Table of Contents
Welcome 6
General Information 7
   Accreditation/Approval 7
   Faculty and Staff 7
      Faculty 7
      Staff 7
      Curriculum Assignments 7
Philosophy 8
Terminal Objectives/Outcome Criteria: 9
   Competency Profile 9
   Performance Standards 9
Becoming a Licensed Practical Nurse (LPN) 11
   Curriculum Outline 13
Clinical Instruction and Practice 13
   Course and Clinical Syllabus 14
   Course Description 14
Classroom Hours 18
Clinical Hours 18
Graduation Requirements: 18
   NCLEX Licensure Review Examinations 19
   HESI End of Course and Comprehensive Examinations 19
Program Specific Student Policies 20
   Student Performance Standards 20
   Evaluation, Grades and Retention Policies 20
Probation 21
   Types of Probation: 21
Grade Key for Academic Courses 22
Test/Assignment Results/Scores 23
Promotion Policy 23
Attendance 23
Class or Clinical Reporting of Absences or Tardies 23
Excused/Unexcused Absences 24
Extenuating Circumstances 24
Absence Policy 24
Tardy Policy 24
No Call/No Notification Policy 24
Attendance Warning 25
Attendance Probation 25
Perfect Attendance Award 25
Assignments 25
Make-Up Policy 25
  Classroom 25
  Clinical 26
Late Assignments 26
Tests 26
Extra Credit 26
Conference Scheduling 26
Attitude and Conduct 26
Student Employment and Clinical Experience 26
After Hours in Clinical 27
Health Care Facilities (Clinical Assignments) 27
Uniforms 27
Gratuities 28
Patient Records, HIPAA and Confidentiality 28
Cheating/Dishonesty 28
Student Charged with Major Crime - Felony 29
Criminal Background Checks 29
Clinical and Criminal Behavior 30
Personal Appearance and Dress Code Policy 30
Drug/Substance Abuse Policy 31
Drug Screening 31
Miscellaneous 32
Health Care Policy 32
Health Record 33
  Emergency Information Form 33
  Emergency, Injury and/or Illness 33
Health Care Policy - Clinical 33
Welcome

Welcome to the Rolla Technical Institute/Center’s Program of Practical Nursing. As a Licensed Practical Nurse you will be a very important member of the Health Care Team. Therefore, it is essential that you study and work diligently to acquire the knowledge and skills necessary to function in this role.

This handbook has been developed to help you prepare and work effectively within the guidelines of Rolla Technical Center and the health care facilities utilized during the program.

We hope you will enjoy the coming school year. The faculty and I look forward to the opportunity to facilitate your educational goals to become a Licensed Practical Nurse.

Vikki Parsell, MSN, RN

Chris Floyd, BSN, RN
General Information

Accreditation/Approval

This program is fully approved by the Missouri State Board of Nursing and the Department of Elementary and Secondary Education.

Faculty and Staff

Faculty

Vikki Parsell, MSN, RN, Director - ext. 16207  vparsell@rolla.k12.mo.us
Michelle Chick, BSN, RN Instructor – ext. 16208  mchick@rolla.k12.mo.us
Chris Floyd, BSN, RN Instructor – ext. 16209  cfloyd@rolla.k12.mo.us

Staff

Matt Duncan, Director of Career and Technical Education– Contact ext. 15010 or 16010
Keith McCarthy, Assistant Director – ext. 16001  kmccarthy@rolla.k12.mo.us
Donna Young, Admissions and Records Coordinator – Office of Student Services - ext. 16001
Kaye Snow, Administrative Assistant – Rolla Public Schools - ext. 16004

Curriculum Assignments
Philosophy

We believe that nursing is an art based on various scientific principles. The patient/client and his/her significant others are the intended beneficiaries of the practice of nursing. The patient/client is to be considered as a unique human being with individual physical, psychosocial and spiritual needs. The nurse and patient/client/resident are members of an environment in a state of constant change. This diverse environment will influence the beliefs and values that these individuals have about health care.

We believe that practical nursing is an integral and essential part of the overall plan of nursing care in our community. It is more than the performance of procedures. The focus of practical nursing is providing direct patient/client/resident care utilizing the performance of selected acts as defined by the Missouri Nurse Practice Act for the promotion of the nursing process. This may involve preventative, therapeutic, rehabilitative, and restorative nursing (health) care.

