

STUDENT HANDBOOK

**Central Susquehanna
LPN Career Center**

**Celebrating Over 45 Years of Service
to the Susquehanna Valley**

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The Central Susquehanna LPN Career Center is administered by the CSIU and accredited by the Accreditation Commission for Education in Nursing (ACEN) and approved by the Pennsylvania Department of Education and Pennsylvania State Board of Nursing.

**Accreditation Commission for Education in Nursing
3343 Peachtree Road NE, Suite 850
Atlanta, Georgia 30326
www.acenursing.org**

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Director of Human Resources, CSIU, 90 Lawton Lane, Milton, PA 17847, 570-523-1155.

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Welcome to the Central Susquehanna LPN Career Center. By enrolling here, you have joined a proud tradition. The LPN Career Center (formerly the Danville Area School District Practical Nursing Program) is celebrating more than 45 years of service to the Susquehanna Valley. Its graduates are making a difference in the health care delivery system and the lives of those they serve.

The Central Susquehanna LPN Career Center is operated by the Central Susquehanna Intermediate Unit (CSIU), a regional education service agency that conducts many programs and services for schools, educators and students in our region. Classes and laboratory experiences are offered at the LPN Career Center in Lewisburg and clinical experiences are offered at affiliated hospitals, nursing care facilities, doctors' offices and childcare settings.

This handbook describes the LPN Career Center's program, policies and student support services. Please review it carefully and keep it as a handy reference as you prepare for "a career in caring."

Kimberly Delba, RN, MSN, CSN

Director

PROGRAM

PHILOSOPHY

We believe that...

- Each individual has unique talents, perspectives and contributions that he or she brings to the educational process. Education results in a change of behavior when a student has the ability and motivation to learn and faculty members believe in what they teach, enjoy teaching, and create enthusiasm and interest to stimulate students.
- Education involves active participation of both learners and teachers and enables people to develop their potential to become productive members of society.
- Nursing education is built on a firm foundation of basic education that prepares people to make ongoing adjustments in response to societal needs.
- Nursing is an art and progressive science that serves people of all ages regardless of race, religion, gender, economic status or disability.
- Practical nursing education is an integral part of all nursing.
- Practical nursing should prepare participants to function cohesively with all members of the health team and to use sound judgment based on knowledge, skills, attitudes and experiences in selected nursing situations.
- The practical nurse, under the supervision of a professional nurse and/or licensed physician, gives direct patient care; observes, reports and records appropriate information; performs treatments; administers medications; assists with the rehabilitation of patients; and participates in the planning, implementation and evaluation of nursing care in all settings where nursing takes place.
- Students have rights such as the right to learn on an individual basis, the right to question, the right for a voice through the student organization and the right to evaluate the curriculum and instruction.
- Ongoing evaluation of the curriculum by faculty is important to keep courses current and flexible within the standards of nursing education and changes within society.

PROGRAM OBJECTIVES

- Assist in assessing the needs of health care recipients by identifying responses to altered basic needs.
- Participate in planning nursing care that will prevent, reduce or resolve altered basic needs of health care recipients.
- Implement nursing care based on principles from the biophysical and psychosocial sciences.
- Assist the RN in complex situations.
- Participate in the evaluation of nursing care, remaining accountable for your own care given and care delegated to unlicensed health care providers.
- Incorporate critical thinking in meeting the needs of all health care recipients.
- Use communication skills effectively in interactions with recipients of health care, their families and health care personnel.
- Function within the ethical and legal framework of practical nursing.

CURRICULUM

Approved by the Pennsylvania State Board of Nursing, the LPN Career Center curriculum includes 1,547 hours of classroom instruction, laboratory experience and clinical practicum. You will progress through three levels of study, moving from basic to more complex knowledge and skills.

Two “tracks” lead to completion of the program:

- In **Track 1**, you take all your courses at the LPN Career Center, taught by the nursing faculty.
- In **Track 2 (College)**, you take only the nursing courses at the LPN Career Center and the remaining courses prior to entrance at an approved and accredited college. Transfer of credits earned prior to entering the LPN Career Center must be approved by the admissions committee.

When you meet the objectives of this program, you are eligible to apply to take the National Council of State Boards Licensing Exam for Practical Nurses (NCLEX-PN). See the Appendices for licensure requirements.

All students enrolled in the practical nursing program are required to submit a Pennsylvania State Police criminal history check, Pennsylvania Child Abuse History Clearance and Federal Criminal History Record

completed no more than six months before the first day of class and no later than the first day of class. No person shall be admitted to the Practical Nursing program who has been convicted of a felony, two misdemeanors within the 3900 series on the prohibitive offenses list or drug convictions less than 10 years old. Convictions include judgement, admission of guilt, or plea of nolo contendere.

Persons with documented history of child abuse will not be admitted to the program.

Affiliating clinical agencies have the right to refuse to allow any student with a criminal and/or abuse record to participate in clinical activities within affiliating agencies. Students must be able to participate in clinical activities at the affiliating agencies in order to meet course objectives of the practical nursing program. Students must be certified in American Heart Association BLS - Basic Life Support CPR before beginning classes at the LPN Career Center.

SCHEDULE

The full-time program lasts one year, with classes and clinical rotations from August to August. Courses are held weekdays between 8 a.m. and 4 p.m. Clinical experience at affiliated facilities is usually offered during the day or first shift but might occasionally be scheduled for evenings. A part-time program spanning two years is accepted each January.

FACULTY

Faculty members are registered nurses with baccalaureate or advanced degrees and teaching and clinical experience. They meet qualifications of the State Board of Nursing and Central Susquehanna Intermediate Unit. In clinical areas, the ratio of faculty to students is at or below one to 15, as required by the State Board of Nursing.

LEVEL OBJECTIVES AND COURSE DESCRIPTIONS

Level 1 Objectives:

At the end of the first level, you will:

- Assist with the assessment and reporting of simple identifiable abnormal conditions of patients.
- Plan, implement and evaluate basic nursing procedures for patients with simple nursing problems, with supervision.
- Incorporate critical thinking in meeting the needs of patients with simple nursing problems.
- Demonstrate acceptable nurse-patient and co-worker rapport.
- Demonstrate a limited knowledge of the physical, biological, social science, ethical and legal aspects of practical nursing.
- Demonstrate a basic knowledge of drugs and solutions.
- Demonstrate personal grooming and hygiene habits acceptable to patients.
- Demonstrate leadership skills through activities such as serving as a class representative.
- Use basic computer skills to meet educational needs.

Level 1 Course Descriptions:

Fundamentals of Nursing: Prepare to perform basic nursing skills under supervision, apply basic concepts of health to yourself and others, and communicate with other members of the health team; emphasis is placed on problem solving, knowledge, attitudes and skills common to all health care agencies in the community and legal, moral and ethical responsibilities; transfer principles of health care to patient care during clinical experiences. 280 hours (110 classroom, 170 laboratory, including clinical experience).

Pharmacology: Prepare to perform medication administration procedures; apply basic principles of pharmacology to patient care. 70 hours (30 classroom, 40 laboratory).

Anatomy and Physiology I: Study the structure and function of the human body, including the cells and musculoskeletal, nervous, sensory, integumentary, endocrine and reproductive systems. 80 hours.

Microbiology: Identify various microorganisms and investigate their relationship to daily living and disease in this basic introductory course. 48 hours.

General Psychology: Explore principles that determine the complexity of human behavior; learn about

human communication, behavior and personality, and appropriate responses to stress; more fully understand your own behavior and that of people with whom you interact. 48 hours.

Level 1 total hours: 526 (316 classroom, 210 laboratory and clinical).

Level 2 Objectives:

At the end of the second level, you will:

- Assist with the assessment and reporting of simple to moderately complex nursing needs of patients with musculoskeletal, nervous, integumentary, endocrine, reproductive and psychiatric disorders.
- Use the nursing care plan to plan, implement and evaluate simple to moderately complex nursing needs of patients with specific medical and surgical disorders.
- Incorporate critical thinking in meeting the needs of patients with simple to moderately complex nursing problems.
- Identify patterns of growth and development of people of all ages.
- Accept ethnic groups within the health care setting.
- Administer medications safely under direct supervision.
- Communicate effectively with patients and co-workers.

Level 2 Course Descriptions:

Medical Surgical Nursing I: Study nursing care of adults, including common symptoms, treatment and nursing care related to specific diseases and disorders ... preventive as well as restorative nursing care is stressed. 336 hours (80 classroom, 256 clinical).

Principles of Sociology: Study group behavior and the organization of society and culture. 45 hours.

Anatomy and Physiology II: Study basic anatomic and physiologic principles related to the circulatory, digestive, respiratory and urinary systems and better understand the rationale for pathological disorders. 48 hours.

Nutrition: This introductory course includes principles of nutrition and application of those principles to meet dietary needs throughout the life cycle. 32 hours.

Life Span Psychology: Study normal growth and development and its relationship to biological, cognitive, personality and social factors; the psychology of human development from conception to death is included. 48 hours.

Level 2 total hours: 509 (253 classroom, 256 clinical).

