Western Area
Career & Technology Center
Practical Nursing Program

Student Handbook
Class 2017 – Full-Time
Class 2018 – Part-Time
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, Ext. 118

Satellite Campus
Mon-Valley Career & Technology Center
5 Guttman Avenue
Charleroi, PA 15022
(724) 489-9581, Ext. 254
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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, disability, or limited English proficiency in its educational programs, activities, or employment policies, and provides equal access to the Boy Scouts and other designated youth programs, as required by Title IX of the 1972 Educational Amendments, Title VI of the Civil Rights Act of 1964, Section 504 Regulations of the Rehabilitation Act of 1973, the Boy Scouts Act, and the Americans with Disabilities Act.

For information regarding services, activities, programs, and facilities that are accessible to and usable by handicapped persons, or for inquiries regarding compliance with the above non-discriminatory policies, contact Dr. Dennis J. McCarthy, Executive Director and Title IX, Title VI, Section 504, and ADA Coordinator, Western Area CTC, 688 Western Avenue, Canonsburg, PA 15317 or telephone (724) 746-2890 or to the Director of the Office of Civil Rights, Department of Health, Education and Welfare, Washington, D.C.

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.

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 healthcare 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).
STAFF DIRECTORY

Administration

Superintendent of Record
  • Dr. Erika L. Kolat

Executive Director of Career and Technical Education
  • Dennis J. McCarthy, Ph.D.

Principal of Career & Technical Education
  • Mary DeProspero-Adams

Pupil Personnel Services

Emergency Nurse
  • Tracy Markovich

Practical Nursing Program

Health Sciences Supervisor
  • Justin Trunzo

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

Part-time Teachers
  • James E. Neville, Jr.
  • Joan Amon
  • Karen Coyne
  • Marie Donkers
  • Theresa McCurry
  • Brenda Widows
  • Meighan Grice

Financial Aid Officer
  • Janet McClain

Secretary
  • Rebecca Twigger
<table>
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</tr>
<tr>
<td>Chris Kramer</td>
<td>BURGETTSTOWN AREA SCHOOL DISTRICT</td>
</tr>
<tr>
<td>Mark Dopudja</td>
<td>CANON-McMILLAN SCHOOL DISTRICT</td>
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<tr>
<td>Fred R. Rockage</td>
<td>CHARTIERS-HOUSTON SCHOOL DISTRICT</td>
</tr>
<tr>
<td>Christopher A. Lauff</td>
<td>FORT CHERRY SCHOOL DISTRICT</td>
</tr>
<tr>
<td>Scott Harden</td>
<td>McGUFFEY SCHOOL DISTRICT</td>
</tr>
<tr>
<td>Rebecca Bowman, Esq.</td>
<td>PETERS TOWNSHIP SCHOOL DISTRICT</td>
</tr>
<tr>
<td>Penny Caleffe</td>
<td>TRINITY AREA SCHOOL DISTRICT</td>
</tr>
<tr>
<td>Karen Ruby</td>
<td>WASHINGTON SCHOOL DISTRICT</td>
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## PRACTICAL NURSING PROGRAM
### COOPERATING AGENCIES

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<tr>
<th>Agency Name</th>
<th>Address Details</th>
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<tr>
<td>CANONSBURG GENERAL HOSPITAL</td>
<td>100 Medical Boulevard, Canonsburg, Pennsylvania 15317</td>
<td>(724) 745-6100</td>
</tr>
<tr>
<td>YOUR CHILD’S PLACE</td>
<td>287 North Avenue, Washington, PA 15301</td>
<td>724-223-7801</td>
</tr>
<tr>
<td></td>
<td></td>
<td><a href="http://www.yourchildsplace.org">www.yourchildsplace.org</a></td>
</tr>
<tr>
<td>SOUTHMONT OF PSC</td>
<td>835 South Main Street, Washington, PA 15301</td>
<td>(724) 225-7000</td>
</tr>
<tr>
<td>CONTINUUM PEDIATRIC NURSING</td>
<td>665 Rodi Road, Building 2, Suite 302, Pittsburgh PA 15235</td>
<td>412-851-8550</td>
</tr>
<tr>
<td>WASHINGTON HOSPITAL</td>
<td>155 Wilson Avenue, Washington, PA 15301</td>
<td>(724) 222-4300</td>
</tr>
<tr>
<td>COUNTRY MEADOWS OF SOUTH HILLS</td>
<td>3570 Washington Pike, Bridgeville, PA 15017</td>
<td>(412) 257-3404</td>
</tr>
<tr>
<td>HCR MANOR CARE</td>
<td>113 W. McMurray Road, McMurray, PA 15317</td>
<td>(724) 941-3080</td>
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<tr>
<td>COUNTRY MEADOWS OF SOUTH HILLS</td>
<td>3570 Washington Pike, Bridgeville, PA 15017</td>
<td>(412) 257-3404</td>
</tr>
<tr>
<td>GREENERY SPECIALTY CARE CENTER</td>
<td>2200 Hill Church – Houston Road, Canonsburg, PA 15317</td>
<td>(724) 745-8000</td>
</tr>
<tr>
<td>SMART KIDS CHILDCARE &amp; LEARNING CENTER</td>
<td>161 W. Beau Street, Washington PA 15301</td>
<td>724-229-9110</td>
</tr>
<tr>
<td>UNIONTOWN HOSPITAL</td>
<td>Fayette Regional Health Systems, 500 West Berkeley Street, Uniontown, PA 15401</td>
<td>724-430-5000</td>
</tr>
<tr>
<td>SMART KIDS CHILDCARE &amp; LEARNING CENTER</td>
<td>340 Meadowlands Blvd, Washington PA 15301</td>
<td>724-746-1281</td>
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<tr>
<td>MON-VALLEY CARE CENTER</td>
<td>200 Stoops Drive, Monongahela, PA 15063</td>
<td>(724) 310-1111</td>
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Cooperating Agencies (continued)

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<tr>
<td><strong>AVELLA AREA SCHOOL DISTRICT</strong></td>
<td>High School: 1000 Avella Road, Avella PA 15312 724-356-2216</td>
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<td></td>
<td>Elementary School: 1000 Avella Road, Avella PA 15312 724-356-2294</td>
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<tr>
<td><strong>BURGETTSTOWN AREA SCHOOL DISTRICT</strong></td>
<td>High School: 104 Bavington Road, Burgettstown PA 15021 724-947-8100</td>
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</tr>
<tr>
<td></td>
<td>Elementary School: 100 Bavington Road, Burgettstown PA 15021 724-947-8150 Ext. 301</td>
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<tr>
<td><strong>CANON-McMILLAN SCHOOL DISTRICT</strong></td>
<td>High School: 314 Elm Street Ext., Canonsburg PA 15317 724-745-1400</td>
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<td></td>
<td>Borland Manor Elementary: 30 Giffin Drive, Canonsburg PA 15317 724-745-2700</td>
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<td>Wylandville Elementary: 1254 Route 519, Eighty Four PA 15330 724-222-2507</td>
<td></td>
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<td><strong>CHARTIERS-HOUSTON SCHOOL DISTRICT</strong></td>
<td>High School: 2050 W Pike Street, Houston PA 15342 724-745-3350</td>
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<td></td>
<td>Allison Park Elementary School: 803 McGovern Road, Houston PA 15342 724-745-4700</td>
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<tr>
<td><strong>FORT CHERRY SCHOOL DISTRICT</strong></td>
<td>High School: 110 Fort Cherry Road, McDonald PA 15057 724-796-1551</td>
<td></td>
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<td></td>
<td>Elementary School: 110 Fort Cherry Road, McDonald PA 15057 724-796-1551</td>
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<tr>
<td><strong>MCGUFFEY SCHOOL DISTRICT</strong></td>
<td>High School: 86 McGuffey Drive, Claysville PA 15323 724-948-3328</td>
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<td>Claysville Elementary School: 119 Main Street, Claysville PA 15323 724-663-7772</td>
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<td></td>
<td>Joe Walker Elementary School: 2510 Park Avenue, Washington PA 15301 724-222-3061</td>
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<tr>
<td><strong>PETERS TOWNSHIP SCHOOL DISTRICT</strong></td>
<td>High School: 264 E McMurray Road, McMurray PA 15317 724-941-6250 Ext. 5217</td>
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<td>Bower Hill Elementary School: 424 Bower Hill Road, Venetia PA 15367 724-941-0913 Ext. 2400</td>
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<td>McMurray Elementary School: 626 E McMurray Road, McMurray PA 15317 724-941-5020 Ext. 3001</td>
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**TRINITY AREA SCHOOL DISTRICT**

