCES (continued)

Western Area Career & Technology Center operates a Drug Free campus with signs posted and established policies and procedures published and distributed to all faculty and students annually (included in the Student Handbook). Possession, use or distribution of illegal drugs and alcohol by students on campus or school related activities are absolutely forbidden.

To function professionally and effectively, students must be drug free and recognize the ethical, moral and legal obligation to report peers in need of addictive disease assistance. Administration, faculty and students of the Practical Nursing Program share the responsibilities to identify and constructively deal with addictive diseases. The unlawful use of illicit drugs and alcohol abuse may result in dismissal from the program and will result in sanctions and referral for prosecution.
STUDENT DRUG TESTING

Western Area Career & Technology Center reserves the right to require drug testing of a student if there is a reasonable suspicion that the student is engaging in the use or abuse of drugs or abuse of alcohol. The Practical Nursing Supervisor or Designee shall determine whether reasonable suspicion exists based on available information. Reasonable suspicion is defined by the presence or suspicion of one of the following factors:

1. Direct observation of use, possession, sales or any outward signs of intoxication by the Practical Nursing Coordinator or communicated to the Practical Nursing Coordinator or other administrator. Such drug or alcohol use or influence indicators can include, but are not limited to: mood swings, aggressive or lethargic behavior, risk taking behavior, paranoid, verbal/physical altercation, slurred speech, alcohol breath odor, unsteady gait/movement, unusual behavior, talk with others about drug use.

2. Information communicated to the Practical Nursing Coordinator or other administrator indicating that a student is using, possessing or under the influence of alcohol, marijuana or any controlled substance.

3. Any other relevant factors.

If the Practical Nursing Supervisor determines that reasonable suspicion exists for testing, he/she shall document the basis for such suspicion and inform the student that drug testing will be required as a condition of continuing in the program. If the drug testing is refused, the student will automatically be dismissed from the program.

If reasonable suspicion exists, the student will be sent for immediate testing at an approved site. A faculty member or administrator will accompany the student to the test. The student will be suspended from the program pending the results of the testing. The testing laboratory will be authorized to report the results of the test only to the Practical Nursing Supervisor or specific designee.

If the testing is positive for illegal drugs or alcohol abuse, Western Area Career & Technology Center has the authority to expel the student from the program. The costs of any positive drug test will be assessed to the student.

If a student voluntarily informs faculty/administration of a personal substance abuse problem, such information will be submitted to the Practical Nursing Supervisor. The student will sign an individual contract stating terms of expected treatment for continued enrollment in the program.
STUDENT DRUG TESTING (continued)

Out-of-school conduct involving drugs or alcohol may require the student's situation to be reviewed by the Practical Nursing Supervisor. This review would be in accordance with the Pennsylvania State Board of Nursing "Nurse Practice Act." (All applicants are made aware of the Nurse Practice Act.) In the event of a criminal conviction, the Practical Nursing Coordinator/Administration reserves the right to apply disciplinary action up to and including dismissal.

Students removed from the program subject to the above provisions may reapply, if eligible, after successful completion of a treatment and rehabilitation program. Prior to readmission, the student must agree to the following:

- Random body fluid testing through to graduation (cost shared by student and program.)
- Attendance at AA/NA meetings or the equivalent with attendance documented to the Practical Nursing Supervisor.
- Provision of documentation of successful completion of a rehabilitation program along with a statement from the student's physician and therapist that the student is able to return to school and successfully participate in the program.
- Refusal to agree to these conditions or other monitoring requirements imposed by the Practical Nursing Supervisor will result in the denial of readmission.

Adopted: 2/25/04
Reviewed: 5/09, 5/10, 5/11, 5/12, 5/13
823. SMOKING AND TOBACCO USE

The Western Area Career & Technology Center Joint Operating Committee recognizes that smoking and tobacco use during school hours and on school grounds presents a health and safety hazard that can have serious consequences for the smoker and non-smoker and the safety of the school.

For the purpose of this policy, tobacco use shall be defined as use and/or possession of a lighted or unlighted cigarette, cigar and pipe; other lighted smoking product; and smokeless tobacco in any form.

In order to protect students and staff from the safety hazards of smoking and from an environment noxious to non-smokers, and because the Joint Operating Committee cannot, even by indirect, condone the use of tobacco by students and staff, the Joint Operating Committee prohibits possession of cigarettes, cigars, pipes, or other smoking equipment, and possession of smokeless tobacco in any form, and smoking or use of tobacco by students or staff in school buildings, on school grounds, on school vehicles, and during any school activity before, during, or after school hours, whether or not on school grounds or in school facilities.

Any staff member who possesses or uses tobacco may be subjected to prosecution before the district justice, who may impose a fine, court costs, and/or community service and require participation in rehabilitative activities.

The school’s administration has the authority to use discretion in the initiation of charges or citations against the pupils or staff who commit a tobacco use or possession of tobacco offense. In addition, the school’s administration has the authority to impose disciplinary actions against the offenders based on current school discipline policies and procedures.