Level 3 Objectives:

At the end of the third level, you will:

- Assist with the assessment, planning, implementation and evaluation of the complex nursing needs of patients with respiratory, cardiovascular, gastrointestinal and genitourinary disorders, with minimal supervision.
- Incorporate critical thinking in meeting the needs of patients with complex nursing needs.
- Demonstrate basic knowledge and skills in caring for mothers and newborns.
- Effectively care for the ill child.
- Demonstrate knowledge of pediatric safety.
- Identify the needs of people with developmental disabilities.
- Perform safe, effective, total nursing care to those who are elderly, with minimal supervision.
- Identify specific physical, emotional and psychological changes in the aging process.
- Identify community agencies to which patients with special needs, including drug and alcohol abuse, can be referred.
- Identify the principles of emergency and disaster nursing.
- Participate as a member of the health team and share leadership responsibilities within the legal framework of practical nursing.
- Demonstrate the technique for obtaining licensure.
- Demonstrate the technique used to apply for and resign from employment.

Level 3 Course Descriptions:

Medical Surgical Nursing II: Study nursing care of adults relating to specific disorders ... nursing care for adults with respiratory, cardiovascular, gastrointestinal and urinary disorders is stressed, as is preventive care ... disaster nursing is reviewed. 352 hours (80 classroom, 272 clinical).

Maternal-Child Nursing: Care of the mother and newborn is included in normal and complicated conditions of conception, pregnancy, labor, delivery and the post-partum period. This course also introduces the nursing care of children with specific disorders, including common symptoms and treatment. Prevention and restorative care with developmental play

and diversional activities are stressed. 160 hours (64 classroom, 96 clinical).

Level 3 total hours: 512 (144 classroom, 368 clinical).

TRANSFER OF ACADEMIC CREDITS

Applicants accepted to the LPN Career Center who have attended other academic institutions may submit records from that institution to apply for credit for courses taken.

Submission Criteria:

1. The student must submit an original transcript from the prior institution to the Director and Admissions, Academic & Ethics Committee **by a date set for each class.** (Exception: The CSLPNCC will accept non-official transcripts for courses completed immediately prior to the beginning of your education at the LPN Career Center until the official transcript can be submitted.)
2. The course is less than ten years old at the time of admission.
3. A course grade of C or higher earned from an accredited institution.

The Admissions, Academic and Ethics Committee must approve all requests for transfer credit. A flat credit transfer fee will be charged.

GRADUATION REQUIREMENTS

You will receive your diploma and graduate pin after you satisfactorily complete 1,547 educational hours and meet all objectives throughout the educational year. Final grades are given only to students who have met all financial obligations or have provisions to satisfy those obligations as determined by the administrative specialist. Attendance at graduation is required.

INFORMATION

TRANSPORTATION AND PARKING

You are responsible for your transportation to the LPN Career Center and affiliated facilities. Members of car pools are individually responsible for attendance at classes and clinical experiences.

Free parking is available near the LPN Career Center. You will receive information about permits and parking at affiliated facilities during your orientation.

STUDENT HOUSING AND LUNCH

You are responsible to find your own living facilities and accept renting responsibilities of the property owner.

You are responsible to provide your own lunch when assigned to the LPN Career Center and to pay for lunches at affiliated facilities.

EMERGENCY CLOSINGS AND DELAYS

- Emergency closings and delays will be displayed on the three local TV networks: WNEP (Channel 16), WYOU (Channel 22), and WBRE (Channel 28)... it will be listed as “Central Susquehanna LPN Career Center.”
- You will also be able to view these on their web sites at www.wnep.com and www.pahomepage.com.
- Additionally, emergency closings and delays will be announced on WQKX 94.1 and KISS FM 102.7.
- An announcement will be posted on Blackboard.
- If the school is closed, do not report to the LPN Career Center for classes or to affiliating facilities for clinical experience.
- If the school is on a delay, report to the LPN Career Center (on both class and clinical days) at the delay time. (Example: if a two-hour delay, report to the LPN Career Center at 10 a.m.; a one-hour delay, report at 9 a.m.)
- If the LPN Career Center is closing early due to inclement weather, each clinical and/or classroom instructor will be notified to dismiss the students.
- Additional information will be given at the beginning of each level.
- As long as the LPN Career Center designates it will remain open, classes and clinical experiences will continue to be offered and students are expected to attend. Absences will be documented.

FIRE DRILLS

Unannounced fire drills are held throughout the year. Use the nearest exit and go to areas away from the building until told to return to classrooms.

If an emergency situation occurs at the Central Susquehanna LPN Career Center which requires the evacuation of the building, all students, faculty, and staff must report to the park across the street from the front of the building.

TELEPHONE USE

A phone is available at the LPN Career Center for student use in emergencies. You must notify the staff to place calls from this phone. No incoming personal phone calls are permitted, except in an emergency.

At affiliated facilities, you may not make personal phone calls from telephones on the patient units or in patients' rooms.

CELL PHONES must be turned **OFF** in the classroom and on the clinical unit. Cell phone calculators **CANNOT** be used during testing. Desks **MUST** be cleared of **ALL** objects during testing. If a cell phone rings or vibrates in the classroom or clinical unit, the student will be dismissed from class or the clinical area and will accrue absence time for that class or clinical. A repeat offense of this policy may result in immediate termination and the student will not be allowed readmission to the program.

Students may check cell phones during break and lunch periods. Remember to turn cell phones **OFF** when returning to the classroom or clinical. If an emergency arises, the student's family can contact the school office at 570-768-4960 or the clinical unit (numbers and specific cell phone information will be provided during clinical orientations). The message will be relayed to the student. If a situation arises, or in an emergency, the student may discuss with the instructor any possible exception to this policy.

By law, we cannot divulge the location of you, your class, or your schedule to anyone. This is for your protection. We will relay an emergency message to you. Please advise potential callers of this information.

SMOKING

Smoking is not permitted at the LPN Career Center. You must follow smoking policies at affiliated facilities.

PERSONAL BELONGINGS

The LPN Career Center does not provide lockers for personal belongings. You are encouraged not to leave items such as money, credit cards, and checkbooks in the building. The LPN Career Center accepts no responsibility for lost or stolen articles. You should not take valuables to affiliated facilities.

PERSONAL APPEARANCE

- You are required to wear your uniform when clinical experiences are planned. Wearing the uniform for college classes, personal shopping, errands, etc., is discouraged.
- Uniforms will be clean and pressed. White underclothing is required. Women must wear slips under dress uniforms. Men must wear white crew neck T-shirts under uniform tops.
- You are required to have a stethoscope, bandage scissors, pen light, and a wristwatch with a second hand.
- Street clothes are permitted for classes and lab throughout the program. You are encouraged to use discretion when choosing attire.
- While you are in uniform, hair will be clean and contained. Beards or mustaches must be trimmed and groomed.
- Fingernails will be short and clean. Artificial nails are not permitted. Nail polish is not permitted.
- Shoes with open heels or toes are not permitted. Shoes/sneakers, including laces, will be white and clean at all times. Stockings will be white and without runners. White socks/stockings will be worn with slacks.
- For warmth, you may wear a maroon or white coat over your uniform. Sweaters are not permitted in clinical areas.
- ID badges are required at all clinical and observation sites. If your badge is lost or damaged, you will replace it at your expense.
- Only specific jewelry is permitted while in uniform. A wedding band set, watch with a second hand, and no more than two sets of small button-type earrings are permitted.
- No other jewelry is permitted. Clear gauges are to be worn in the ears on clinical. For safety reasons, no other pierced jewelry will be allowed on the face, including tongue piercing.

- Heavy makeup, colognes and perfumes should not be used. Students who smoke should be aware that smoking odors may be offensive.
- Tattoos are to be covered.
- Instructors will inform students of appropriate dress for specific off-site observations.
- The faculty reserves the right to modify the dress code as needed for instructional purposes and organizational restrictions.
- Baseball caps and hoodies worn “up” are NOT permitted during testing.

EMPLOYMENT

You may be employed during your enrollment at the LPN Career Center. However, if employed, you may not identify yourself as a representative of the LPN Career Center by wearing the school uniform or name pin. When employed in health agencies, you may not perform the functions normally assigned to a professional or practical nurse unless you are currently licensed. You cannot be assigned as a charge nurse on a unit. If health, academic load and/or scholastic progress are hampered by employment, counseling in reconsidering priorities will be offered to promote improvement.

TECHNOLOGICAL REQUIREMENTS

In order to fulfill educational obligations, it is required of the student to have access to the internet and to Microsoft Word. Students must have access to these off-campus as well, since the campus is not available at all times.

PUBLISHING OF PHOTOGRAPHS, VIDEOS, & STUDENT INFORMATION

The Central Susquehanna LPN Career Center likes to celebrate the achievements of our students and staff, and take notice of activities that take place within our school. Therefore, throughout the year photographs and videos of students and school activities will be taken. These photographs and videos may appear in various school materials, such as the Central Susquehanna Intermediate Unit and/or the Central Susquehanna PLN Career Center: news and information letters, yearbooks, brochures, calendars, student of the month in newspapers, website, Facebook page, etc. If you do not want a picture or video taken of you and used in this manner, please complete an Opt-Out Release Form and return it to the school within the first 30 days of your school term. This is being

done in compliance with FERPA (Family Educational Rights and Privacy Act) which states: Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students (18 and older) about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA.

RESOURCE ROOM PROCEDURES

Resource room materials, excluding computers, software and reference materials, circulate for a two-week period. Renewals are permitted in most cases, depending on other students' needs for information. Some restrictions on use of resource room materials, such as limiting one issue of a magazine per student, limiting one math book per student, limiting number of renewals, etc., may be imposed, based on other students' needs and the borrower's cooperation in returning materials in a timely manner. Some resource room materials may be placed on temporary reserve by the faculty.