We believe the practical nurse must recognize and assume a responsible role within the health care team. He/she must be adept with assessing, planning, implementing and evaluating nursing care. The practical nurse, within a limited setting, may function as sole provider of the care; whereas, in a more complex setting, he/she will assist the professional nurse or physician in providing the health care in accordance with the Missouri Nurse Practice Act.
We believe the focus of practical nursing education should be comprised of a sound, integrated curriculum based on the biological and behavioral sciences with development of interpersonal relationships, critical thinking, problem solving, and work skills incorporated throughout. The nursing process provides an approach that is consistent with the individual’s stage of development (according to Erik Erikson) and the basic human needs (according to Abraham Maslow). Utilization of teaching methods that are consistent with sound educational principles are employed to accomplish the outcome criteria of the program.

We believe in a flexible curriculum that reflects the changing needs of the employing agencies. The curriculum will provide the graduate with a foundation from which he/she can articulate to higher levels of nursing education and practice.

We believe that education is a continuing process and that career and technical education for practical nurses, with its goal of preparation of the individual for a field of work, offers opportunity for socioeconomic progress for the individual, the community, and our society.

The student is exposed to the significance and impact of the professional organization and encouraged to continue participating within its structure after graduation.

We believe that our program of practical nurse education should continue to be strengthened, improved, and expanded in accordance with the needs of our community and the profession.

We believe in a policy of nondiscrimination regarding sex, age, race, color, creed, national origin, or disability, as specified by federal and state laws and regulations.

Terminal Objectives/Outcome Criteria:

Upon completion of the program of practical nursing, the graduate practical nurse shall:

1. Demonstrate growth in personal, vocational and community life.
2. Demonstrate responsibility in directing and delivering nursing care commensurate with a safe and effective Licensed Practical Nurse.
3. Contribute to the delivery of health care as a resourceful member of the health care team.
4. Employ nursing care on an individual basis according to the holistic needs of each patient/client.
5. Use the nursing process in the implementation of a plan of care.
6. Practice effective verbal and nonverbal communication with patients/clients/residents, significant others, health care team members and potential employers.
7. Exhibit attitudes and behavior that are respectful to patient/client/resident, significant others, and health care team members.
8. Practice effective verbal and written communication skills in relaying information to other health care members.
9. Actively participate in educational and professional activities which will increase intellectual, technical, and professional growth.

10. Display qualifications of successful completion of program eligibility to apply to take the national licensure examination. (NCLEX CAT-PN)

11. Demonstrate individual responsibility as a Licensed Practical Nurse according to the Missouri Nurse Practice Act.

**Competency Profile**

A competency profile will be completed on each student upon graduation that represents knowledge, skills, and attitude the student demonstrates upon graduation. The rating of each competency reflects employability readiness rather than academic performance in the program.

**Performance Standards**

Academic requirements are described in the Practical Nursing Student Handbook policies. In addition to academic standards, the student must also meet performance standards. These performance standards include motor skills, physical stamina, mobility, hearing, visual, tactile, reading, arithmetic competence, emotional stability, analytical thinking, interpersonal skills, communication status and health status. Please refer to the following pages. The Performance Standards list is provided in the application packet and at the required Informational Session.

**Competencies and Performance Standards Admission, Retention and Progression**

Students who wish to qualify for admission, retention, and progression in the practical nursing program must meet both the academic and performance requirements.

A Student Must Meet the Following Performance Standards:
### Becoming a Licensed Practical Nurse (LPN)

Upon satisfactory fulfillment of the requirements of the Program of Practical Nursing, the graduate is eligible to apply to write the National Licensure Examination for practical nursing (NCLEX-CAT PN).

**Please understand:** *Graduation from our program does not ensure applicant eligibility for nursing licensure in Missouri.* As a reminder, each applicant was provided a copy of section 335.066 and an explanation at the Informational Session (Application Process). Each applicant has the opportunity to read and ask questions.