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<tr>
<td>High School</td>
<td>231 Park Avenue, Washington PA 15301</td>
<td>724-225-5380</td>
</tr>
<tr>
<td>West Elementary School</td>
<td>1041 Gabby Avenue, Washington PA 15301</td>
<td>724-222-4730</td>
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<tr>
<td>East Elementary School</td>
<td>252 Cameron Road, Washington PA 15301</td>
<td>724-225-8140</td>
</tr>
<tr>
<td>North Elementary School</td>
<td>225 Midland Drive, Washington PA 15301</td>
<td>724-222-5064  Ext. 2501</td>
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<tr>
<td>Washington High School</td>
<td>201 Allison Avenue, Washington PA 15301</td>
<td>724-223-5085</td>
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**WASHINGTON SCHOOL DISTRICT**

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<td>High School</td>
<td>201 Allison Avenue, Washington PA 15301</td>
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**COMMUNITY ACTION SOUTHWEST**

**HEAD START/ EARLY HEAD START**

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<tr>
<td>Bentleyville Head Start</td>
<td>100 Bear Cat Drive, Bentleyville PA 15314</td>
<td>724-239-3606  Ext. 3109</td>
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<tr>
<td>Beth Center Head Start</td>
<td>194 Crawford Road, Fredericktown PA 15333</td>
<td>724-267-2872</td>
</tr>
<tr>
<td>Burgettstown Head Start</td>
<td>100 Bavington Road, Burgettstown PA 15021</td>
<td>724-947-2196</td>
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<tr>
<td>Canonsburg Head Start</td>
<td>Dawson Street, 800 Apartment Building</td>
<td>724-743-3919</td>
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<tr>
<td>Charleroi Head Start</td>
<td>80 Chamber Plaza, Charleroi PA 15022</td>
<td>724-483-4735</td>
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<tr>
<td>Donora Head Start</td>
<td>121 Galleton Drive, Unit C 3 Highland Terrace</td>
<td>724-379-9161</td>
</tr>
<tr>
<td>Maple Terrace Head Start</td>
<td>1101 Maple Drive</td>
<td>724-229-7195</td>
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<tr>
<td>McGuffey Head Start</td>
<td>Claysville Elementary School</td>
<td>724-663-4780</td>
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<tr>
<td>LeMoyne Head Start</td>
<td>200 North Forest Avenue</td>
<td>724-222-5613</td>
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<th>Agency</th>
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| Plaza Head Start - Classrooms 1 & 2 | 150 W. Beau Street, Suite 115  
  Washington PA 15301 | 724-225-5770  |
| Plaza Head Start - Classrooms 3 & 4 | 150 W. Beau Street, Suite 305  
  Washington PA 15301 | 724-225-4156  |
| Washington Park Elementary Head Start | 801 E. Wheeling Street, Washington PA 15301 | 724-223-5158  |
| Carmichaels Head Start        | Route 88, 260 Nemacolin Way  
  Carmichaels PA 15320 | 724-366-7717  |
| Dry Tavern Head Start         | Route 188, PO Box 242  
  Rices Landing PA 15357 | 724-592-5022  |
| Morrisville Head Start        | 1505 Morris Street, Lower Level  
  Waynesburg PA 15370 | 724-627-0744  |

- Students should be aware that cooperating agencies have the right to deny access to any student who may have a history of criminal activity or child abuse, regardless of the Practical Nursing Program’s decision to admit the student. If this experience is required to meet the clinical objectives, the student may not be able to complete the course.
ACCREDITING AGENCIES

PENNSYLVANIA STATE BOARD OF NURSING
Penn Center
2601 N. 3rd Street
Harrisburg, PA 17110
Telephone: 717-783-7142
www.dos.state.pa.us

MIDDLE STATES COMMISSION ON COLLEGES AND SECONDARY SCHOOLS
3624 Market Street
Philadelphia, PA 19104
Telephone: 267-284-5041
www.css-msa.org
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 healthcare 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 healthcare 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 healthcare team, in an acute, intermediate, long-term, or ambulatory health care facility.
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 three main, interdependent variables for providing direction and structure to the program of learning – 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.

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.
Description of Conceptual Framework (continued)

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.

PROGRAM OUTCOMES/OBJECTIVES

Graduates will:

1. Recognize their role as a licensed Practical Nurse in the healthcare 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 healthcare 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.

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
Competencies (continued)

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.

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 healthcare 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 healthcare consumer
## LEVEL I

<table>
<thead>
<tr>
<th>Level</th>
<th>Title</th>
<th>Total Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Theory</td>
</tr>
<tr>
<td>Theory</td>
<td>Anatomy &amp; Physiology</td>
<td>100</td>
</tr>
<tr>
<td>Clinical</td>
<td>Basic Nursing Skills</td>
<td>120</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td>307</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.
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.

Anatomy & Physiology

This course focuses on foundational concepts essential for nursing with emphasis placed on human anatomy and physiology. The history of nursing, the role of nursing in today’s health care system, and the professionalism that is expected from nurses are also discussed.
LEVEL II

<table>
<thead>
<tr>
<th>Level II</th>
<th>Title</th>
<th>Total Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Theory</td>
<td>Medical-Surgical Nursing I</td>
<td>103 147</td>
</tr>
<tr>
<td>Clinical</td>
<td>Maternal &amp; Child Health</td>
<td>100 42</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td>392 Hours</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 healthcare client.
COURSE DESCRIPTION

LEVEL II

Medical-Surgical Nursing I

The course includes theory and clinical practice in giving safe and effective holistic care to adult clients in acute care hospital setting. The student will review arithmetic and be introduced to the medical terminology used in pharmacology. Safety in pouring and administering medications is stressed.

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.

Selected medications are introduced by classification, actions, usage, and side effects. The selected medications included are anti-infectives and medications for respiratory and gastrointestinal systems and pain management.

Students prepare care studies in clinical outlining the major disease process of their client and include prescribed medications. 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. Dosage calculations are included.

Maternal and Child Health

In this course, the student nurse will learn about maternal and infant health. A combination of clinical experience and applied theory will be used. The student will apply the nursing process and critical thinking skills to these learning experiences.
## COLLEGE COURSE

<table>
<thead>
<tr>
<th>College Course</th>
<th>Title</th>
<th>Total Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Theory</td>
<td>45 Hours</td>
</tr>
<tr>
<td></td>
<td>Clinical</td>
<td>0 Hours</td>
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<tr>
<td></td>
<td>Total</td>
<td>45 Hours</td>
</tr>
<tr>
<td></td>
<td>FSM 159: Nutrition</td>
<td>45</td>
</tr>
</tbody>
</table>

### OBJECTIVES:

Upon completion of the college *Nutrition* course, the student will:

1. Define the term nutrition.
2. Classify the six nutrient groups.
3. Identify the nutritional, exercise and weight management of individuals at various stages of the life cycles.
4. Describe food nutrients and their sources.
5. Evaluate sources of nutritional information.
6. Apply current information to daily dietary intake.
7. Use the computer to complete nutrient analysis.
8. Understand nutrition and its relationship to physical activity, disease prevention, food technology, food safety and the global environment.
9. Describe food and baking ingredients used for specific functions in nutritional recipe development.
10. List factors which are used to make food choices.
11. List current dietary guidelines and their relationship to the nutrient content of recipes and foods.
12. Describe nutrition facts as listed on food labels.
13. Evaluate recipe nutrient analysis.
14. Evaluate, modify, analyze, and market healthy recipes.
15. Describe the characteristics, functions and best sources of major nutrients, vitamins, and minerals.
16. Apply emerging techniques for nutrient analysis.
FSM 159: Nutrition

The student learns the nutrients, their sources and their relation to body functions. Each stage of the life cycle will be studied as it relates to changing nutritional requirements. General nutrition is discussed including the social, economic and psychological implications of food and eating.