You are responsible for materials stolen or damaged while signed out under your name. Students are billed for replacement materials or repairs, and bills must be paid promptly.

Students with overdue materials receive a notice requesting them to see the Technology Resource and Remedial Education Specialist. If a second notice is required, they will see the director. You must return all resource room materials two weeks before the end of each level.

Students with unpaid bills for replacement materials or repairs and students who do not return all resource room materials two weeks prior to graduation will see the director concerning these matters.

HEALTH PROGRAM

The health program for LPN Career Center students is designed to:

- Assist in the maintenance of proper physical and mental health.
- Provide appropriate referral for care needed during illness.

ABSENCE POLICY AND PROCEDURES

Policy:

Please note: Absence is included on student transcripts and on all references students request from the LPN Career Center.

The faculty and staff of the CSLPNCC recognize the many challenges adult learners face when trying to balance the demands of school with those of their personal lives. However, attendance and punctuality are important to each student's academic success. Students must fulfill the objectives of each curriculum level in order to progress to the next level. Absenteeism may result in failure to meet the objectives, which leads to failure in the program.

All absences, classroom or clinical, must be reported as explained in the Reporting Absences section on page 9.

When absent from the classroom, all students must follow the procedures outlined in each course syllabus regarding content covered and tests to be taken, etc.

When a student who is not in good academic standing reaches four days absence within any level, the student will be placed on academic probation and must meet the program director/admissions committee to develop a plan of action to prevent further absences and improve academic standing. The director/admissions committee will not create the plan for the student. However, the director/admissions committee will review or assist the student to amend the plan as needed. Therefore, the student should come to the meeting with a plan in mind.

Students are expected to follow the agreed upon action plan. Students must notify the director/faculty of any potential problems that might interfere with successful completion of the remediation plan.

Students who continue to accumulate absences after director approves the remediation plan will be at risk of immediate termination from the program. (Students in good academic standing will have an average of 80 percent or higher in every course, turn all assignments in on time, and make up exams in a timely manner as outlined in each course syllabus.)

Academic probation for habitual and patterned absences and tardiness may continue from one semester to the next or throughout the entire program.

Academic Probation: Academic probation occurs if a student does not attain a grade of 80 at midterm, or accrues four absences within a level and is not in good academic standing. The director gives written notice

regarding the length of probation and specific area(s) of failure. A conference is held to discuss the problem and inform the student that grades or attendance that do not meet criteria by the end of a level, result in termination of enrollment.

Bereavement Leave

If a member of your immediate family dies, you may be absent three days; if a near relative dies, you may be absent the day of the funeral. Immediate family members are defined as: father, mother, brother, sister, son, daughter, husband, wife, grandparent, parent-in-law, or any person with whom the employee has made his or her home. A near relative is defined as first cousin, aunt, uncle, niece, nephew, son-in-law, daughter-in-law, brother-in-law, or sister-in-law.

Maternity/Paternity and Medical Leave of Absence

Pregnant students are responsible for their own medical care. However, the administration and faculty of the LPN Career Center **strongly encourage** pregnant students to obtain appropriate prenatal care throughout their pregnancies.

As soon as pregnancy is confirmed, a pregnant student must notify the director and provide medical documentation of any limitations that should be observed for that student throughout the pregnancy. If no limitations are required, medical documentation of that decision must also be submitted to the director.

Medical appointments, including prenatal care, are treated in the same manner as other absences.

Expectant students must submit a letter to faculty requesting a maternity/paternity leave of absence prior to delivery. Ten school days will be allotted for maternity leave. The faculty will review the request and determine the impact of the leave on the student's enrollment based on the following criteria:

- Student's academic progress
- Student's clinical progress
- Student's absence record

A medical leave of absence may be requested when illness/surgery requires that the student must be out of class or clinical for more than three days. Ten days will be granted by the faculty for a medical leave with a written excuse from a doctor stating the need for/reason for the leave using the same decision criteria used for granting a maternity leave. Written permission from a physician is required to return to school after an absence of three or more consecutive days. Excessive absence for illness will be monitored by the director.

Classroom Make-up work

Make-up of classroom work will be at the discretion of the instructor. You must contact the instructor **at the beginning of the day of return**. It is your responsibility to obtain material presented during the absence. If an absence occurs on a day when an examination is scheduled, the examination must be made up at the discretion of the instructor.

Clinical Make-Up Policy

Clinical make-up includes fundamental's lab, all clinical sites, clinical orientation, computer orientation, health fair, NCLEX review, job fair, Leadership Day, and any other specified clinical hours. Faculty may need to change clinical schedules to accommodate clinical instruction. Criteria regarding clinical make-up:

- Students missing more than 8 clinical days will be required to do clinical make-up.
- Students may make up only 2 clinical days.
- If the student accrues more than 10 clinical days of absence, the student may be dismissed from the nursing program. Students who are dismissed for missing more than 10 clinical days will not be allowed to return to the nursing program.
- Clinical make up days will be assigned by the director and faculty. The student will be instructed to meet with the instructor assigned to do clinical make-up to know the specifics of the make-up day.
- Students must pay \$200 per day for clinical make-up. A money order or check is due at least 1 day prior to scheduled make-up. Instructors will not accept any checks or money orders on the clinical unit.
- Students will review and sign the absence policy at the beginning of each level.

Tardiness and Early Departure

On any class day, if a student misses more than half of the scheduled hours that the instructors determine are needed and provide for that day, a full day absence is recorded. On any class day, if a student misses half or less than half of the scheduled class hours that the instructors determine are needed and provide that day, a half-day absence is recorded.

On any clinical day, if a student leaves before 11 a.m./5 p.m., a full day absence is recorded. On any clinical day, if a student leaves after 11 a.m./5 p.m., a half-day absence is recorded. Tardiness or early departure in excess of 15 minutes constitutes a half-day absence.

Late arrivals and early departures are disruptive to the classroom and clinical setting. The CSLPNCC Student Handbook addresses tardiness and early departures under the heading of Academic Incivility (p. 12).

Habitually tardy students will risk disciplinary action that may include dismissal from the program.

Academic probation for habitual and patterned absence and tardiness may continue from one semester to the next or throughout the entire educational program.

Tardiness is defined as arrival to class or clinical greater than or equal to 5 minutes past the scheduled start time. Habitual tardiness is defined as the accumulation of 4 or more tardy occurrences in any given level. Occurrences of tardiness are recorded whether or not the student accrues a half-day absence.

Injury or Illness at the LPN Career Center or at an Affiliated Site

If you become ill or are injured at an affiliated facility or at the LPN Career Center, report to the instructor, director or administrative assistant. A Student Injury Report must be completed if an injury occurred on LPN Career Center grounds.

You are encouraged to seek medical care in an emergency room or from your personal physician. Should you refuse medical attention the LPN Career Center will NOT assume responsibility. You are encouraged to have health insurance because the LPN Career Center assumes no such obligation. Financial obligation for injuries, accidents or illness is your responsibility.

At affiliated facilities, you must always inform the instructor when leaving due to illness or injury.

Procedures:

Program Schedule

You will receive a copy of the program schedule that indicates holidays, vacation and clinical rotations. You are responsible for checking that schedule and reporting to class or the clinical facility on time. You may not negotiate your clinical rotations or client assignments. However, circumstances may require changes in schedules and assignments at the discretion of the faculty or director. You will be appropriately notified of all changes.

Reporting Absences

You are responsible for notifying the LPN Career Center or affiliated facility of an absence. **A student**

who accrues two days absence without notifying the LPN Career Center may be immediately terminated from the program. The procedure to follow to report an absence is as follows:

- If absent on a class day, call the LPN Career Center to report your absence. Use the voice mail if no one is available to answer the phone.
- Contact the instructor the first day you return to discuss make-up work.
- If absent on a scheduled clinical day, call the site where you are assigned or your clinical instructor as early as possible before the beginning of the shift to report your absence. Students must speak to the instructor or leave a voice mail. Text messages or emails are not acceptable. **Do not call the school to report a clinical absence.**

STUDENT PROGRESS

Students must fulfill the objectives of each curriculum level before they may progress in the program. Several procedures are used to inform students of their progress in classroom and clinical settings.

Classroom progress is determined by grades given every eight weeks by each instructor, calculated according to the course syllabus given to students at the start of a new level or subject area. Instructors are responsible to explain the grading process to you. **A final grade below 80 percent in any subject, at the end of a level, will result in automatic termination from the program.**

The grading system is as follows:

- 95-100 — A
- 87-94 — B
- 80-86 — C
- Below 80 — FAILURE

When grades are submitted by instructors, they will not be changed or altered by administration. If you have questions regarding a grade, you must contact the instructor immediately.

At the end of each Level:

- **Distinguished Honors:** A student has achieved a 95 or higher in each course taken during that Level.
- **Honors:** A student has achieved a 90 or higher in each course taken during that Level.

Clinical grades are determined to be Satisfactory or Unsatisfactory based on clinical evaluation criteria. Clinical evaluations and status are determined by instructors at the end of clinical rotations and at the

end of each level. The instructor will give you your evaluation and then submit it to the director.