<table>
<thead>
<tr>
<th>ISSUE</th>
<th>STANDARD</th>
<th>EXAMPLES OF NECESSARY ACTIVITIES [Not All Inclusive]</th>
</tr>
</thead>
<tbody>
<tr>
<td>Critical Thinking</td>
<td>Critical thinking ability sufficient for clinical judgment</td>
<td>• Identify cause-effect relationships in clinical situations&lt;br&gt;• Develop nursing care plans&lt;br&gt;• Make rapid decisions under pressure&lt;br&gt;• Handle multiple priorities in stressful situations&lt;br&gt;• Assist with problem solving</td>
</tr>
<tr>
<td>Interpersonal</td>
<td>Interpersonal abilities sufficient to interact with individuals, families, and groups from a variety of social, educational, cultural, and intellectual backgrounds</td>
<td>• Establish rapport with patients/clients and colleagues&lt;br&gt;• Cope effectively with high levels of stress&lt;br&gt;• Cope with anger/fear/hostility of others in a calm manner&lt;br&gt;• Cope with confrontation&lt;br&gt;• Demonstrate high degree of patience</td>
</tr>
<tr>
<td>Communication</td>
<td>Communication abilities sufficient for interaction with others in verbal and written form</td>
<td>• Explain treatment procedures&lt;br&gt;• Initiate client education&lt;br&gt;• Document and interpret nursing actions and patient/client responses</td>
</tr>
<tr>
<td>Mobility</td>
<td>Physical abilities sufficient to move from room to room, to maneuver in small spaces and to perform procedures necessary for emergency intervention</td>
<td>• Move around in patient’s rooms, workspaces, and treatment areas&lt;br&gt;• Administer cardio-pulmonary resuscitation procedures&lt;br&gt;• Walk the equivalent of 5 miles per day&lt;br&gt;• Remain on one’s feet in upright position at a workstation without moving about&lt;br&gt;• Climb stairs&lt;br&gt;• Remain in seated position</td>
</tr>
<tr>
<td>Motor Skills</td>
<td>Gross and fine motor abilities sufficient to provide safe and effective nursing care</td>
<td>• Calibrate and use equipment&lt;br&gt;• Position patients/clients&lt;br&gt;• Perform repetitive tasks&lt;br&gt;• Able to grip&lt;br&gt;• Bend at knee and squat.&lt;br&gt;• Reach above shoulder level&lt;br&gt;• Lift and carry 25 pounds&lt;br&gt;• Exert 20-50 pounds of force (pushing/pulling)</td>
</tr>
<tr>
<td>Hearing</td>
<td>Auditory ability sufficient to monitor and assess health needs</td>
<td>• Hear monitor alarms, emergency signals, auscultatory sounds, and cries for help&lt;br&gt;• Hear tape recorded transcriptions&lt;br&gt;• Hear telephone interactions</td>
</tr>
<tr>
<td>Visual</td>
<td>Visual ability sufficient for observation and assessment necessary in nursing care</td>
<td>• Observe patient/client responses&lt;br&gt;• Identify and distinguish colors</td>
</tr>
<tr>
<td>Tactile</td>
<td>Tactile ability sufficient for physical assessment</td>
<td>• Perform palpation, functions of physical examination and/or those related to therapeutic intervention, e.g., insertion of a catheter</td>
</tr>
<tr>
<td>Environmental</td>
<td>Ability to tolerate environmental stressors</td>
<td>• Adapt to shift work&lt;br&gt;• Work with chemicals and detergents&lt;br&gt;• Tolerate exposure to fumes and odors&lt;br&gt;• Work in areas that are close and crowded</td>
</tr>
</tbody>
</table>
1. The board may refuse to issue any certificate of registration or authority, permit or license required pursuant to this chapter for one or any combination of causes stated in subsection 2 of this section. The board shall notify the applicant in writing of the reasons for the refusal and shall advise the applicant of his right to file a complaint with the administrative hearing commission as provided by chapter 161, RSMo.