COLLEGE COURSE COMPLETION

Students must achieve a letter grade of ‘C’ or better in the FSM 159 through Westmoreland County Community College (WCCC) to graduate from the Western Area CTC (WACTC) Practical Nursing Program.

If a student should be unsuccessful on his/her first attempt at the course, the student may repeat the course. Students repeating the course are responsible for the financial obligation to WCCC for each additional attempt.

If a student should successfully complete all courses at WACTC prior to successfully completing FSM 159 at WCCC, the student will be permitted to participate in the graduation ceremony but will not officially graduate from the Practical Nursing Program and receive a diploma until he/she has passed FSM 159 with the minimum ‘C’ letter grade.
LEVEL III

<table>
<thead>
<tr>
<th>Level III</th>
<th>Title</th>
<th>Total Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Theory</td>
<td>- 165 Hours Medical-Surgical Nursing II</td>
<td>91 175</td>
</tr>
<tr>
<td>Clinical</td>
<td>- 203 Hours Pediatric Nursing</td>
<td>74 28</td>
</tr>
<tr>
<td>Total</td>
<td>- 368 Hours</td>
<td></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 healthcare client.
COURSE DESCRIPTION

LEVEL III

Medical-Surgical Nursing II

The course includes theory and clinical practice in giving safe and effective care to adult clients in an acute care hospital setting by applying the nursing process. Symptoms, treatment and nursing care of the disorders is provided for the identified body systems.

Selected medications are introduced by classification, actions, usage, and side effects. The selected medications/classifications included are medications for cardiovascular, endocrine, integumentary and musculoskeletal systems.

Also included in this course are the basic principles and practice for the implementation of IV therapy. The basic principles included are: nursing responsibilities, quality assurance, fluids and electrolytes, anatomy, equipment, infection control, and safety procedures of IV therapy.

Clinical experience assignments are correlated to units of theory when possible to enable the student to transfer principles of nursing care. Principles of proper administration of medication presented as a foundation for advanced nursing care responsibilities.

Pediatric Nursing

In this course the student will be introduced to the pathophysiology and symptomology of medical conditions affecting the pediatric client. Also, the medical and nursing management of pediatric clients will be discussed.

The student will be introduced to theories of growth and development throughout the life-span. The role of community health resources in health teaching and health maintenance will be included. The importance of the family in the care of the ill child will be emphasized. The stress on the family of a hospitalized child will be identified as well as the stress on the child.
# LEVEL IV

<table>
<thead>
<tr>
<th>Level IV</th>
<th>Title</th>
<th>Total Hours</th>
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<tbody>
<tr>
<td>Theory</td>
<td>Medical-Surgical Nursing III</td>
<td>83</td>
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<tr>
<td>Clinical</td>
<td>Mental Health</td>
<td>65</td>
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<tr>
<td>Total</td>
<td>Leadership &amp; Transitions</td>
<td>20</td>
</tr>
</tbody>
</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.
Medical-Surgical Nursing III

The course includes theory and clinical practice in giving safe and effective care to adult clients in an acute care hospital setting by applying the nursing process. Symptoms, treatment and nursing care of the disorders is provided for the identified body systems.

Selected medications are introduced by classifications, actions, usage and side effects. The selected medications/classification included is medication for sensory, neurologic, reproductive and urinary systems and oncology.

Clinical experience assignments are correlated to units of theory when possible to enable the student to transfer principles of nursing care. The student is responsible for more complex nursing care procedures, especially for the elderly client. Responsibility for proper administration of medications to selected clients included during this clinical experience.

Leadership & Transitions

This course focuses on the transition from student to graduate. Information related to obtaining entry-level LPN employment is included and becoming a member of the nursing profession. Legal issues, management and leadership skills, and nursing and continuing growth as a nurse is emphasized.

Mental Health

This course includes discussion of the different types of mental illness with the appropriate treatment and nursing care for each. The history of mental health nursing as well as current trends and therapies are explored.

Medications used in the treatment of mental illness as well as current therapy trends are also explored during this course. Mental health issues and how they affect the elderly are included in this course.
## PROGRAM SUMMARY

<table>
<thead>
<tr>
<th>Level</th>
<th>Theory Hours</th>
<th>Clinical Hours</th>
<th>Total Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level I</td>
<td>220</td>
<td>87</td>
<td>307</td>
</tr>
<tr>
<td>Level II</td>
<td>203</td>
<td>189</td>
<td>392</td>
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<tr>
<td>College Course</td>
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<td>--</td>
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</tr>
<tr>
<td>Level III</td>
<td>165</td>
<td>203</td>
<td>368</td>
</tr>
<tr>
<td>Level IV</td>
<td>168</td>
<td>224</td>
<td>392</td>
</tr>
<tr>
<td></td>
<td>801</td>
<td>703</td>
<td>1,504</td>
</tr>
</tbody>
</table>

Total Hours: 1,504  
*45 hours from college course (3 credits)

53% Theory: 801  
47% Clinical: 703
<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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</thead>
<tbody>
<tr>
<td>September 1</td>
<td>Orientation Day</td>
</tr>
<tr>
<td>September 2</td>
<td>In-Service Day</td>
</tr>
<tr>
<td>September 6</td>
<td>Classes Begin</td>
</tr>
<tr>
<td>November 4</td>
<td>Level I Ends</td>
</tr>
<tr>
<td>November 9</td>
<td>In-Service Day</td>
</tr>
<tr>
<td>November 10</td>
<td>Level II Begins</td>
</tr>
<tr>
<td>November 23 – 28</td>
<td>Thanksgiving Break</td>
</tr>
<tr>
<td>December 22 – January 2</td>
<td>Winter Break</td>
</tr>
<tr>
<td>January 16</td>
<td>Martin Luther King, Jr. Day</td>
</tr>
<tr>
<td>February 17</td>
<td>NO SCHOOL</td>
</tr>
<tr>
<td>February 20</td>
<td>Presidents’ Day</td>
</tr>
<tr>
<td>February 23</td>
<td>Level II Ends</td>
</tr>
<tr>
<td>March 3</td>
<td>In-Service Day</td>
</tr>
<tr>
<td>March 6</td>
<td>Level III Begins</td>
</tr>
<tr>
<td>April 13 – 16</td>
<td>Spring Break</td>
</tr>
<tr>
<td>May 25</td>
<td>Level III Ends</td>
</tr>
<tr>
<td>May 26</td>
<td>In-Service Day</td>
</tr>
<tr>
<td>May 29</td>
<td>Memorial Day</td>
</tr>
<tr>
<td>June 5</td>
<td>Level IV Begins</td>
</tr>
<tr>
<td>July 3 – 4</td>
<td>Independence Day Break</td>
</tr>
<tr>
<td>August 23</td>
<td>Level IV Ends</td>
</tr>
<tr>
<td>August 24</td>
<td>Graduation</td>
</tr>
</tbody>
</table>

In the event school is cancelled, make-up days will be scheduled in the following format: January 16, February 17, February 20, April 13. If additional days are needed, school may be conducted on one of the scheduled “College Full-Days” or may be extended beyond the last-scheduled day of the affected level.
TUITION AND FEES*

2016 – 2017

Tuition: $14,234
College Course 867
Activity Fee: 200
Lab Kit: 85
Assessment & Review Program: 418
Books: (excluding college book) 650 (option to opt-out)
Clinical Laboratory Fee: 100
Diploma: 20
Graduation Pictures: 20
Graduation Pin: 66
Liability Insurance: 40
Technology Fee: 200

Total Program Costs: $16,900

Admission Fee $200
  • Nonrefundable fee due prior to admission
  • *$50 discount offered to those who attend open house

* Costs are subject to change

Refer-a-Friend Tuition Discount

The Western Area Career & Technology Center Practical Nursing Program will offer a discount of $100 off the total cost of tuition if a student should refer a friend to the program and that person completes a minimum 60% of the program hours. Upon the referred person’s completion of 60% of the hours, the original student who made the referral shall be credited $100 toward his/her tuition.
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 and 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.
- Do not chew gum while administering client care.
- Do 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 healthcare workers.
- Submit assignments as directed.
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/Teacher 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 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 a one-day suspension. Any assignments or exams given during the suspension will not be made up and result in a zero. If the suspension occurs over a clinical day, the hours must be made up as per the Attendance Policy.