All students enrolled in the practical nursing program are required to submit a Pennsylvania State Police criminal history check, Pennsylvania Abuse History Clearance, and Federal Criminal History Record on or before the first day of class. Affiliating clinical agencies have the right to refuse to allow any student with a criminal and/or abuse record to participate in clinical activities within the agency. **Students must be able to participate in clinical activities at affiliating agencies in order to meet course objectives of the practical nursing program.**

Unsatisfactory progress is communicated through guidance and intervention forms, clinical probation, and academic probation.

Guidance and Intervention Form: An instructor/director will initiate a Guidance and Intervention Form when unsatisfactory progress is noted in theory, clinical performance or attendance. More specifically, student actions that may initiate a Guidance and Intervention Form include, but are not limited to, the following:

- A significant decrease in academic performance;
- Failure to attend mandatory orientation and/or study skills session.
- An average of 80% or below in any course at midterm or there-after; An unsatisfactory clinical performance in any objective; and
- Any display of affective or behavioral cues that interfere with performance.

In addition, any summative (final) rotation evaluation that has a "needs improvement" in any objective may warrant a Guidance and Intervention Form. Other situations not listed above may also warrant the initiation of a Guidance and Intervention Form at the discretion of an instructor or director.

Areas for needed improvement and recommendations to improve performances are noted. This notice does not become part of the permanent record. However, if it refers to clinical performance, behavior or attendance, the instructor will document on the daily clinical progress note that it was given, and it will remain part of the student's record until completion of the program.

Clinical/Behavioral Probation: A student may be placed on clinical/behavioral probation for

unsatisfactory clinical performance and/or other inappropriate, unethical student behaviors excluding grades and attendance.

Clinical/behavior probation is allowed **only once** during the Educational year. The director gives a letter indicating clinical/behavioral probation when clinical performance remains unsatisfactory, or when any other behavioral issues that had caused the initiation of a Guidance and Intervention Form remain unresolved.

A conference is held with the student, instructor, and/or director to discuss the problem and inform the student of steps that must be taken to improve clinical performance or behavior. Should no improvement be documented over an appointed period, enrollment is terminated.

Academic Probation: Academic probation occurs if a student does not attain a grade of 80 at midterm, or accrues three absences within a level. The director gives written notice regarding the length of probation and specific area(s) of failure. A conference is held to discuss the problem and inform the student that grades or attendance that do not meet criteria by the end of a level, result in termination of enrollment.

Dismissal Without Probation

A student may be dismissed from the practical nursing program immediately, without probation, based upon the professional judgment of the nursing faculty and director if conditions merit such action. A student/faculty conference with the director will precede the dismissal of any student from the program.

Student actions that may lead to dismissal without probation include, but are not limited to, the following:

- A student is found to possess, sell, intend to sell, experiment with or take drugs, such as marijuana, barbiturates, amphetamines, narcotics or any drugs not prescribed by a physician for a specific condition;
- A student accrues two days of absence without notifying the LPN Career Center;
- A student receives a final grade below 80% in any subject at the conclusion of a level; or
- A student receives an unsatisfactory clinical evaluation for the level.

Dismissal without probation may occur when a student receives two documented anecdotal reports indicating unsafe nursing practice. Unsafe practice is defined as

behavior that places the client or staff in either physical or emotional jeopardy. Physical jeopardy is the risk of causing physical harm. Emotional jeopardy means that the student creates an environment of anxiety or distress that places the client or client's family at risk for emotional or psychological harm. Unsafe nursing practice is an occurrence or pattern of behavior involving unacceptable risk.

Transfer Policy: Part-time Students

Part-time students may petition the Admissions, Academics and Ethics Committee to transfer from part-time status to full-time status. If selected, the effective transfer date would be for the beginning of Level III. Selection is based on the date the letter is submitted, academic standing, available seats, and in order to qualify for full-time transfer, the student must meet the following criteria:

- Letter submitted regarding preference to transfer to full-time status to the director and the Admissions, Academics and the Ethics Committee by March 1,
- Currently be in good academic standing with an average grade of 85 percent or better in all courses,
- Currently be in good standing with attendance, tardiness and honesty, and
- Have overall faculty approval.

READMISSION

Classroom Readmission

At the discretion of faculty and administration, students may return to repeat a course or courses in a level with the next available class. Should failure or withdrawal occur a second time, readmission will be denied. (Exception: Readmission is not limited to students in good academic standing who withdraw due to serious illness or overwhelming life circumstances.) The student requesting readmission **within two years of the last nursing course** must put his or her request in writing and complete a faculty-conducted clinical evaluation of fundamental nursing skills, including medication administration and IV therapy. The student will be charged a fee for this evaluation, to be determined by current instructional costs.

Payment for courses to be repeated is as follows:

Level 1:

Fundamentals of Nursing	61% of semester tuition
Pharmacology	6% of semester tuition
Anatomy & Physiology I	15% of semester tuition
Microbiology	9% of semester tuition
Psychology	9% of semester tuition

Level 2:

Medical Surgical Nursing I	66% of semester tuition
Anatomy & Physiology II	10% of semester tuition
Nutrition	6% of semester tuition
Life Span Psychology	10% of semester tuition
Sociology	8% of semester tuition

Level 3:

Medical Surgical Nursing II	69% of semester tuition
Maternal-Child Nursing	31% of semester tuition

Note: NO READMISSION IS ALLOWED FOR CLINICAL FAILURE OR DISMISSAL.

Payment in full for all courses being repeated must be made prior to readmission to a class. Since repetition of courses requires a longer time until graduation requirements are completed, repeating students **also must pay the additional tuition increase** for the following fiscal year. These fees also are to be paid in full prior to readmission, with the current refund policy in effect should failure occur a second time.

Leave of Absence

A leave of absence may be granted due to unforeseen circumstances and according to certain criteria. You must put your request in writing and meet with the director to discuss your circumstances.

VOCATIONAL EDUCATION REPORTING

Adult vocational-technical education requirements mandate that all students who complete the LPN Career Center program be reported to the Department of Education. Data reported include graduates' names, addresses and social security numbers. Graduates receive an evaluation and placement form to complete within a year.

You are asked to comply with this reporting. If you do not want your social security number to be reported, please submit a request to the director.

In addition, graduates' or students' files may be on display for audit and/or accreditation purposes. If you want your file to remain confidential, please submit a request to the director.

CIVILITY POLICY

The Central Susquehanna LPN Career Center (CSLPNCC) believes that all persons should be treated with civility and respect, regardless of factors such as opinion/view, institutional role, race religion, ethnicity, disability, gender, sexual orientation or age. Teaching and learning is the central focus of the LPN program. The program is committed to maintaining a positive learning and working environment both in and out of the academic setting.

Per the CSLPNCC student handbook, we believe that each individual has unique talents and contributions that he or she brings to the educational process. Education results in a change of behavior when a student has the ability and motivation to learn and faculty members believe in what they teach, enjoy teaching and creating enthusiasm and interest to stimulate students. Behaviors that infringe upon the rights of individuals to learn and work in a safe and civil environment will be addressed according to the guidelines of the CSLPNCC Code of Conduct.

CODE OF CONDUCT

The program acknowledges that it is necessary to create guidelines for conduct that protect the rights of the individual and the program as an educational institution. The following statements apply to all individuals involved with the program including students, staff, faculty, administration, visitors and guests.

Statement of Individual Rights of Students, Faculty, Staff, Visitors and Guests

All individuals have the right:

1. To work, learn and study safely and without harassment.
2. To move about the campus and clinical setting safely and without harassment.
3. To freely express opinions, provided such opinions do not infringe upon the rights of another individual or group of individuals as defined by other program or institutional policies. The right to express oneself is tempered by the right to be free from harassment.
4. To be treated at all times with courtesy and respect, regardless of race, gender, creed, ideology, ethnic or cultural background, as long as one displays a decent regard for the rights of others as defined by this statement.

Definitions

Harassment: The program defines harassment as any behavior that results in creating an offensive, intimidating or hostile learning or work environment. These behaviors include, but are not limited to making harassing comments, belittling, taunting or challenging others, criticizing or blaming others, threats of physical harm, body language intended to discomfort others, cyber-bullying or inappropriate use of electronic media including text messaging, emails and comments on social networks, using profanity or making racial or ethnic slurs, stalking, and physical harm.

Academic Incivility: The Program defines academic incivility as any type of speech or behavior that disrupts the academic environment. Disruptive behaviors in the academic environment include but are not limited to disruptive side conversations, using cell phones or pagers in class or clinical, sleeping in class, arriving late or leaving early, dominating discussions, challenging faculty during class, verbally discrediting faculty, cheating, plagiarizing and/or any form of academic dishonesty.

Statement of Behaviors Constituting Unacceptable Conduct

The following list outlines practices and conducts which are unacceptable for students, faculty, staff, administration, visitors and guests.

- Physical abuse or threats of abuse toward any individual.
- Harassment and offensive expressions of prejudice or ignorance.
- Obstruction or interference with program activities or persons conducting or attending activities.
- Acts of academic incivility.
- Theft or damage to program property or the property of any individual on campus.
- Entry to the building during unauthorized times.
- Possession, use or distribution of alcohol, narcotics or dangerous drugs on campus or at any off-campus clinical settings.
- Possession of weapons, explosives or chemicals commonly used to inflict harm on human beings or cause property damage.
- Willful and persistent conduct by any action that interferes with learning or disrupts the academic environment.