2. The board may cause a complaint to be filed with the administrative hearing commission as provided by chapter 621, RSMo, against any holder of any certificate of registration or authority, permit or license required by this sections 335.011 to 335.096 or any person who has failed to renew or has surrendered his certificate of registration or authority, permit or license for any one or any combination of the following causes:
   a. Use or unlawful possession of any controlled substances, as defined in 195 RSMo, or alcoholic beverage to an extent that such use impairs a person's ability to perform the work of any profession licensed or regulated by sections 335.011 to 335.096;
   b. The person has been finally adjudicated and found guilty; or entered a plea of guilty or nolo contendere, in a criminal prosecution under the laws of any state or of the United States, for any offense reasonably related to the qualifications, functions or duties of any profession licensed or regulated pursuant to sections 335.011-335.096, for any offense an essential element of which is fraud, dishonesty or an act of violence, or for any offense involving moral turpitude, whether or not sentence is imposed;
   c. Use of fraud, deception, misrepresentation or bribery in securing any certificate of registration or authority, permit or license issued pursuant to sections 335.011 to 335.096 or in obtaining permission to take any examination given or required pursuant to sections 335.011 to 335.096;
   d. Obtaining or attempting to obtain any fee, charge, tuition or other compensation by fraud, deception or misrepresentation;
   e. Incompetency, misconduct, gross negligence, fraud, misrepresentation or dishonesty in the performance of the functions or duties of any professional licensed or regulated by sections 335.011 to 335.096;
   f. Violation of, or assisting or enabling any person to violate any provision of this sections 335.011 to 335.096, or of any lawful rule or regulation adopted pursuant to sections 335.011 to 335.096;
   g. Impersonation of any person holding a certificate of registration or authority, permit or license or allowing any person to use his or her certificate of registration or authority, permit, license or diploma from any school;
   h. Disciplinary action against the holder of a license or other right to practice any profession regulated by sections 335.011 to 335.096 granted by another state, territory, federal agency or country upon grounds for which revocation or suspension is authorized in this state;
i. A person is finally adjudged insane or incompetent by a court of competent jurisdiction;

j. Assisting or enabling any person to practice or offer to practice any profession licensed or regulated by sections 335.011 to 335.096 who is not registered and currently eligible to practice under this chapter;

k. Issuance of a certificate of registration or authority, permit or license based upon a material mistake of fact;

l. Violation of any professional trust or confidence;

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

n. Violation of the drug laws or rules and regulations of this state, any other state or the federal government.

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

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

4. An individual whose license has been revoked shall wait one year from the date of revocation to apply for re-licensure. Re-licensure shall be at the direction of the board after compliance with all the requirements of sections 335.011 to 335.096, relative to the licensing of an applicant for the first time.

5. The board may notify the proper licensing authority of any other state concerning the final disciplinary action determined by the board on a license in which the person who license was suspended or revoked.

6. Any person, organization, association or corporation who reports or provides information to the board of nursing pursuant to the provisions of sections 335.011 to 335.259* and who does so in good faith shall not be subject to an action for civil damages as a result thereof.


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

Curriculum Outline

Completion of Course by end of 1st term (highly recommended completing prior to the beginning of the program)
Nutrition (3 college credit hours)
Life Span Development (3 college credit hours)

Completion prior to first day of PN Program

Anatomy and Physiology - Intro to A&P or A&P I must be completed prior to the first day of PN Program.

Level 1 - Introductory Period - 16 weeks (1st term)

- Mental Health Nursing
- Fundamentals of Nursing (Theory & Lab)
- Life Span Development (Drury University)
- Human Nutrition (East Central College)
- Math for Nurses
- Personal and Vocational Concepts

Level 2 - Clinical Period - 32 weeks (2nd term & 3rd term)

- Child Health Nursing
- Basic Life Support for the Healthcare Provider (Basic Emergency Nursing)
- Intravenous Fluid Treatment Administration (IV Therapy)
- Leadership Concepts for Successful Transition
- Maternal Health & Newborn Nursing
- Nursing Care of the Adult I & II
- Nursing Care of the Older Adult I & II
- Pharmacology for Nurses (Theory & Administration of Medications) I & II

Note: The student has the right to inspect instructional material used as part of the curriculum in accordance with the Protection of Pupil Rights Amendment (PPRA). Refer to Rolla School District Policy JHDA and Form JHDA-AF.

Clinical Instruction and Practice

Each student is rotated through a planned program of clinical instruction in acute, sub-acute, and long-term-care facilities with additional experiences in the community setting. Learning experiences are provided in the care of patients in obstetrics, pediatrics, geriatrics, acute and sub-acute nursing, concepts of leadership & transitions from a SPN to a GPN, community health nursing, mental-health nursing, with selective experiences, as assigned by the program director and/or faculty.