**Fourth Incident**

The fourth occurrence of the student interfering with the learning process in the classroom or clinical setting or violating WACTC/Program guidelines/policies will result in a three-day suspension. Any assignments or exams given during the suspension will not be made up and result in a zero. If the suspension occurs over one or more clinical days, the hours must be made up as per the Attendance Policy.

* Occurrences that follow the three-day suspension will result in the student being evaluated for dismissal from the program.
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 physician, nurse practitioner, optometrist or ophthalmologist), as well as laboratory tests.

The following immunizations are required for admission: MMR, Rubella and DPT, Varicella. If unable to provide vaccinations information, titers are required. If titers do not indicate positive immunity, immunizations are required.

The Hepatitis B vaccine is recommended for applicants’ protection in accordance with OSHA Regulations.

Drug testing is 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 minimum 43.3% adjusted individual total score. The pre-entrance examination must be taken within 24 months of program start date.

Applicants will be required to complete an interview process. The interview will be used to determine if the Practical Nursing Program is a good fit for the applicant, which program tract is best for the applicant, and to evaluate any obstacles that may hinder the applicant’s chances of success. If it should be determined by the representative(s) of the Practical Nursing Program who conduct the interview that the program is not a good fit for the applicant, the applicant may be denied admission to the program and provided a written letter as to the reasoning.

Applicants must submit original Criminal History Record Information reports from the Pennsylvania State Police, Federal Bureau of Investigation and Child Abuse Clearance report to administration. The Criminal History Record Information, Federal Bureau of Investigation, and Child Abuse Clearance reports must be dated within 6 months of the program start date. Instructions will be provided by Western Area Career & Technology Center. Please see Prohibitive Offense Procedure for details on how criminal findings are addressed.
I. Purpose

Outline the steps to be taken in all cases of criminal findings. In order to protect the safety of the client and the integrity of the nursing program, individuals who have been charged with certain criminal activities cannot be placed in the position of caring for older adults or children, and/or work in a health care environment.

II. Definitions

Criminal Record. Any history of conviction of a misdemeanor or felony crime.

Pending Charges. Any criminal charges as yet unresolved by the courts.

Court Documents. Original source documents identifying the outcome of any criminal charge and/or conviction.

Background Check. The process required by WACTC for admission into the Practical Nursing Program, to include PA State Police Criminal Record Check, PA Child Abuse History Clearance and FBI Background check.

Conviction. Being convicted or pleading guilty or entering a plea of nolo contendere, or receiving probation without verdict for any criminal offense.

Prohibitive Offense List. List of offenses which indicate a student is not qualified to enter or continue to be enrolled in either nursing program.

III. Procedure

A. Students must complete this process for all criminal convictions and any pending or new criminal charges upon offer of admission to the Practical Nursing Program.

B. All convictions and pending or new charges must be reported to the Program Supervisor immediately. These include all/any felony and misdemeanor arrests.

C. Students must complete a PA State Police Criminal Record Check, PA Child Abuse History Clearance and FBI Background check once offered admission to the program, and yearly as requested.

D. A student with any conviction on the attached list is not eligible for entry or continuation in a clinical experience. Please note: This is not an all-inclusive list. As noted below, WACTC may consider for admission, students with a record of other convictions on a case by case basis.

E. Falsification of an application or any information related to a conviction will disqualify a student from admission and/or continuation in the program.

F. Failure to disclose a criminal record or charge may result in dismissal from the program.

G. A decision by WACTC to admit a student to Practical Nursing Program despite criminal convictions does not guarantee that if the student completes the program and obtains the appropriate degree or certificate, the student will be eligible for licensure or credentialing by a governmental body or will be eligible to work for a particular employer. Licensure and credentialing authorities and
employers apply their own standards for evaluating whether criminal convictions are disqualifying. WACTC accepts no liability in cases where a third party deems criminal convictions sufficiently serious to cause denial of the applicable license or credential, or to refuse employment opportunities.

H. A decision by WACTC to admit a student to the Practical Nursing Program, despite criminal convictions, does not guarantee that a student will be able to participate in experiences at every clinical site. Clinical sites apply their own standards for evaluating whether or not students are eligible to undergo a clinical experience at their facility, and WACTC accepts no liability for a student’s rejection by a clinical facility.

I. If a student has or anticipates a criminal charge or conviction, he/she must complete the following steps in the process of evaluating criminal records:

1. Complete the required background clearances. (The PA State Police Criminal Record Check, PA Child Abuse History Clearance, and FBI Background Check.)

2. Obtain an original copy of the court records showing how the case was disposed by the court system. No decision will be made without court documentation. (NOTE: Since a decision must be made prior to participation in any clinical experience, the student should complete this process as efficiently as possible.)

3. Meet with the Program Supervisor bringing the documentation to that meeting.

4. The Program Supervisor will review these guidelines and the student’s documentation with the student. The conviction will be compared to the WACTC Prohibitive List for participation in a nursing program.
   a. If the conviction matches one on the prohibited list, the student may not be admitted.
   b. If the offense is similar, but not worded exactly as it appears on the list, the Program Supervisor will consult with the Director of Vocational Education, who in turn will consult with the school attorney, for an interpretation of the conviction.
   c. If the conviction or convictions are not on the prohibited offense list or reflective of its intent, WACTC will consider the applicant for admission but may reject the applicant because of the conviction(s) at its discretion. Factors to be considered include the nature of the crime, how recently the crime or crimes occurred, and the number of crimes committed by the applicant, the truthfulness of the applicant and the interests of the School.

5. In all cases, once the decision has been made, the Program Supervisor will meet with the student to discuss the decision and options for the student. The Program Supervisor will then:
   a. document the decision and meeting using the attached notification form;
   b. give one copy to the student; and
   c. place one copy in the student’s confidential file.

6. Right to Due Process

• The Program Supervisor will review all documents related to Prohibitive Offense decisions.