Unacceptable behaviors will be immediately addressed through counseling. A Guidance and Intervention form will be initiated to address a plan for behavior modification. Further instances of unacceptable behaviors may result in dismissal. Any act that results in physical harm to another individual will result in immediate dismissal.

Students will demonstrate civility and respect in both words and actions toward faculty, peers, staff, patients and families. Students will verbalize positive statements about the profession of nursing and the nursing program in classroom, clinical, and community settings.

SEXUAL HARASSMENT

The Central Susquehanna Intermediate Unit and the Central Susquehanna LPN Career Center will not tolerate any behavior by administrators, faculty, staff or students that constitutes sexual harassment of a student. Sexual harassment is a violation of both Section 703 of Title VII of the Civil Rights Act of 1965 and Section 5(a) of the Pennsylvania Human Relations Act of 1955. The U.S. Department of Education maintains that an educational agency is obligated to maintain an educational environment free of sexual harassment and intimidation.

Sexual harassment includes, but is not limited to:

1. Making unsolicited written, verbal, physical and/or visual contact with sexual overtones.
2. Expressing sexual interest after being informed that the interest is unwelcome.
3. Requests for sexual favors.
4. Other verbal or physical conduct or written communication of an intimidating, hostile or offensive sexual nature where:
 - a) Submission to such conduct is made either explicitly or implied as a term or condition of the student's status in a course, program or activity;
 - b) Submission to or rejection of such conduct by a student is used as a basis for academic or other decisions affecting such student; or
 - c) Such conduct has the purpose or effect of substantially interfering with a student's educational experience or creating an intimidating, hostile or offensive academic environment.

Administrators, faculty, staff and students will be held accountable for compliance with this policy. Violations may lead to disciplinary action to include suspension or termination. A student who feels he/she

has been sexually harassed is encouraged to report such incidents to the director, who will advise the student of appropriate reporting procedures, if necessary.

The enrollment status of the student making the complaint will not be jeopardized and the student will not be subject to discipline or retaliation by CSLPNCC for pursuing the sexual harassment complaint. However, if it is proven that a student brings a complaint in bad faith, the student may be subject to disciplinary action.

1. The director will investigate and attempt to resolve complaints promptly and fairly, with due regard to the rights of both the complainant and the alleged offender. Every reasonable effort will be made to conduct all proceedings in the most confidential manner possible under the circumstances. If the complaint is against staff, faculty or administration, the incident will be immediately reported to the director of employee and community relations and addressed under the Central Susquehanna Intermediate Unit's administrative regulations for sexual harassment.
2. If attempts to resolve the issue informally are not successful, further investigation may be conducted by the LPN director and the director of employee and community relations to gather information necessary to reach a formal determination on the merits of the allegations. Such investigation will be conducted with due regard to the rights of both the complainant and the alleged offender, to include notice of the complaint to the alleged offender and an opportunity to respond to the complaint.
3. When it has been determined that sexual harassment has occurred, steps will be taken to ensure the harassment stops immediately and does not recur. The complainant will be informed of the corrective measures taken.

STUDENT DRUG POLICY

The Central Susquehanna LPN Career Center recognizes that the misuse of drugs is a serious problem with legal, physical, social & professional implications. The manufacturing, dispensing, possession or use of a controlled substance by any student is prohibited on the school premises or in any of the affiliating institutions utilized for the education of the practical nursing students or any program activities. The prohibition covers any drug listed in federal law, "The Controlled Substances Act", Title II of the Comprehensive Drug Abuse Prevention and Control Act of 1970 and in Act 64 (1972), and The

Pennsylvania Controlled Substance, Drug Device and Cosmetic Act. Included in the prohibition are drugs that alter mood and alcohol. The use of non-prescribed or abused substances including alcohol is harmful to the body and definitely impairs the function of the student/nurse.

Admission Urine Drug Screening: Applicants will be required to have a urine screen prior to formal acceptance into the Central Susquehanna LPN Career Center nursing program. Expenses incurred secondary to drug testing will be the student's responsibility. If the urine drug screening is positive, the applicant will not be admitted into this nursing program.

Random Urine Drug Screening: Students who demonstrate signs and behaviors that appear to indicate chemical impairment/use will require additional testing. Expenses of any additional testing will be the responsibility of the student.

If the urine drug screen is positive the student will not be permitted to continue in the program. Failure to comply with the urine drug screening or refusal to follow defined guidelines in the student drug policy will result in immediate dismissal from this program.

Any student who violates the student drug policy will be subject to immediate dismissal from the program. Any student whose behavior mimics the influence of drugs, mood altering substances or alcohol and/or whose behavior demonstrates incompetency in the class or clinical areas shall be dismissed from the class or clinical area. The student will be instructed to arrange for transportation to the drug testing site and to home. If the urine drug screening is positive, the instructor will begin the dismissal process of the student, based on unprofessional and/or unsafe behavior. Students will be encouraged to seek help and support from family members. Law enforcement agents will be notified if behavior warrants it or if a drug or drug paraphernalia is present.

Contesting Drug Evaluations: If the student disagrees with the evaluation of the instructor/clinical supervisor, it is the responsibility of the student to prove they are not chemically impaired by seeking immediate drug/alcohol testing. Failure to obtain this testing will result in the assumption of validated impairment.

FEDERAL LAW REVIEW

Excerpts from the federal law "The Controlled Substances Act (CSA) and the Pennsylvania Controlled Substance Drug, Device and Cosmetic Act" Number 64 and Act. No. 1985-110 (an act to regulate licensing and practice of Practical Nursing)

The Acts will control all substances listed in Schedules I through V:

- I. Opiates, etc. (narcotic drugs with high potential of abuse)
- II. Opiates, cocoa derivatives & some barbiturates, etc. (narcotic drugs with high potential of abuse)
- III. Narcotics & barbiturates and etc. (potential for abuse)
- IV. Barbiturates & tranquilizers, etc. (low potential of abuse)
- V. Low doses of other controlled drugs (low potential of abuse)

Both these acts prohibit the manufacture, sale, dispensing, possession, obtaining, or use of a controlled substance except by a registered practitioner under prescribed circumstances. A person who violates these prohibitions with a controlled substance is liable to large fines and/or imprisonment. 21 U.S.C. 853a states that federal benefits, such as student loans, grants, contracts, professional and commercial licenses (up to one year for the first offense and up to five years for a second and subsequent offenses) will be denied to drug violators. Act No. 1985 – 110 which covers licensure for practical nursing states that the board may refuse, suspend or revoke any licensure in any case where the board shall find that the licensee:

- (2) is unfit or incompetent by reason or negligence, habits or other cause;
- (5) has been convicted or has pleaded guilty or entered plea or nolo contendere or has been found guilty by a judge or jury of a felony or a crime of moral turpitude in the Courts of the Commonwealth, the U.S. or any states or territories or country.

SIGNS AND SYMPTOMS OF DRUG USE

DRUG	EFFECTS	OVERDOSE
Narcotics		
Opium Codeine Heroin Synthetic narcotics	euphoria, nausea, drowsiness, respiratory depression, constricted pupils	slow breathing, clammy skin, convulsions, coma, death
Depressants		
Barbiturates Methaqualona Benzodiazepines Anti-anxiety drugs	slurred speech, drunken behavior without odor of alcohol, disorientation	shallow respirations, clammy skin, dilated pupils, weak and/or rapid pulse, coma, death
Stimulants		
Cocaine Amphetamines Weight control drugs Methamphetamine Bath salts	excitement, euphoria, increased pulse rate and blood pressure, loss of appetite	agitation, increase in body temperature, convulsions, death
Hallucinogens		
LSD Mescaline amphetamines PCP PCE Angel dust	illusions, hallucinations, poor perception of time and distance	intense episodes of psychosis, death
Cannabis		
Marijuana THC Hashish Hashish oil	euphoria, relaxed inhibitions, increased appetite, disoriented behavior	fatigue, paranoid behavior, psychosis
Alcohol		
Beer, Liquor, Wine	reduced inhibition, depressed, loss of mental activity & judgment, impaired physical function	disorientation, coma, psychosis, liver damage, death

STUDENT DISCIPLINARY ACTION POLICY

I. Purpose

This policy describes the procedures and processes involved in responding to and resolving instances of alleged student violations of nursing program policies. Provisions of this policy apply to student behavior while enrolled in the nursing program, on LPN Career Center property, in the clinical setting, or at program sponsored activities.

II. Procedures

Incident Response

Students are solely responsible for their actions. Student behavior in the classroom or clinical setting is a matter of concern of the faculty who are responsible for determining standards of acceptable behavior in their classes. Written course and program policies regarding standards of behavior need to be clearly communicated and consistently applied.

1. Program faculty and staff will make every effort to resolve minor disciplinary infractions at the point of occurrence.
2. Any faculty/staff member may request a student discontinue any behavior that violates Program policies.
3. A faculty member may require a student to leave the classroom or clinical setting because of unacceptable behavior as defined in the Program handbook and the Central Susquehanna LPN Career Center Civility Policy. The student will be readmitted to the classroom or clinical setting if he/she has privately discussed the situation with the instructor, the instructor agrees that he/she may return to the classroom or clinical setting, and if there have been no violent actions, threats of violence, or persistent problems.
4. If immediate resolution is not achieved law enforcement may be called for assistance to manage the incident. If a behavior is considered to be sufficiently serious, meeting any criteria a, b, or c, the student may be removed from the premises.
 - a) The student engages or threatens to engage in behavior which presents the potential for causing physical or emotional harm to himself/herself or others.
 - b) The student engages in behavior which directly impedes the educational experience of others.