Course and Clinical Syllabus

A course syllabus will be given to each student for each subject at the beginning of the term in theory. A clinical syllabus will be given to each student at the beginning of the clinical period (2nd term) for each assigned clinical experience. Each student is responsible for keeping the syllabus intact and bringing it to the assigned class. Course and clinical syllabi may be changed at the discretion of the instructor and is noted as such in each syllabus.
Course Description

Course descriptions are provided for all courses in the program on the following pages.

**Mental Health (48 Clock Hours):**

**Begins:** Introductory Period (first term) August – December  
**For:** PN Students  
**Time:** 3 hours/week and Clinical Learning Experiences

This course is designed to help the student understand those concepts in mental health nursing. The information will be presented so the student can apply the concepts in a variety of clinical areas including pediatrics, obstetrics, emergency rooms, crisis centers, home-health, hospice, medical-surgical, geriatrics and other settings while caring for the patient(s) with bio-psychological needs. The use of a therapeutic interpersonal process and problem-solving approach by the nurse will be stressed. The student will learn what resources and support systems are available in the promotion of mental health. The nursing process will be stressed in all units of study. This course will offer classroom experiences.

**Math for Nurses (30 Clock Hours):**

**Begins:** Introductory Period (first term) August – December  
**For:** PN Students  
**Times:** 2 hours/week

Math for Nurses is a course designed to provide a basic review of arithmetic. The course provides methods to familiarize the student with various systems of measurement and provides instruction in converting units of one system of measurement to another. The course also provides instruction in the calculation of fractional dosages.

**Personal & Vocational Concepts (48 Clock Hours):**

**Begins:** Introductory Period (first term) August – December  
**For:** PN Students  
**Time:** 3 hours per week

P&VC is a course designed to help the student make necessary professional and personal adjustments inherent to his/her development as a practical nurse. Course subjects include: Ethics in Nursing; Legalities; Religions and Cultural Diversity; Professionalism and Work Ethics; Time Management, Study Techniques for Students and Information Technology.

**Human Development/Life Span Development: (College course - transfer credit)**

**Begins:** Introductory Period (first term) August – December; 3 college credits  
**For:** PN Students  
**Time:** 3 hours per week
This course is designed to help the student understand basic human life span development. By increasing knowledge of life span development, the student will more effectively care for culturally diverse individuals, at all age levels, and gain individual wisdom about his/her own personal journey through the human life span.

**Fundamentals of Nursing (72 Clock Hours):**

Begins: Introductory Period (first term) August-December  
For: PN Students  
Time: 13 hours/week, Laboratory and Clinical learning experiences

This course provides the student with basic nursing skills and procedures. It includes a theory component, which centers on concepts and principles, as well as a supervised laboratory component where the student practices and demonstrates psychomotor nursing skills.

**Human Nutrition: (College Course - transfer credit)**

Begins: Introductory Period (first term) August-December; 3 college credits  
For: PN Students  
Time: 3 hours per week

The general purpose of this course is to introduce basic principles of scientific nutrition to the applications of those principles to diverse individuals within various cultures across the life span and settings in an ever changing environment in which the promotion of health through prevention, therapeutic treatment, rehabilitation and the effects of disease are discussed.

**Pharmacology for Nurses I and II (45 clock Hours each):**

Begins: Clinical Period (Pharm I – 2nd term; Pharm II – 3rd term) January - July  
For: PN Students  
Time: 3 hours per week and Clinical Learning Experiences (Integrated)

Pharmacology for Nurses is a course, which leads the student toward becoming a safe practitioner in the administration of medications. Specific units will aid the student in recognizing patients as individuals with diverse needs. During clinical practice, direct supervision of the student while performing administration of medications will be provided.

**Maternal Health and Newborn Nursing (60 Clock Hours):**

Begins: Clinical Period (2nd term) January - April  
For: PN Students  
Time: 4 hours per week and Clinical Learning Experiences

This course is designed to assist the student in gaining knowledge in the health and care of women from various cultures and their families during pregnancy, childbirth, postpartum, and the care of the normal newborn and the newborn with special
needs. The period of gestation and the care of the newborn will facilitate the information the student learned in the courses Human Development/Life Span Development and Anatomy and Physiology. This course will implement both theory and clinical experiences.