• The petitioning student has the right to appeal the decision to the Director of Vocational Education.
<table>
<thead>
<tr>
<th>OFFENSE CODE</th>
<th>PROHIBITIVE OFFENSE</th>
<th>TYPE OF CONVICTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>CC2500</td>
<td>Criminal Homicide</td>
<td>Any</td>
</tr>
<tr>
<td>CC2502A</td>
<td>Murder I</td>
<td>Any</td>
</tr>
<tr>
<td>CC2502B</td>
<td>Murder II</td>
<td>Any</td>
</tr>
<tr>
<td>CC2502C</td>
<td>Murder III</td>
<td>Any</td>
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<tr>
<td>CC2503</td>
<td>Voluntary Manslaughter</td>
<td>Any</td>
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<tr>
<td>CC2504</td>
<td>Involuntary Manslaughter</td>
<td>Any</td>
</tr>
<tr>
<td>CC2505</td>
<td>Causing or Aiding Suicide</td>
<td>Any</td>
</tr>
<tr>
<td>CC2506</td>
<td>Drug Delivery Resulting In Death</td>
<td>Any</td>
</tr>
<tr>
<td>CC2702</td>
<td>Aggravated Assault</td>
<td>Any</td>
</tr>
<tr>
<td>CC2901</td>
<td>Kidnapping</td>
<td>Any</td>
</tr>
<tr>
<td>CC2902</td>
<td>Unlawful Restraint</td>
<td>Any</td>
</tr>
<tr>
<td>CC3121</td>
<td>Rape</td>
<td>Any</td>
</tr>
<tr>
<td>CC3122.1</td>
<td>Statutory Sexual Assault</td>
<td>Any</td>
</tr>
<tr>
<td>CC3123</td>
<td>Involuntary Deviate Sexual Intercourse</td>
<td>Any</td>
</tr>
<tr>
<td>CC3124.1</td>
<td>Sexual Assault</td>
<td>Any</td>
</tr>
<tr>
<td>CC3125</td>
<td>Aggravated Indecent Assault</td>
<td>Any</td>
</tr>
<tr>
<td>CC3126</td>
<td>Indecent Assault</td>
<td>Any</td>
</tr>
<tr>
<td>CC3127</td>
<td>Indecent Exposure</td>
<td>Any</td>
</tr>
<tr>
<td>CC3301</td>
<td>Arson and Related Offenses</td>
<td>Any</td>
</tr>
<tr>
<td>CC3502</td>
<td>Burglary</td>
<td>Any</td>
</tr>
<tr>
<td>CC3701</td>
<td>Robbery</td>
<td>Any</td>
</tr>
<tr>
<td>CC3901</td>
<td>Theft</td>
<td>1 Felony or 2 Misdemeanors</td>
</tr>
<tr>
<td>CC3921</td>
<td>Theft By Unlawful Taking</td>
<td>1 Felony or 2 Misdemeanors</td>
</tr>
<tr>
<td>CC3922</td>
<td>Theft By Deception</td>
<td>1 Felony or 2 Misdemeanors</td>
</tr>
<tr>
<td>CC3923</td>
<td>Theft By Extortion</td>
<td>1 Felony or 2 Misdemeanors</td>
</tr>
<tr>
<td>CC3924</td>
<td>Theft By Property Lost</td>
<td>1 Felony or 2 Misdemeanors</td>
</tr>
<tr>
<td>CC3925</td>
<td>Receiving Stolen Property</td>
<td>1 Felony or 2 Misdemeanors</td>
</tr>
<tr>
<td>CC3926</td>
<td>Theft of Services</td>
<td>1 Felony or 2 Misdemeanors</td>
</tr>
<tr>
<td>CC3927</td>
<td>Theft By Failure to Deposit</td>
<td>1 Felony or 2 Misdemeanors</td>
</tr>
<tr>
<td>CC3928</td>
<td>Unauthorized Use of a Motor Vehicle</td>
<td>1 Felony or 2 Misdemeanors</td>
</tr>
<tr>
<td>CC3929</td>
<td>Retail Theft</td>
<td>1 Felony or 2 Misdemeanors</td>
</tr>
<tr>
<td>CC3929.1</td>
<td>Library Theft</td>
<td>1 Felony or 2 Misdemeanors</td>
</tr>
<tr>
<td>CC3929.2</td>
<td>Unlawful Possession of Retail or Library Theft Instruments</td>
<td>2 Misdemeanors</td>
</tr>
<tr>
<td>CC3930</td>
<td>Theft of Trade Secrets</td>
<td>1 Felony or 2 Misdemeanors</td>
</tr>
<tr>
<td>OFFENSE CODE</td>
<td>PROHIBITIVE OFFENSE</td>
<td>TYPE OF CONVICTION</td>
</tr>
<tr>
<td>--------------</td>
<td>---------------------------------------------</td>
<td>-----------------------------------</td>
</tr>
<tr>
<td>CC3931</td>
<td>Theft of Unpublished Dramas or Musicals</td>
<td>1 Felony or 2 Misdemeanors</td>
</tr>
<tr>
<td>CC3932</td>
<td>Theft of Leased Properties</td>
<td>1 Felony or 2 Misdemeanors</td>
</tr>
<tr>
<td>CC3933</td>
<td>Unlawful Use of a computer</td>
<td>1 Felony or 2 Misdemeanors</td>
</tr>
<tr>
<td>CC3934</td>
<td>Theft From a Motor Vehicle</td>
<td>1 Felony or 2 Misdemeanors</td>
</tr>
<tr>
<td>CC4101</td>
<td>Forgery</td>
<td>Any</td>
</tr>
<tr>
<td>CC4114</td>
<td>Securing Execution of Documents by Deception</td>
<td>Any</td>
</tr>
<tr>
<td>CC4302</td>
<td>Incest</td>
<td>Any</td>
</tr>
<tr>
<td>CC4303</td>
<td>Concealing Death of a Child</td>
<td>Any</td>
</tr>
<tr>
<td>CC4304</td>
<td>Endangering Welfare of a Child</td>
<td>Any</td>
</tr>
<tr>
<td>CC4305</td>
<td>Dealing in Infant Children</td>
<td>Any</td>
</tr>
<tr>
<td>CC4952</td>
<td>Intimidation of Witnesses or Victims</td>
<td>Any</td>
</tr>
<tr>
<td>CC4953</td>
<td>Retaliation Against Witness or Victim</td>
<td>Any</td>
</tr>
<tr>
<td>CC5902B</td>
<td>Promoting Prostitution</td>
<td>Felony</td>
</tr>
<tr>
<td>CC5903C</td>
<td>Obscene and Other Sexual Materials to Minors</td>
<td>Any</td>
</tr>
<tr>
<td>CC5903D</td>
<td>Obscene and Other Sexual Materials</td>
<td>Any</td>
</tr>
<tr>
<td>CC6301</td>
<td>Corruption of Minors</td>
<td>Any</td>
</tr>
<tr>
<td>CC6312</td>
<td>Sexual Abuse of Children</td>
<td>Any</td>
</tr>
<tr>
<td>CS13A12</td>
<td>Acquisition of Controlled Substance by Fraud</td>
<td>Felony</td>
</tr>
<tr>
<td>CS13A14</td>
<td>Delivery by Practitioner</td>
<td>Felony</td>
</tr>
<tr>
<td>CS13A30</td>
<td>Possession with Intent to Deliver</td>
<td>Felony</td>
</tr>
<tr>
<td>CS13A35 (i), (ii), (iii)</td>
<td>Illegal Sale of Non-Controlled Substance</td>
<td>Felony</td>
</tr>
<tr>
<td>CS13A36, CS13A37</td>
<td>Designer Drugs</td>
<td>Felony</td>
</tr>
<tr>
<td>CS13Axx*</td>
<td>*Any Other Felony Drug Conviction Appearing on a PA RAP Sheet</td>
<td>Felony</td>
</tr>
</tbody>
</table>

**Pennsylvania Child Abuse History Clearance**

Any student with a finding on the Pennsylvania Child Abuse History Clearance and/or FBI Clearance which indicates the student may not work with children will be ineligible for participation in the nursing programs.
### Other Offenses Not On the Prohibitive List Which Will Be Considered in Admission Decisions

<table>
<thead>
<tr>
<th>Offense</th>
<th>Offense</th>
</tr>
</thead>
<tbody>
<tr>
<td>DUI (conviction within 10 years of admission to the clinical component of the program)</td>
<td>Fraud</td>
</tr>
<tr>
<td>Shoplifting</td>
<td>Extortion</td>
</tr>
<tr>
<td>Bribery</td>
<td>Stalking</td>
</tr>
<tr>
<td>Harassment</td>
<td>Simple Assault</td>
</tr>
<tr>
<td>Abuse or neglect in any form</td>
<td>Violation of protection from abuse order</td>
</tr>
<tr>
<td>Weapons</td>
<td>Hate Crimes</td>
</tr>
<tr>
<td>Terrorism/terroristic threats</td>
<td>Prostitution</td>
</tr>
<tr>
<td>Possession and/or distribution of a controlled drug (to include ARD)</td>
<td>Possession of Paraphernalia</td>
</tr>
<tr>
<td>Any other felony drug conviction</td>
<td>Falsification of any legal document/record</td>
</tr>
</tbody>
</table>

* The decisions of WACTC are based on the Older Adults Protective Services Act (OAPSA), the Child Protective Services Laws (CPSL), the Pennsylvania Department of Education, and the standards of the clinical sites for the programs.

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.