- c) The student engages or threatens to engage in behavior which would cause significant property damage.

5. Occurrences involving removal of students will be reported in writing to the Central Susquehanna Intermediate Unit within 24 hours for purposes of follow up and possible further action.
6. If all those directly involved in the incident agree on a resolution, the process will not proceed to the formal phase.
7. Depending upon the seriousness of the incident the student may be suspended during the investigation process.
8. The process will proceed to the formal phase under any one of the following circumstances:
 - a) The parties involved do not agree on a resolution.
 - b) If further investigation is needed based upon reports or other evidence.
9. To initiate a formal hearing, either the faculty/staff member or the student must notify the program director of the perceived violation within two weeks.

Formal Hearing

1. Upon receipt of notification of an alleged violation by a student, the program director will personally meet with the student within one week to discuss the incident.
2. The student will be notified by telephone or certified mail of the alleged violation and the requirement to schedule an initial meeting between the student and the program director.
3. If the student discloses that his/her behavior is related to a physical or psychological condition the program director or designee may require a written psychological/psychiatric evaluation of the student (cost will be the responsibility of the student). The student may submit documentation related to the condition from his/her own independent psychiatrist/psychologist at least two business days prior to the formal hearing. Documents submitted for this purpose will be treated as confidential and will be stored in the students file.
4. During the initial meeting the program director or designee will explain the program's hearing process to the student. The student will be provided an opportunity to examine and respond to documentation of the incident and will be provided an opportunity to explain the incident.

5. The following rules will apply during the meeting with the program director/designee:
 - a) Any documentation relevant to the incident will be explained in detail and shown to the student as appropriate. Confidential notes of any program official or participant in the case may be withheld.
 - b) Findings of relevant interview conducted by the program director or designee will be summarized for the student.
 - c) The program director or designee may request witnesses or those individuals directly involved in the incident to attend the hearing.
 - d) The student will be heard and may present witnesses to the incident. The student may be accompanied by a representative from the student body.
 - e) The formal hearing may be conducted in the absence of a student who fails to appear after receiving proper notice.
 - f) Summary of the hearing and other pertinent case materials will be retained by the program for a minimum of three years.
6. The program director or designee will render a decision to determine if the student will be held "In violation" or "Not in Violation" of the programs policies.
 - **Not in Violation** - indicates charges against the student were unfounded. The student is eligible to return to class or clinical and make up all class work missed as a result of the disciplinary process. The program director or designee will communicate to faculty about excused absences for missed classes or clinical experiences.
 - **In Violation** - indicates that charges against the student are founded and one or more of the following sanctions may be assigned:
 - a) Written warning of record (Disciplinary Probation) constitutes a summary of the disciplinary charges and official warning of action which could be taken if the behavior recurs. The letter is placed in the disciplinary file maintained by the program director.
 - b) Dismissal: the student will be dismissed from the nursing program. Students dismissed for acts of incivility will not be granted readmission to the program.
7. The program director will within five business days send the student a certified letter containing a summary of the formal hearing. The letter will contain:
 - a) A statement of action
 - b) Brief rationale for the decision.
 - c) Explanation of necessary conditions for reinstatement when appropriate.
8. Appeals Process: Formal disciplinary action may be grieved by the student under the provisions of the Student Grievance procedure.

STUDENT GRIEVANCE PROCEDURE

I. Purpose

Provides guidelines for the handling of student grievances concerning decisions or actions by the faculty and program staff who are not covered under other policies.

II. Definition

Business day - Day when the administrative offices of the LPN Career Center are open.

III. Procedure

In order to ensure a timely resolution of a grievance, the time limits of this policy shall be strictly adhered to unless a waiver is granted by an administrator of the Central Susquehanna Intermediate Unit (CSIU). Confidentiality of information is to be maintained at all stages of the grievance process.

The grievance will be written in ink or typewritten and signed. Detailed information regarding the nature of the grievance and the individual or individuals involved must be included. Correspondence via email will not be accepted.

A. Informal Phase

1. Within 10 days of occurrence of circumstances causing grievance, the student will attempt to resolve the grievance. If the grievance cannot be resolved, the student may contact the program director in writing.
2. Within 10 days of receiving written notification of a grievance, the director will arrange a meeting of all parties involved to determine if the grievance can be resolved.

Should an agreement be reached, all individuals will sign a document detailing the terms of

the agreement. Minutes of the meeting will be recorded and all individuals will receive a copy.

If the student is not satisfied with the previous informal attempts, he/she will have 20 days to submit the grievance in writing to the CSIU Chief Academic Officer to begin the formal phase.

B. Formal Phase

1. Within 5 business days of receipt of the written grievance, the Chief Academic Officer will convene a meeting to attempt to resolve the grievance.
2. Within 7 days of the meeting, the Chief Academic Officer will issue a written response to participants. If no resolution is made at this meeting, the grievance may be submitted to the CSIU Executive Director.
3. Within 5 business days, if no resolution has been reached, the CSIU Executive Director, or his/her designee, will convene a meeting to attempt to resolve the problem.
4. Within 7 business days of the meeting, the Executive Director will issue a written response to the participants.
5. Within 30 days of the Executive Director's decision, if no resolution is made, the grievance may be submitted to the CSIU Board of Directors.
6. Within 30 days of receipt of the written grievance, the CSIU Board of Directors will schedule a hearing.
7. Within 7 days of the conclusion of the Board hearing, the Board Secretary will issue a written response to the participants.

Note: At all meetings with the student filing the grievance, there may be a student representative from the student body, a representative from the faculty, and/or an administrative representative (or person appointed as an administrative representative.)

SERVICES

FACULTY ADVISORS

Objectives

The objectives of Faculty Advisors are:

- To keep students informed of individual progress.
- To help students become self-directive.
- To provide assistance to students with personal problems.
- To encourage student self-evaluation.

Counseling Plan

- The Faculty Advisor may hold personal conferences with students to discuss specific concerns, including academic progress, personal problems, and financial needs. Referrals to local resources are made as necessary.
- Conferences are held with instructors at periodic intervals when student evaluations are given.
- Additional conferences may be requested by the director, students or faculty members as necessary. Faculty members may refer students to the Director for follow-up counseling.
- Records are kept to document academic and clinical progress. All information is confidential.

FINANCIAL AID

The director and administrative staff assist with financial aid matters and payments.

Types of Financial Aid

Federal loans and federal Pell Grants are available to eligible students entering the LPN Career Center. Additional funding sources for those who qualify may include the Trade Readjustment Act, Office of Vocational Rehabilitation, Workforce Investment Board, Army Star Program and Veterans Benefits.

Application Procedures

To apply for federal financial aid, you must complete the Free Application for Federal Student Aid (FAFSA), available at the LPN Career Center. If applicable, you must provide a signed copy of your and your parents' federal income tax returns and other supplemental information.

Eligibility

To be eligible for federal loans and Pell Grants, you must meet minimum standards of satisfactory academic progress, which include a grade of 80 in every subject

and satisfactory clinical practice, by the end of each level.

To be eligible for federal loans, you must be enrolled in at least half-time study. Track 2 students enrolled in the one-year program are eligible for federal loans.

Academic Year

An academic year at the LPN Career Center is 900 clock hours, and a minimum of 30 weeks. The length of the program is 1,547 clock hours for Track 1 students and 1,198 clock hours for Track 2 students.

Excess Student Financial Aid Funds

All excess student financial aid funds will be refunded to you within 14 days of the date the balance occurs in your account.

Refunds

Refunds are made according to the LPN Career Center's refund policy, included in the Appendices. Refunds on behalf of student financial aid recipients are distributed in the following order as prescribed by federal laws and regulations:

1. Unsubsidized Federal Direct Student Loan
2. Subsidized Federal Direct Student Loan
3. Federal PLUS Loan
4. Federal Pell Grant
5. Other student financial aid programs
6. Other federal, state, private or institutional sources of aid
7. The student

All financial aid funds are to be used for payment of tuition, books, supplies, fees and other costs you may have to attend the LPN Career Center. If you have questions or need assistance, contact the administrative specialist.

STUDENT LEADERSHIP PROGRAM

The student leadership program is designed to:

- Encourage leadership with peer groups.
- Involve students with the educational process of the LPN Career Center.
- Relate problems and concerns as they arise to faculty representatives and/or the director.

Class members select at least two students from each class to act as class representatives, bringing concerns and requests for change to the faculty. Faculty will select students to serve on faculty committees.

APPENDICES

- **Student Record Maintenance and Access**
- **Practical Nursing Program Technical Standards**
 - **Licensure Requirements**
- **Safety Information/Controlled Substances**
- **Central Susquehanna LPN Career Center
Organizational Chart**
 - **Refund Policy**
- **Student Handbook Agreement**

STUDENT RECORD MAINTENANCE AND ACCESS

POLICY

The Central Susquehanna LPN Career Center adheres to the regulations of student record maintenance, access and disclosures as detailed in Family Education Rights and Privacy Act (FERPA). The following procedures recognize and facilitate the following student rights:

1. The right to inspect and review his or her own educational records (with written request).
2. The right to request amendment of his or her educational record that he or she believes is inaccurate.
3. The right to consent to disclosures of personally identifiable information contained in his or her educational records, except to the extent that FERPA authorizes disclosures without consent.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Central Susquehanna LPN Career Center to comply with the requirements of FERPA.