The Director or designee shall inform all students and staff members of the tobacco use policy through appropriate handbooks and other efficient means. In addition, the school’s Director shall establish procedures with local law enforcement agencies and the district magistrate for enforcement of Act 145 and school policy.

Because of the exemplar role played by the adult members of the school community, the Joint Operating Committee prohibits smoking by staff members and visitors during any part of the regular school day, and at any school sponsored event on school property.

18 Pa. C.S.A. § 6306.1
35 P.S. 1223.5
School Code 1303-A
EOE
SMOKING

Purpose:
The Board recognizes that smoking presents a health hazard which can have serious consequences both for the smoker and the nonsmoker.

Definition:
For the purposes of this policy, “tobacco” shall mean a lighted cigarette, cigar, pipe, or other lighted smoking product and smokeless tobacco in any form. “Tobacco use” includes smoking and the use of smokeless tobacco in any form, including cigar, cigarette, pipe, or other lighted smoking equipment.

Authority:
In order to protect students and staff from the safety hazards of smoking and from an environment noxious to non-smokers, and because the Board cannot, even by indirection, condone the use of tobacco by students, the Board prohibits possession of cigarettes, cigars, pipes, or other smoking equipment, and possession of smokeless tobacco in any form, and smoking or use of tobacco by students in school buildings, on school grounds, on school buses, and during any school activity before, during, or after school hours, whether or not on school grounds or in school facilities.

Any pupil who possesses or uses tobacco may be subjected to prosecution before the district justice, who may impose a fine, court costs, and/or community service and require participation in rehabilitative activities.

The School’s administration has the authority to use their discretion in the initiation of charges or citations against the pupils who commit a tobacco use or possession of tobacco offense. In addition, the School’s administration has the authority to impose disciplinary actions against the offending pupils based on current school discipline policies and procedures. The School’s Director shall inform all students and staff members of the tobacco use policy of the School through the student handbook and other efficient means. In addition, the School’s Director shall establish procedures with local law enforcement agencies and the district magistrate for enforcement of Act 145 and School policy.

Because of the exemplar role played by the adult members of the school community, the Board prohibits smoking by staff members and visitors during any part of the regular school day, and at any school sponsored event on school property.

Guidelines:
A student convicted of possessing or using tobacco in a school building, on a school bus, on school property, or during any school activity before, during or after school hours, whether or not on school grounds or in school facilities may be fined up to $50.00 plus court costs or admitted to alternative adjudication.
WESTERN AREA CAREER & TECHNOLOGY CENTER
PRACTICAL NURSING PROGRAM

Confidentiality Agreement

I understand and agree that in the performance of my duties as a student in the WACTC Practical Nursing Program, I must hold in confidence all patient and staff information according to the HIPPA (Health Insurance Portability and Accountability Act of 1996) gained during the clinical experience. Further, I understand that any violation of confidentiality may result in my immediate dismissal from the program.

I understand the issue of confidentiality regarding the patient's right to privacy. I understand that I will hear, see, and read about a patient's current medical diagnosis and treatment and their past medical history. I understand these matters should not be discussed except in direct furtherance of the clinical experience.

Questions about the patient will be directed to the instructor, charge nurse, team nurse, and/or the patient. Educational discussion regarding a patient will be contained to the post-conference room and if appropriate the classroom while maintaining the confidentiality of the identity of the patient.

I understand that if a breach in confidentiality occurs, I may be expelled from the program.

Student: ________________________________       Date: _________________

Program Teacher/Supervisor__________________________       Date: _________________
SOCIAL NETWORKING

Students are able to communicate with each other via many social networks such as Facebook, Twitter, YouTube, blogs, etc. to keep in touch and receive support from their classmates, friends, and family.

It is important for students to be aware that publishing information on these sites may be public for anyone to see and can be traced back to the individual who posted the information.

Nursing students are preparing for a profession that provides care to the public and where there is an expectation of a high standard of behavior. Therefore it is imperative that students remember that confidential information related to individuals or agencies must not be disclosed.

Cell phones are not permitted in the clinical setting.

No videotaping, audio taping, or photography equipment is permitted in the clinical setting.

HIPPA guidelines must be followed at all times.

Information regarding clinical assignments, agencies, clients, and/or instructor names must not be posted on any social media or webpage.

Students will be held legally responsible for anything posted on any social media or webpage.

PHOTO/PRESS

From time to time students are interviewed and photographs, slides, movies or videotapes are made of the students in the educational environment or participating in a club activity. These items may be used in publications, presentations and for the purpose of educational training and public awareness of career and technical education.

At no time is there compensation for the use of these written or visual materials. WACTC is released of all claims or demands of any nature whatsoever arising from or with respect to the use of any interviews, photographs, slides, movies or videotapes.