Any felony conviction under the Controlled Substance, Drug, Device, and Cosmetic Act (P.S. 780-101, 780-144) will prevent entrance into the nursing program.
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.
   - 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.
   - 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.
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. If a student should be permitted by the Program Supervisor to “transfer” from the full-time program to the part-time program (or vice versa) for personal reasons, this will not be counted as a withdrawal/dismissal and subsequent readmission. The period in which a student is not actively attending classes must not exceed 180 days. If the period should exceed 180 days, the “transfer” will then be considered a withdrawal/dismissal and subsequent readmission. Only one “transfer” may be granted. Students must complete the program within 150% (2,256 hours) of the hours of the program. If two years has elapsed, students must apply for readmission for the start of the program. If a student is granted readmission, the student must retake any course(s) in the readmitted Level that were not successfully completed.

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 and course(s) 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, federal bureau of investigation report child abuse history clearance report and urine drug screening as per admission requirements must be satisfactorily completed and current within 6 months from the start date for the Level.

Student must satisfactorily complete clinical refresher for readmission to Levels II-IV if more than 1 year has elapsed since completing Level I. The fee for the clinical refresher experience is $130.
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.
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. ID Badge
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.

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.
PAYMENT PROCESS

The student is responsible for any amount owed to the Western Area Career & Technology Center above the amount covered by financial aid. Outstanding balances must be paid prior to the start of the next level or arrangements must be made.

If balances are not paid, the student will not be able to progress. Any student having an outstanding balance at the end of Level IV will not be allowed to 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.

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.
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 criminal history, child abuse, and FBI fingerprint records
- 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 post-secondary school in the past five years and show evidence by transcript of passing courses contained in the first level. School transcripts must be official.

- The applicant shall pass a written comprehensive examination for each first level course in which he/she is attempting to transfer. (The applicant will be given course outlines to assist him/her in preparing for this examination.)

- If the applicant should be eligible to transfer only one of the two courses contained in Level I, he/she will still be required to take the remaining course and attend all class/clinical hours associated with that course.

- To test out of the Basic Nursing Skills course, the applicant shall demonstrate, to the satisfaction of the Program Teacher or Program Supervisor, his/her competence in basic nursing skills, in addition to passing a written comprehensive examination.

The applicant shall meet these requirements to transfer credits/hours for the College Course:

- The applicant shall have attended an approved post-secondary school in the past five years and show evidence by transcript of passing the college course. School transcripts must be official.

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

- The applicant shall have attended an approved post-secondary school in the past five 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 or Program Supervisor, his/her competence in nursing procedures and in use of the nursing process.

- Applicants are subject to all of the regulations and policies which govern the Practical Nursing Program.
ATTENDANCE

Students are expected to attend **ALL** scheduled theory and clinical experiences. Consistent attendance by the student, with attention to being on time and without leaving early from any of the theory or clinical experiences offered, demonstrates evidence of motivation, interest, and the ability to accept responsibility. Regular attendance is crucial in this fast paced program. New concepts are introduced daily and require students to demonstrate knowledge of concepts almost immediately on clinical and written examinations.

Students must meet the program’s clock hour requirement as mandated by the State Board of Nursing and for eligibility for Title IV Direct Loan funds and Pell Grants. Students ARE REQUIRED to sign a daily attendance sheet for EVERY theory and clinical experience. It is the responsibility of the student to assure he/she signs the daily attendance sheet and failure to do so will result in the student being considered absent. If a student “signs in” for another student, they are guilty of academic dishonesty and will be dismissed from the program. Theory and clinical attendance will be tracked and recorded. The faculty recognizes that illness, family emergencies and catastrophic events will occur over the course of the program. To allow for these problems the Program maintains a policy that provides students with an adequate allocation of excused absent hours. These hours are to be used for sickness, family emergencies, court days, etc. All issues concerning student attendance are confidential.

**For notification of absence or tardiness on either class or clinical days, students are to call the Program Secretary at 724-746-0467, or email btwigger@wactc.net by 8:00 AM that day.**

**Clinical Hours**

On clinical days, the student is responsible for arriving on time. If a student will be more than 15 minutes late for a clinical experience, he/she is not to report for the experience with no exceptions. **ALL missed clinical time must be made up.** Extenuating circumstances may be taken into consideration if a student should miss more than the maximum number of clinical hours permitted in a given level. If the student has extenuating circumstances, he/she must submit a letter to the Program Supervisor explaining the circumstances and meet with the Program Supervisor.

Skills labs are a very important component of the curriculum. Skills labs are counted as **CLINICAL TIME.** Students must attend **ALL** Skills Labs. If any Skills lab hours are missed, the student will be required to make up the hours as per the clinical attendance policy and arrange to complete the missed lab content with the course instructor.

Clinical make-up time will occur as scheduled by the Program Supervisor. Clinical make-up hours may be scheduled on weekdays, weeknights, or weekends. If a student is unable to make up the clinical time 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 14 days of the start of the next Level. **NO EXCEPTIONS** will be granted.

Students will be charged a fee of **$20 per clinical make-up hour.** Students will be required to pay a minimum of $60 prior to attending any scheduled make-up experience. Students that attend a make-up experience will be required to complete the experience **IN FULL,** regardless of how many hours the student needs to make-up. However, the student will only be required to pay the $20 per hour fee for those hours that were missed.
Attendance (continued)

<table>
<thead>
<tr>
<th>Level</th>
<th># of Absent Clinical</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Hours permitted</td>
</tr>
<tr>
<td>I</td>
<td>28</td>
</tr>
<tr>
<td>II</td>
<td>28</td>
</tr>
<tr>
<td>III</td>
<td>28</td>
</tr>
<tr>
<td>IV</td>
<td>28</td>
</tr>
</tbody>
</table>

*Absence hours are non-cumulative, and do not carry over to subsequent levels.

Students are responsible for their own learning and communicating their educational needs to the instructor, i.e., maintaining their own clinical paperwork and seeking out new experiences by making needs known to instructor.

Theory Hours

On theory days, the student is responsible for notifying the school of absence, tardiness, or the need for early dismissal.

When a student misses class time, he/she is responsible for all information covered and/or assignment(s) given. The instructor has the right to “lock the door” when class starts. Any student who is tardy may have to wait until the next break to enter the classroom. If a student is tardy and an examination has started, the student will not be permitted to enter the room until the other students have completed the examination, in order to not disturb the students that were punctual.

Absentee time will be counted and recorded in half-hour increments for both theory and clinical, and will always be rounded UP. For example, if class begins at 7:45 AM and a student arrives at 7:50 AM, the absentee time would be rounded UP to one-half hour of missed time.

<table>
<thead>
<tr>
<th>Level</th>
<th># of Absent Theory</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Hours permitted</td>
</tr>
<tr>
<td>I</td>
<td>21</td>
</tr>
<tr>
<td>II</td>
<td>21</td>
</tr>
<tr>
<td>III</td>
<td>21</td>
</tr>
<tr>
<td>IV</td>
<td>14</td>
</tr>
</tbody>
</table>

Extenuating circumstances may be taken into consideration if a student should miss more than the maximum number of theory hours permitted in a given level. If the student has extenuating circumstances, he/she must submit a letter to the program Supervisor explaining the circumstances and meet with the Program Supervisor.
CLASSROOM AND CLINICAL HOURS

Full-Time (WACTC Canonsburg Campus)
Classroom: 7:45 AM - 3:15 PM
Clinical: 6:45 AM - 2:15 PM

Full-Time (Mon-Valley CTC Campus)
Classroom: 7:30 AM – 3:00 PM
Clinical: 6:45 AM – 2:15 PM

Part-Time (WACTC Canonsburg Campus)
Clinical/Classroom: 4:30 PM – 9:30 PM Weeknights
Classroom: 8:00 AM – 4:30 PM Saturdays
Clinical: 7:00 AM – 3:30 PM Saturdays

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 7 calendar days (full-time) or 14 calendar days (part-time) of the first classroom day back.

If a student misses an examination, an alternate examination will 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 and assignments must be completed/submitted 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 & Faculty upon written request by the student.

EXAMINATION TAKING PROCEDURE

To provide an environment conducive to honest work, the following examination procedures will be maintained.

- Prior to taking an examination, students must place all personal items in assigned locker or designated location in classroom.
- Students are permitted to only have a writing utensil at desk.
- Calculators will be permitted by teacher if applicable.
- No food or beverages permitted at desk.
- No cell phones are permitted to be out during an examination.