DESCRIPTIONS OF STUDENT EDUCATIONAL RECORDS

Permanent student records of graduated students are kept in locked, fireproof files. The permanent record of graduated students includes a transcript of the student's clinical and academic achievement.

Records of enrolled students are kept in locked, fireproof files and include the following:

1. Application materials
2. High school and college transcripts
3. GED scores
4. References
5. Pre-entrance exam scores
6. Acceptance letter
7. Copies of academic progress
8. Counseling reports
9. Physical exam forms
10. Copies of current CPR certification
11. Copy of criminal history check, child abuse check and federal criminal record
12. Signed hepatitis information form
13. Signed Student Handbook and Internet Use agreements

Clinical performance evaluations and daily clinical progress notes are maintained and kept in the main office throughout the program year.

Enrolled student records are moved to permanent student record files after the graduated student has taken NCLEX-PN.

Student financial aid records are maintained in locked files until after the completion of the third year after the student's final award year.

PROCEDURES

A student or graduate must request an official transcript in writing, including the student's name at the time of graduation, the name and address where the transcript is to be sent, and a check or money order for the appropriate handling fee.

Students have the right to inspect and review their own educational record upon written request. A student must submit a written request to the director to inspect his or her educational record. Within 45 days of receiving the written request, the director will arrange for access and notify the student of the time and place where the record may be inspected.

Students have the right to request amendment of their own educational records that they believe are inaccurate. A student must write to the director, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the director decides not to amend the record, the director will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

Program faculty and administration may access student files as needed to obtain information necessary to assist the student with clinical, academic or other school-related issues as part of their professional responsibilities.

Students have the right to consent to disclosures of personally identifiable information contained in their educational records, except to the extent that FERPA authorizes disclosure without consent. Information from a student's educational record will not be disclosed without the student's written consent.

Exception: The Central Susquehanna LPN Career Center will release the name, address, and social security number of each graduating student to the Pennsylvania State Board of Nursing as means of verifying the student's successful completion of this practical nursing program and eligibility to take the practical nursing examination for licensure in Pennsylvania.

Students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the Central Susquehanna LPN Career Center to comply with the requirements of FERPA. The name and address of that government office:

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

PRACTICAL NURSING PROGRAM TECHNICAL STANDARDS

A candidate for admission into the Central Susquehanna LPN Career Center Practical Nursing Program must have abilities and skills in five categories: observation, communication, motor, intellectual and behavioral/social. Reasonable accommodation for persons with **documented difficulties** will be considered on an individual basis, but **a candidate must be able to perform in an independent manner**. The following skills are required, with or without accommodation.

OBSERVATION

Candidates must have sufficient sensory capacity to observe and participate in lecture hall, the laboratory, the outpatient setting and the patient's bedside. Specifically:

1. Sensory skills are adequate to perform physical assessment of a client.
2. Vision, hearing and tactile sensation are functional and adequate to observe a patient's condition and to elicit information through procedures regularly required in physical assessment, such as inspection, auscultation and palpation.

COMMUNICATION

Candidates must be able to communicate effectively in both academic and health care settings.

1. Candidates must show evidence of effective written and verbal communication skills such as are needed to interact with patients and to communicate patient's needs in a prompt and effective manner.
2. Candidates must demonstrate professional manner and insight in the communication process.

MOTOR

Candidates must have the ability to participate in basic diagnostic and therapeutic maneuvers and procedures (e.g. palpation, auscultation) and sufficient motor function to execute movements required to provide care to patients.

1. Strength and coordination is required to lift patients and respond promptly to patients' needs in routine and emergency situations.

2. Candidates must be able to negotiate patient care environments and must be able to move between settings, such as clinic, classroom building and health care sites.
3. Candidates must have physical stamina sufficient to complete the rigorous course of classroom and clinical study.
4. Long periods of sitting, standing or moving are required in classroom, laboratory and clinical experience.

INTELLECTUAL

In order to complete the practical nursing program, candidates must demonstrate mastery in reading and understanding of nursing and medical literature and to use it in a timely fashion in problem-solving and patient care.

1. Candidates must be able to perform measurements and calculations, and read charts and graphs.
2. Candidates must adhere to professional ethics.

BEHAVIORAL AND SOCIAL

Candidates must possess the emotional health required for full utilization of their intellectual abilities.

1. Candidates must exercise good judgment and complete all academic and patient care responsibilities promptly.
2. Candidates must develop mature, sensitive and effective relationships with patients and other members of the health care team.
3. Candidates must demonstrate flexibility, compassion, integrity and motivation.
4. Candidates must demonstrate interpersonal skills, concern for others, and the ability to function in the face of uncertainties and stress inherent in clinical practice.

ENVIRONMENT

Health care is, at times, delivered in high stress areas, requiring management of multiple roles, tasks and decisions. The equipment and supplies used by nurses may present a danger to individuals with sensitivities and allergies, especially to certain fumes or latex products.

Prospective practical nursing students must alert instructors and the director regarding any physical or other restrictions regarding high risk in the health care environment, as the exposure may prevent successful completion of the program requirements.

STUDENTS ADMITTED TO THE PRACTICAL NURSING PROGRAM WILL RECEIVE A COPY OF THESE STANDARDS WITH A REQUEST FOR ACKNOWLEDGMENT AND RETURN.

Students may request accommodation to one or more technical standards based on documented disability. Such accommodation will be provided in accordance with Central Susquehanna Intermediate Unit and practical nursing program policies, as well as state and federal statutes.

ADAAA STATEMENT

The Central Susquehanna LPN Career Center (CSLPNCC) does not discriminate against individuals with disabilities. Faculty recognizes that, in addition to physical disabilities, individuals might also experience hidden disabilities such as mental, emotional or learning disabilities.

If you have a disability and do not require special accommodations, you are not required to disclose your disability. **If you have a disability and require accommodations, you are required to submit documentation of your disability including recommendations for accommodation to the program director no later than one week prior to the first class day.** Accommodations for testing might include, but are not limited to, a quiet environment for testing, extra time to take a test or having a test read to you.

In accordance with the Association on Higher Education and Disability regulations, an Individual Education Plan requires a full psychological workup before accommodations can be provided to a student. It should verify the disability and suggest appropriate accommodations. Documentation must be less than three years old. **It is your responsibility to obtain the documentation and to pay the provider's fees.**

Questions regarding your rights and responsibilities as a student at the CSLPNCC should be directed to Kimberly Delbo, Program Director, at 570-768-4960.

LICENSURE REQUIREMENTS

Students who have completed this approved Practical Nursing Program are qualified as applicants for the licensure exam conducted by the Bureau of Professional and Occupational Affairs, State Board of Nursing:

The applicant for examination as a licensed practical nurse shall furnish evidence satisfactory to the Board that the applicant is 18 years of age or older, is of good moral character, has completed at least 12 years of education with a diploma in public, parochial or private school, or its equivalent as evaluated by the Department of Education, and has satisfactorily completed a course in practical nursing prescribed and approved by the Board in a school, hospital or other institution of not less than 1,500 hours and within a period of not less than 12 months (Rules and Regulations of the State Board of Nursing for Practical Nurses, Sec. 21.158).

NOTE: The State Board of Nursing shall not issue a license or temporary certificate to an applicant who has been convicted of a felonious act prohibited by P.L. 233, No. 64, The Controlled Substance, Drug, Device and Cosmetic Act of April 14, 1972, or convicted of a felony relating to a controlled substance in a court of law of the United States or any other state, territory or country unless:

- at least 10 years have elapsed from the date of conviction;
- the applicant satisfactorily demonstrates to the Board that he or she has made significant progress in personal rehabilitation since the conviction such that his or her licensure should not be expected to create a substantial risk

of further criminal violation;

- the applicant otherwise satisfies the qualifications contained in or authorized by this act.

The term “convicted” shall include a judgment, an admission of guilt or a plea of nolo contendere. In addition, conviction of misdemeanors may also influence licensure qualifications because the State Board of Nursing considers the character requirements of the candidate. A person licensed by the State of Pennsylvania is expected to have good moral character. Therefore, candidates will now be requested to supply information related to felony and misdemeanor conviction.

The Central Susquehanna LPN Career Center cannot guarantee that any student will pass the PN licensing exam. Your success will be determined by several factors beyond the instruction you are given in the classroom such as your willingness to study outside of class. Licensure exam questions are drawn from databases of hundreds of possible questions. Therefore, a thorough understanding of the subject matter is required. The goal of the Central Susquehanna LPN Career Center is to provide you with a foundation for your studies as you prepare for the exam. Issuing a Temporary Practice Permit and PN License rests with the Pennsylvania State Board of Nursing. The Central Susquehanna LPN Career Center cannot guarantee that, although the student has successfully completed the practical nursing program, he/she will be issued a Temporary Practice Permit and/or PN License.