**Child Health Nursing (60 Clock Hours):**

**Begins:** Clinical Period (3rd term) April - July  
**For:** PN Students  
**Time:** 4 hours per week and Clinical Learning Experiences

This course is designed to assist the student in gaining basic knowledge in hospitalization, disease prevention, disease conditions, congenital anomalies and special needs that may affect the well-being of culturally diverse children. This course will implement the knowledge gained in courses taught in the first and second terms of the program and will include clinical learning experiences.

**Nursing Care of the Adult I and II (210 Clock Hours):**

**Begins:** Clinical Period (NCA I – 2nd term, NCA II – 3rd term) January - July  
**For:** PN Students  
**Time:** 6.5 hours per week and Clinical Learning Experiences

Nursing Care of the Adult promotes health care and chronological advances toward adults of all cultures. The goal of this course is to present information on the nursing care of the adult client with medical-surgical disorders, to include diagnostic tests, therapeutic treatment, prevention, and rehabilitation while incorporating the nursing process. This course will implement both theory and clinical experiences.

**Intravenous Fluid Treatment Administration (38 Clock Hours):**

**Begins:** Introductory Period and continues through Clinical Period, August - July  
**For:** PN Students  
**Time:** 30+ hours integrated Theory and 8 hours of Clinical experience

The purpose of the Intravenous Fluid Treatment Administration course is to provide the student with the knowledge and skills to perform IV treatment to a culturally diverse population, across the life span, in accordance with the Missouri Nurse Practice Act, Section CSR 200.6010 and Section 335.017.

This course is integrated into a number of existing courses established in the program such as: Fundamentals of Nursing; Nursing Care of the Adult I & II; Human Nutrition; Nursing Care of the Older Adult I & II; Pharmacology I & II: Child Health Nursing, Maternal Health and Newborn Nursing.

The Missouri Department of Elementary and Secondary Education and the Missouri State Board of Nursing base this course on approved curriculum and guidelines. This course will implement both theory and clinical experiences.

**Basic Life Support for the Healthcare Provider:**
Begins: Clinical Period (2nd term) December  
For: PN Students  
Time: 8 hours CPR and 8 hours lecture (1 week) 

Basic Life Support for the Healthcare Provider is a course that enhances the student’s knowledge in the care of the acutely ill client with specific emergency medical problems, beginning with the initial assessment until the services of a physician can be obtained. This course includes American Heart Association BLS certification for the Health Care Provider.

**Nursing Care of the Elderly I & II (50 Clock Hours):**

Begins: Clinical Period (NCE I - 2nd term & NCE II - 3rd term) January – May  
For: PN Students  
Time: 2 hours/week and Clinical Learning Experiences

The general purpose of this course is to introduce the practical nursing student to the various aspects of caring for older adults. The course covers history of aging in our society, trends, and issues that have implications for nursing today and in the future. Emphasis is placed on individuality of the older adult in good health and illness. Common problems of aging will be discussed with interventions for nursing care in the various settings such as: acute care, long-term care and community care. From wellness promotion to restorative care, the content of nursing focuses on assessment, planning, implementation, evaluation, rehabilitation, and prevention as it relates to older adults from culturally diverse populations. Finally, the Nursing Care of the Older Adult course will increase the awareness of the resources available in the community for the older adult and how the practical nurse fits into the role of gerontology. This course will implement both theory and clinical experiences.

**Leadership Concepts for Successful Transition (10 Clock Hours):**

Begins: Clinical Period (3rd term) June – July  
For: PN Students  
Time: 19 hours of theory and Clinical Learning Experiences

The general purpose of this course is to introduce the basic skills and knowledge necessary for successful transition for the student practical nurse to a graduate practical nurse. The course introduces basic concepts of leadership for the first-line manager. The course focuses and applies the daily skills necessary to take charge of personal success in transition and to lead and manage successfully as a Licensed Practical Nurse. This course will implement both theory and clinical experiences.

**Classroom Hours**

Class will be 7:30am – 4:00pm PM Monday through Thursday the first 16 weeks and Monday and Tuesday (7:30am – 4:00pm) the remaining 32 Weeks. Some classroom hours will be scheduled on Fridays, those dates will be given to students in advance.

**Clinical Hours**
Clinical hours may vary in both time and days of the week during the last 32 weeks. Consult instructor/program director and/or clinical syllabus for time schedule. Please call the clinical setting only in the case of an emergency and you are unable to reach instructor at home or by cell phone to report the absence or tardy.