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.
The Practical Nursing Program is an adult program and is considered work training. As a graduate you will be required to report to duty in all types of weather. Therefore, the following procedure will occur for closing or delays. The Executive 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 system. For school delays, 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 system.

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

**STUDENT HEALTH**

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.

If a student becomes pregnant, she must submit a form/slip from her physician identifying any restrictions for the health of the mother and baby to the Health Sciences Supervisor. Updated physician forms must be submitted prior to each level to the Supervisor. She will be able to progress in the program as long as medically advisable. The student may need to take a leave of absence or withdraw from the program.
HEALTH REQUIREMENTS

Students must show evidence of completion of annual PPD while in the program. If the annual PPD has not been completed, a two-step PPD must be completed. Students must show evidence of maintaining PPD requirements to attend clinical experiences.

LEAVE OF ABSENCE

One leave of absence may be granted for personal or medical reasons. The leave of absence may not extend beyond a maximum 14 consecutive calendar days. The leave of absence is considered “one occurrence” equating to a maximum of seven (7) missed class hours. If the leave should result in the student missing clinical hours, all hours missed must be made up as per the clinical attendance policy.

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 student from completing Level objectives in which the leave of absence was started, the student must withdraw from the program. If the student should fail to return to school within the maximum 14 calendar days, the student will be dismissed from the program. The student can request readmission according to the Readmission Guideline.

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.
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.

ASSESSMENT TECHNOLOGIES INSTITUTE (ATI)

Assessment Technologies Institute (ATI) 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 are utilized throughout the program to assess student knowledge and NCLEX preparedness. Many of the proctored ATI assessments are applied toward course grades. Details on which assessments apply to which courses and the point values associated with them are provided to students at the beginning of each course.

The ATI Comprehensive Predictor is a proctored assessment administered in Level IV. Students are required to achieve a "Predicted Probability of Passing NCLEX-PN" of 85% or better on the exam to receive a diploma on graduation day and have their name released to the State Board of Nursing for NCLEX-PN testing. Students that do not meet this requirement on the first attempt will be required to complete approved remediation and schedule to retake the exam a second time. Students who do not meet the required score on the second attempt will be required to schedule a third attempt post-graduation (said students will still be permitted to participate in the graduation ceremony). The third attempt must be taken within 21 calendar days after graduation; failure to do so will result in failure of the Medical-Surgical Nursing III course. Any additional costs associated with a third attempt will be assessed to the student. After the third attempt, students will meet individually with the program supervisor to discuss NCLEX-PN preparedness and additional preparation strategies. Students will then receive their diploma and have their name released to the State Board of Nursing for NCLEX-PN testing.
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 an ‘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 an ‘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.
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 probation. The student will meet with Advisor/Teacher 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 program the student will receive a diploma and be recommended to take the National Council Licensure Examination for practical nurses.
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 $200.00 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:

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

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

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 Probation by Advisor/Teacher. A plan for improvement will be developed by the student and Advisor/Teacher.

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

ACADEMIC WARNING, PROBATION, AND DISMISSAL

Academic Warning

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

Probation

Probation is 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
- Violating Code of Conduct
- 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 attend classroom or clinical sessions
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.
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.

EOE
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.

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 $5 for processing costs. As outlined in the Payment Process procedure, grade transcripts will not be released for students who have an account balance until that balance is paid in full.

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
RELEASE OF INFORMATION

TO: ____________________________               DATE: _____________________

____________________________   GRADUATION DATE: __________

____________________________

I, _______________________________, of ____________________________________

Name                                                                   (Street)

(Street)

____________________________________  

(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:

____________________________

____________________________
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 principle 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.

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 Executive 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 Executive Director. The request will be accompanied by a sample of the poster, letter, or whatever it is you wish approved.
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 three days and videos within one 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.
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 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.
General Student Procedures/Policies (continued)

Fire and Safety Regulations

Telephone

Cell phones must be turned off during class and clinical hours. At clinical agencies, cell phones may only be used during break times and under no circumstances are cell phones permitted to be used in patient care areas.

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.

Computer

Throughout the program, students will be required to access a computer to complete classroom and clinical assignments. It is the responsibility of the student to obtain computer and internet access. Wireless internet access is available to students at the school and is also available to students at some select clinical sites.

The Practical Nursing Program maintains a small number of computers on-site that are available for student usage during class hours.

If the student is using a laptop or tablet during class hours, the student must ensure that the sound is inaudible.

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.

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.

Textbooks

In accordance with the U.S. Department of Education, students are given the option to ‘opt out’ of the arrangement to include the cost of books in the program’s total costs/fees. Students who ‘opt out’ will have their fees reduced by an amount equal to the books fee. Students who ‘opt out’ will be given a detailed list of the required and recommended textbooks and will be responsible for obtaining the books on their own. Students wishing to ‘opt out’ must complete the required form (available upon request).
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.
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.

   b. these requests must be provided in writing, signed, and dated to the Program Supervisor.

      i. Name
      ii. Address
      iii. Telephone
      iv. Internet Address
      v. Current Enrollment Status
      vi. Dates of Attendance
      vii. Date of Birth
2. 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 result;

   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.
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.

EOE
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 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 bona fide 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.
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
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.
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 eDrug Abuse Prevention/Drug Free Workplace Policy which is presented to all new employees.

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.

EOE
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, or is under the influence of, non-prescribed drugs or abuse of alcohol while attending school or clinical activities. The Health Sciences 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, distribution (including the solicitation to obtain or convey) or any outward signs of intoxication or impairment by the Practical Nursing Teacher, Health Sciences Coordinator, Health Sciences Supervisor 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 Teacher, Health Sciences Coordinator, Health Sciences Supervisor or other administrator indicating that a student is using, possessing or under the influence of alcohol, marijuana or any non-prescribed controlled substance.

3. Any other circumstances indicative of the use or influence of alcohol or non-prescribed controlled substances.

4. Whenever feasible, the instructor or administrator observing or receiving notice of drug/alcohol use should consult with another instructor or administrator to corroborate the determination of suspected drug/alcohol use.

If the Practical Nursing Teacher, Health Sciences Coordinator, or Health Sciences 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 or if the student alters or attempts to alter the outcome of a drug test by adding a substance to or adulterating the sample, switches or attempts to switch a sample, or otherwise interferes or attempts to interfere with the accuracy of the drug test, 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. The student must find transportation to the specified testing laboratory. Upon leaving the clinical site or school, the student must be transported directly to the testing laboratory. Student must arrive at the testing laboratory within 30 minutes of leaving the clinical site or school. The Practical Nursing Teacher, Health Sciences Coordinator or Health Sciences Supervisor will notify the testing laboratory prior to the student’s arrival. Upon arrival at the testing laboratory, the student will be expected to show his/her driver’s license as photo identification prior to testing. 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 non-prescribed controlled substances 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 Health Sciences Supervisor. The student will sign an individual contract stating terms of expected treatment for continued enrollment in the program.

Out-of-school conduct involving non-prescribed controlled substances or alcohol may require the student's situation to be reviewed by the Health Sciences 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 Health Sciences Supervisor/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 until graduation (cost paid by student.)
- Attendance at AA/NA meetings or the equivalent with attendance documented to the Health Sciences 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 Health Sciences Supervisor will result in the denial of readmission.
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 indirection, 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
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 plus court costs or admitted to alternative adjudication.
I understand and agree that in the performance of my duties as a student in the Western Area Career & Technology Center 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. Western Area Career & Technology Center 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 within 30 days of the student’s first day of enrollment. Such termination shall not affect the use of any written or visual material obtained before the notice of termination.
103.1 NON-DISCRIMINATION - QUALIFIED STUDENTS WITH DISABILITIES

Purpose

It is the policy of the Western Area Career & Technology Center (WACTC) to ensure that the school’s post-secondary programs are free from discrimination against all qualified students with disabilities. WACTC recognizes its responsibility to provide reasonable accommodations which are needed to afford each qualified student with a disability equal opportunity to participate in and obtain the benefits from educational programs and extracurricular activities without discrimination, to the same extent as each student without a disability, consistent with federal and state laws and regulations, including Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans With Disabilities Act.