SAFETY INFORMATION/CONTROLLED SUBSTANCES

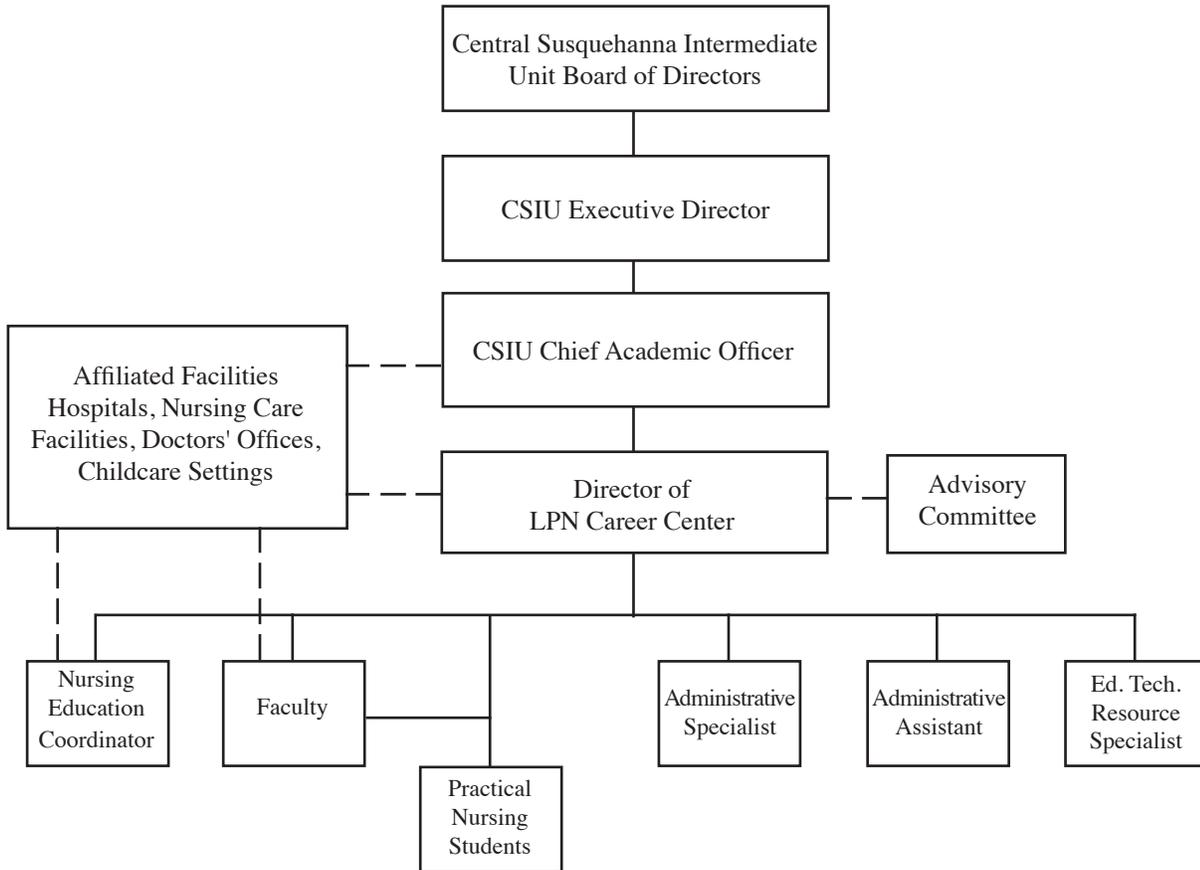
In accord with P.L. 101-542, the Student Right-To- Know and Campus Security Act, as amended by P.L. 102-26, the Higher Education Technical Amendments Act of 1991, and regulations in the Federal Register, April 29, 1994, effective July 1, 1994, the following information is provided:

- **Security:** The Central Susquehanna LPN Career Center is leased by the Central Susquehanna Intermediate Unit. It is open during regular hours of operation and locked during non-operating hours. There is adequate lighting around the building and an efficient fire alarm system.
- **Reporting Criminal Actions or Other Emergencies:** Since there is no campus security department, incidents related to criminal actions must be reported to the LPN Career Center director, who will contact East Buffalo Township Police at 524-2943. In case of an emergency such as fire, illness or natural disaster, Union County Communication will be notified. In the absence of an administrator, an employee may notify the police.
- **Statistics Concerning Incidents at the LPN Career Center:** There have been no occurrences in the past four years of murder, rape, robbery, aggravated assault, burglary, motor vehicle theft, arrest for liquor or drug abuse violations, or arrest for weapon possession.

- **Information on Sexual Assaults and Rape Awareness Programs:** There are no programs to inform students, faculty or staff about sexual assaults or rape awareness. Referrals are made to East Buffalo Township Police at 570-524-2943, emergency 911 or local programs in the home communities of students, faculty or staff.
- **Use and Sale of Controlled Substances and Alcoholic Beverages:** The LPN Career Center participates with the Central Susquehanna Intermediate Unit in designating all school property as a Drug- Free Workplace and in all policies concerning use and sale of controlled substances and alcoholic beverages. Unlawful distribution, dispensing, possession or use of controlled substances are prohibited. Those violating this prohibition are subject to disciplinary actions, namely, immediate termination of enrollment. Students deemed under the influence of alcohol while under the LPN Career Center’s jurisdiction are subject to similar disciplinary action.

In addition to this notice, this information is included in the LPN Career Center Catalog for applicants and interested people and Policy Book for faculty and staff.

CENTRAL SUSQUEHANNA LPN CAREER CENTER ORGANIZATIONAL CHART



Administrative —
Advisory - - - - -

Revised 7/2014

REFUND POLICY

A portion of tuition and fees may be eligible for credit and/or refund when a student withdraws or his or her enrollment in the Central Susquehanna LPN Career Center is terminated. Unless otherwise notified in writing, all refunds will be mailed to the student at the address on the student's application. All requests for withdrawal must be made in writing by the student, signed by the student, and mailed or delivered to:

Central Susquehanna LPN Career Center
Office of Director
1339 St. Mary Street, Suite 2
Lewisburg, PA 17837

The amount of the refund will depend upon the date of the student's last recorded day of attendance. This policy pertains to tuition and the supplies fee. It does not apply toward the application fee, testing fee or registration fee.

NOTE: Books, uniforms and other supplies are purchased by students from supplying companies individually and are **not** subject to this policy.

Students who withdraw from the Central Susquehanna LPN Career Center will be entitled to an adjustment of tuition charges according to the following return/refund policy.

In accordance with federal regulations, those students who receive federal financial aid and who withdraw from the Central Susquehanna LPN Career Center during the first 60% of the billing period will have their federal financial aid adjusted based on the percent of the period completed prior to withdrawal. That is, students will be entitled to retain the same percent of the federal financial aid received as the percent of the billing period completed. This percent is calculated by dividing the number of hours in the billing period into the number of hours completed prior to the withdrawal. Students who do not follow the official withdrawal procedure, but who stop attending classes, will be considered to have withdrawn at the 50% point of the billing period unless attendance is documented after that time. There will be no adjustment to federal financial aid after the completion of at least 60% of the billing period.

Formula:

$$\frac{\# \text{ of hours completed}}{\# \text{ of hours in the billing period}} = \% \text{ of aid earned}$$

$$100\% - \% \text{ of aid earned} = \% \text{ of funds to be returned}$$

Example:

Student withdraws after completing 300 hours of the billing period. There are 1,038 hours in the period.

$$\frac{300}{1038} = 29\% \text{ of aid earned}$$

$$100\% - 29\% = 71\% \text{ of funds to be returned}$$

This policy applies to all federal financial aid. It includes Pell Grants, Subsidized and Unsubsidized Federal Direct Student Loans.

When the amount of federal funds to be returned has been calculated, the funds will be returned in the following order:

- Unsubsidized Federal Direct Student Loans
- Subsidized Federal Direct Student Loans
- PLUS
- Pell Grants
- Other Title IV Aid
- Other federal, state, private or institutional student financial assistance
- The student

Please note that students who receive a refund of financial aid for educational expenses prior to withdrawing from the Central Susquehanna LPN Career Center may owe a repayment of those funds. Students will be contacted by the Financial Aid Office in such situations and will be given 30 days to repay the funds to the Central Susquehanna LPN Career Center. Students who fail to return the unearned portion of federal aid funds given to them will become ineligible for continued receipt of any future financial aid until such time as the repayment is made.

INSTITUTIONAL REFUND POLICY

Once the calculation for federal funds has been determined, the refund on all other financial aid will be calculated as follows:

Last Day of Attendance	Percent of Credit/Refund
On or before the first day of classes	100%
1st through 5th week or first 10% of time of enrollment period	90%
6th through 12th week or first 25% of time of enrollment period	50%
13th through 25th week or first 50% of time of enrollment period	25%
After 25th week	No refund

I hereby acknowledge that I have read and understand this refund policy.

Signature of Student

Date

STUDENT HANDBOOK AGREEMENT

I have read the contents and policies in the Central Susquehanna LPN Career Center Student Handbook and agree to adhere to all the regulations specified within, conducting myself accordingly.

Further, I have signed the refund policy in effect on admission to this program and will comply with this policy as approved by the Central Susquehanna Intermediate Unit Board of Directors.

If applicable, I give the Central Susquehanna LPN Career Center permission to use my student loan monies to pay for my tuition and supplies fee, which includes the following: Nursing Fundamentals laboratory supplies, name pin and picture, key fob, Student Assistance Program, PPD test, graduation fees (which include diploma and cover, nursing school pin and related fees), technology fee, student liability insurance, achievement exam and licensing fees. A credit transfer fee will be charged if applicable.

Signature of Student

Date