This release shall be in effect unless a written notice is received from the student prior to July 30. Such termination shall not affect the use of any written or visual material obtained before the notice of termination.
## Index

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Progress</td>
<td>50</td>
</tr>
<tr>
<td>Academic Warning, Probation and Dismissal</td>
<td>50-51</td>
</tr>
<tr>
<td>Accrediting Agencies</td>
<td>12</td>
</tr>
<tr>
<td>Admission Requirements</td>
<td>32</td>
</tr>
<tr>
<td>Advance Standing/Placement</td>
<td>39</td>
</tr>
<tr>
<td>Assessment Technologies Institute [ATI]</td>
<td>45</td>
</tr>
<tr>
<td>Attendance</td>
<td>40-41</td>
</tr>
<tr>
<td>Calendar 2013-2014</td>
<td>28</td>
</tr>
<tr>
<td>Classroom and Clinical Hours</td>
<td>41</td>
</tr>
<tr>
<td>Clinical Evaluation</td>
<td>46</td>
</tr>
<tr>
<td>Code of Conduct</td>
<td>27</td>
</tr>
<tr>
<td>Competencies</td>
<td>17-18</td>
</tr>
<tr>
<td>Conceptual Framework</td>
<td>14</td>
</tr>
<tr>
<td>Confidentiality Agreement</td>
<td>82</td>
</tr>
<tr>
<td>Controlled Substances</td>
<td>76-77</td>
</tr>
<tr>
<td>Cooperating Agencies</td>
<td>10-11</td>
</tr>
<tr>
<td>Counseling Program</td>
<td>52</td>
</tr>
<tr>
<td>Criminal History Record Information</td>
<td>34</td>
</tr>
<tr>
<td>Description of Conceptual Framework</td>
<td>15-16</td>
</tr>
<tr>
<td>Discipline Code</td>
<td>31</td>
</tr>
<tr>
<td>Dress Code</td>
<td>37-38</td>
</tr>
<tr>
<td>Education Records</td>
<td>65-66</td>
</tr>
<tr>
<td>Family Educational Rights and Privacy Act [FERPA]</td>
<td>73-74</td>
</tr>
<tr>
<td>General Information</td>
<td>5</td>
</tr>
<tr>
<td>General Student Procedures/Processes</td>
<td></td>
</tr>
<tr>
<td>Computer</td>
<td>61</td>
</tr>
<tr>
<td>Fire and Safety Regulations</td>
<td>60</td>
</tr>
<tr>
<td>Kitchen Usage</td>
<td>61</td>
</tr>
<tr>
<td>Lockers</td>
<td>61</td>
</tr>
<tr>
<td>Lunch</td>
<td>60</td>
</tr>
<tr>
<td>Telephone</td>
<td>61</td>
</tr>
<tr>
<td>Transportation</td>
<td>62</td>
</tr>
<tr>
<td>Grading System</td>
<td>47</td>
</tr>
<tr>
<td>Health Requirements</td>
<td>44</td>
</tr>
<tr>
<td>Infection Control</td>
<td>63</td>
</tr>
<tr>
<td>Insurance</td>
<td>38</td>
</tr>
<tr>
<td>Integrated Management</td>
<td>67</td>
</tr>
<tr>
<td>Internet and Computer Network Safety and Use Policy for Students and Employees</td>
<td>72</td>
</tr>
<tr>
<td>Internet and Computer Network Use</td>
<td>68-71</td>
</tr>
<tr>
<td>Leave of Absence</td>
<td>43</td>
</tr>
<tr>
<td>Level I</td>
<td>19-20</td>
</tr>
<tr>
<td>Level II</td>
<td>21-22</td>
</tr>
<tr>
<td>Level III</td>
<td>23-24</td>
</tr>
<tr>
<td>Level IV</td>
<td>25-26</td>
</tr>
<tr>
<td>Library</td>
<td>59</td>
</tr>
<tr>
<td>Make Up Assignments and Examination Process</td>
<td>42</td>
</tr>
<tr>
<td>Mission Statement</td>
<td>12</td>
</tr>
<tr>
<td>Nondiscrimination Policy</td>
<td>5</td>
</tr>
<tr>
<td>Payment Process</td>
<td>38</td>
</tr>
<tr>
<td>Philosophy</td>
<td>13</td>
</tr>
<tr>
<td>Photo/Press</td>
<td>83</td>
</tr>
</tbody>
</table>
Index (continued)

Policies for Student Veterans/ Eligible Persons/ Reservists Receiving VA Educational Assistance Allowance 44
Preadmission Drug Testing 33
Program Access for Handicapped 36
Program Outcomes/Objetives 16
Program Summary 29
Readmission 35
Release of Information 56
School Closing and Delays 42
School Transcripts 55
Signature Sheet 64
Smoking 81
Smoking and Tobacco Use 80
Social Networking 83
Staff Directory 6-7
Student Drug Testing 78-79
Student Employment 45
Student Grievances 53
Student Health Services 43
Student Organization 57
Student Organization Channels of Communication 58
Student Records 54
Student Retention 74
Tuition and Fees 30
Unsafe Nursing Practice 75
WACTC Joint Committee 9
WACTC Organizational Chart 8
Withdrawal, Title IV Return and Tuition Refund 48-49