Policy

WACTC prohibits discrimination against a person on the basis of disability or who has a history or record of such impairment or is regarded as having such impairment as well as persons who are associated with a disabled person.

WACTC has a Section 504 / Title II Coordinator who handles appeals of reasonable accommodation decisions and allegations of discrimination on account of disability. WACTC designates the Executive Director of Vocational Education as its Section 504 / Title II Coordinator, who may be contacted at Western Area Career & Technology Center, 688 Western Avenue, Canonsburg, PA 15317, at (724) 746-2890.

Retaliation against any individual for exercising any right or privilege secured by this policy or for assisting in the investigation of any complaint of discrimination is a violation of this policy and will not be tolerated. Any acts of retaliation will be subject to appropriate disciplinary action.

Procedures

Determining Accommodations

Reasonable accommodations for qualified students with a disability school students are provided on a case-by-case basis for otherwise qualified students who disclose a disability that causes significant functional limitations in an educational setting. The accommodations may vary from class to class depending upon course content and format. The accommodations are intended to provide the student with an equal opportunity to participate. Accommodations are intended to be effective and reasonable; they do not guarantee success. WACTC is not required to make an accommodation that substantially alters essential elements of a course or program.

The appropriate accommodations are considered and determined by a Section 504 team consisting of the student, any representative of the student and WACTC personnel who are knowledgeable about the student, the school’s programs and the interpretation of evaluation data, as appropriate, based on the following considerations:

- Current substantial functional limitations caused by the condition in a post-secondary setting, as indicated by the documentation
- Student’s description of need
- Course and program requirements
The accommodations to be provided should be set forth in writing and distributed to the student and, as appropriate, course instructors or other WACTC personnel responsible for the provision of the accommodations. The written description of the accommodations should be sufficiently detailed to clearly describe the nature, type and amount of services to be provided.

Disability Documentation

WACTC may require documentation from students to confirm the existence of a disabling condition; to identify current deficits that cause limitations; and to relate the current impact of the condition to the requested accommodations.

Students have the responsibility of providing documentation at their own expense. WACTC may request additional documentation if the information provided is incomplete to make a determination or if the documentation does not support the accommodation(s) requested. The documentation will be used along with the student's description of need and educational history to determine eligibility for reasonable accommodations. Types of documentation may include psychological, neuropsychological, or psycho-educational evaluations; Individual Educational Plans; prior Section 504 plans; summaries of performance; and letters from qualified medical and mental health professionals.

Grievance Procedure

Anyone who is dissatisfied with decisions concerning reasonable accommodation or who believes that s/he, or any other member of the WACTC community, to be a victim of disability discrimination, harassment or retaliation prohibited by this policy, whether by a supervisor, a co-worker, faculty member, student, vendor, contractor or any other person with whom s/he comes in contact at WACTC, in the course of any educational program or activity at WACTC, may submit an appeal or complaint to the Section 504 / Title II Coordinator at the Western Area Career & Technology Center, 688 Western Avenue, Canonsburg, PA 15317, (724) 746-2890. Any person who receives a complaint of disability discrimination, harassment or retaliation from an employee or student, or who otherwise knows or has reason to believe that an employee or student has been subjected to disability discrimination, harassment or retaliation, is expected to report the incident promptly to the Section 504 / Title II Coordinator.

The Section 504 / Title II Coordinator will conduct a prompt and appropriate investigation into any appeal or complaint of disability discrimination or retaliation, so as to enable a prompt and equitable response under all circumstances and in a fair and expeditious manner. The investigation will be completed within 15 days of receipt of the appeal or complaint unless the timeframe must be extended for good cause by the Section 504 / Title II Coordinator. The Section 504 / Title II Coordinator will allow the parties to present witnesses and other evidence during the investigation. Upon completion of the investigation, the Section 504 / Title II Coordinator shall provide notice to the parties involved of the outcome of the appeal or complaint and the basis for the decision.

If the student is not satisfied with the decision of the Section 504 / Title II Coordinator, he or she may submit a written appeal to the WACTC's Superintendent of Record, at the Western Area Career & Technology Center, 688 Western Avenue, Canonsburg, PA 15317, (724) 746-2890. The Superintendent of Record shall review the investigation and, if deemed necessary or appropriate, conduct a further investigation of the appeal or complaint. The Superintendent of Record shall complete the review within fifteen days of receipt of the appeal and will provide notice to the parties involved and the Section 504 / Title II Coordinator of the outcome of the appeal and the basis for the decision.
Whenever an act of prohibited discrimination or retaliation are found, WACTC will take appropriate steps to prevent the recurrence of any prohibited actions and to correct its discriminatory effects on the complainant and others, if appropriate.

**State and Federal Agencies**

In addition to the above, persons who believe that they may have been subjected to disability discrimination, harassment or retaliation, may file a formal complaint with a court of competent jurisdiction or any of the government agencies set forth below. Students may file a complaint with the U.S. Department of Education. Using WACTC’s complaint process does not prohibit a person from filing a complaint with these agencies.

**United States Equal Employment Opportunity Commission ("EEOC")**
William S. Moorhead Federal Building
1000 Liberty Avenue, Suite 1112
Pittsburgh, PA 15222

**Pennsylvania Human Relations Commission ("PHRC")**
Executive House
101 Second Street, Suite 300
P.O. Box 3145
Harrisburg, PA 17105

**U.S. Department of Education**
Office of Civil Rights
Philadelphia Office
U.S. Department of Education
The Wanamaker Building
100 Penn Square East, Suite 515
Philadelphia, PA 19107-3323
Telephone: (215) 656-8541
Facsimile: (215) 656-8605
Email: OCR.Philadelphia@ed.gov

EOE
**ACCOMMODATION REQUEST FORM**

To help us process your request for accommodations, please complete the following information and submit it with your documentation of disability:

**Part 1: To be Completed by Student**

<table>
<thead>
<tr>
<th>Name:</th>
<th></th>
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<tbody>
<tr>
<td>Address:</td>
<td></td>
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<tr>
<td>City:</td>
<td>State:</td>
</tr>
<tr>
<td>Email:</td>
<td></td>
</tr>
<tr>
<td>Cell #:</td>
<td>Home Phone:</td>
</tr>
</tbody>
</table>

**Status:**
- Current Student □
- Prospective Student □

**Program/Class:**

Describe or attach a description of your disability for which accommodation is requested. *Note: WACTC retains the right to request medical certification and other documentation of your disability.*

__________________________________________________________________________________________________

__________________________________________________________________________________________________

What accommodations are you requesting? *(If necessary, attach additional page(s))*

__________________________________________________________________________________________________

__________________________________________________________________________________________________

__________________________________________________________________________________________________

Have you had any accommodations in the past? Y__ N__

Please describe any past accommodations, explaining the setting and length of time provided:

__________________________________________________________________________________________________

__________________________________________________________________________________________________

__________________________________________________________________________________________________

<table>
<thead>
<tr>
<th>Student / Applicant Signature</th>
<th>Date</th>
</tr>
</thead>
</table>
Part 2: To be Completed by Section 504 / Title II Coordinator

Date Received__________________

Medical Certification Requested: Yes ☐ No ☐

Accommodation Meeting:

Date: _______________

Attendees: _______________________________________________________________
_____________________________________________________________
_____________________________________________________________

Accommodations to be Provided: (Describe in detail the nature, type, amount and duration of services to be provided. If necessary attach additional page(s))

_______________________________________________________________________
_______________________________________________________________________
_______________________________________________________________________
_______________________________________________________________________

Part 3: Signatures

The signature of the undersigned student and the WACTC Section 504 / Title II Coordinator indicate mutual agreement upon the accommodations set forth in Part 2 above to be provided to the student for the ________________ academic term.

_________________________________________   ________________________________
Student / Applicant   Section 504 / Title II Coordinator

Date:______________________________   Date:______________________________
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 Western Area Career & Technology Center policies and information in the *Student Handbook* and on the Western Area Career & Technology Center 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.