**Graduation Requirements:**

*The student/graduate must:*
1. Demonstrate consistent safety and competency in each clinical area.
2. Successfully complete academic and skill requirements in theory and clinical with a 80% (C) or Pass.
3. Demonstrate satisfactory attendance in accordance with the Attendance Policy.
4. Return all library books and periodicals.
5. Pay all tuition and fees prior to graduation.
6. Complete application for the National Licensure Examination (NCLEX-CAT PN) and Missouri State Board of Nursing with payment of appropriate application fees.
7. Participate in a financial aid exit conference with financial aid director, if appropriate.
8. Complete all evaluations, as assigned.
9. Complete all HESI on-line End of course examinations as assigned. A score of 900 or higher is highly recommended to better ensure success on the NCLEX exam.
10. Complete HESI Licensure Review Comprehensive on-line examination. A score of 900 or higher is highly recommended to ensure a more successful outcome on the NCLEX exam.

**Note the following:**

A diploma and transcript will be awarded to the student once all graduation requirements have been met.

Transcripts will be sent to Missouri State Board of Nursing for the licensure requirement once all graduation requirements have been met.

**Graduation Ceremony:**

Students are not required to attend the graduation ceremony but must attend the pinning ceremony.

**NCLEX Licensure Review Examinations**

Our program goal is to achieve 100% success on the NCLEX – CAT PN licensure examination. While we cannot ensure success for graduates on the licensure examination, we feel that we can facilitate learning opportunities for students that will lead to success.

**HESI End of Course and Comprehensive Examinations**

1. Each student will be required to take the on-line HESI INET End of Course and Comprehensive examinations prior to graduation.
2. Each student will be provided instructions and faculty assistance.
3. Each student must review online his/her examination prior to graduation. A score of 900 is recommended and is a predictor of success on NCLEX – CAT PN licensure exam.
4. It is highly recommended for students scoring less than 850 to remediate.

Program Specific Student Policies

Student Performance Standards

All members of any organization must work together harmoniously and effectively, so the rights and interests of all are assured. This is especially true in the nursing profession, our nursing program and the facilities in which you will be working. It is imperative to maintain high behavioral standards, assure quality care and provide for the well-being of each and every patient/client/resident. Therefore, the following performance standards have been established. It is the student’s responsibility to know and follow these standards. Common sense, sound judgment and acceptable personal behavior will foster an optimal learning environment.

All disciplinary action taken by Rolla Technical Center is based upon Rolla Public School’s Adult Disciplinary Policy, JG-R2. This policy can be found on the Rolla Public School’s website at www.rolla.k12.mo.us under the district menu, board section/policies and regulations. Other Rolla Public School policies referred to in this handbook can be found at this same website or by going directly to: http://policy.msbanet.org/rolla/. This policy is outlined in the handbook.

Evaluation, Grades and Retention Policies

General Information

1. Students are reminded; to receive a license titled Licensed Practical Nurse, he/she must pass a national licensure examination (NCLEX CAT-PN) after graduation.
2. Students will receive a progress report every 4 weeks during the Level 1 - Introductory period (1st term); and every 4 weeks during Level 2, Clinical period (2nd & 3rd terms).
3. Students will have grades accessible at all times online through a designated online program made available to each student at the beginning of the program.
4. Students will receive a formal written summative performance evaluation at the end of each clinical rotation.
5. If an academic or clinical performance problem occurs, it will be addressed with the student by the program director and/or the faculty and appropriate measures will be taken.
6. A copy of the progress report will be placed in his/her student file.
7. To remain in school, each student shall:
   a. Maintain a minimum average of 80% (B) in each nursing course and/or “pass" in “pass/fail" areas at the end of each semester. Two exceptions to this rule are:
      1. An exception to this rule is the Intravenous Therapy Course whereby the Missouri State Board of Nursing states the final course exam of (80%) and clinical grade of (100%/Pass) must be obtained per regulations in accordance with the Missouri Nurse Practice Act, Section CSR 200.6010 and Section 335.017.
      2. A second exception to this rule occurs during the Fundamentals of Nursing lab course. A student must master the final exam, Return Demonstration of Skills, on the 3rd attempt with a PASS, or he/she will be deemed academically ineligible to continue in the program and promote to the 2nd term.
   b. Achieve a minimum level of a letter grade C in required college credit courses taken in the Practical Nursing Program (i.e., Nutrition and Human Development) and Anatomy & Physiology by the end of the first term. This same policy applies to advanced credit in these courses. See Advanced Credit Policy in handbook.
   c. Demonstrate the ability to meet clinical outcome criteria and function in a **safe and competent** manner in each clinical rotation.
   d. Maintain satisfactory attendance. When a student accrues thirty two hours (32), or four (4) tardies, and/or the first (1st) NO Notification of Absence, he/she will receive a written warning reminding him/her of his/her attendance status in the program. Any absence or tardy over the allotted amount will deem the student academically ineligible to continue in the program. **Only 2 absences are allowed in clinical. The third absence will deem the student academically ineligible to continue in the program.**

8. Students not meeting the above requirements may be placed on probation* or deemed academically ineligible to continue in the program.

**Probation**

*Probation* - A stated period of time that allows the student to demonstrate improvement.

The student will be given a printed progress/performance report specifying the type of probation, the time allotted to demonstrate improvement, and the criteria set forth by the program director and/or instructor in order to be removed from probation. The Assistant Director and Financial Aid Office will be apprised of all circumstances as they relate to the student and the probationary/warning status.

**Types of Probation:**

1. **Academic Performance**– refers to academic performance in theory and clinical.
a. **Theory** - Probation may be issued at any time during the term in Theory with a course grade of 80% or below and/or “fail” in pass/fail areas occurs.

   **Note:** The exceptions to this rule applies to IV Therapy where the student must obtain an 80% on the theory final exam per regulation in accordance with the Missouri Nurse Practice Act, Section CSR 200.6010 and Section 335.017. and 100% and/or Pass on clinical performance per regulation) and Fundamentals of Nursing Lab course in the first term in which a student is required to master the final exam return demonstration skills within 3 attempts. If a student fails to master the return demonstration of skills on the 3rd attempt, he/she will be deemed academically ineligible to continue in the program.

b. **Clinical** – Probation may be issued at any time during any clinical rotation in which a student “fails” to meet one of the critical outcome criteria outlined in the performance evaluation and clinical syllabus such as: safety, professionalism, administration of medications, etc.

   **Note:** The exception to this rule applies to IV Therapy where the student must obtain a 100% and/or Pass on clinical performance in accordance with the Missouri Nurse Practice Act, Section CSR 200.6010 and Section 335.017.

c. **Attendance** – Any violation that exceeds the attendance policy. This may be issued during the grievance process by the RTC Professional Review Board and/or RTC Assistant Director.

2. **Behavioral** – Any violation of the Rolla Public School’s Adult Discipline Policy, JG-R2.

At the close of the stated probationary period, the student's progress will be re-evaluated by the program director, faculty and assistant director and/or director of the career and technical school. At that time the student will:

1. be removed from probation  
   or  
2. have probation extended  
   or  
3. deemed ineligible to continue or dismissed from program  
   (academic or behavioral)

**Grade Key for Academic Courses**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Score Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90 - 100</td>
</tr>
<tr>
<td>B</td>
<td>80 - 89</td>
</tr>
<tr>
<td>F</td>
<td>below 80</td>
</tr>
</tbody>
</table>

**Please note:** All grades will be recorded on the official transcript as a letter grade (A, B or F) or Pass/Fail, not percentage score.
Grade Key For Clinical and Lab Courses

All clinical and lab courses are graded on a “Pass” (meets minimum standards) or “Fail” (does not meet minimum standards).

Test/Assignment Results/Scores

Individual results will be distributed to the student in class or returned to students’ individual mailboxes. A computerized progress report will be provided to each student at the designated times with their letter grade. Students will also be able to access grades online at all times. Information will be provided to students regarding the courses and instructions on how to access grades. Students shall be responsible for monitoring their own grades. The faculty will assist with this at the student’s request.

Finals Week - Final test scores will be distributed following the completion of all final exams.

Promotion Policy

At the end of each term, a student must have a minimum of 80% (B) or “Pass” in each nursing subject and clinical area, and a letter grade of a C in required college courses in order to remain in the program.

First term ends December 1, 2017
Second term ends March 23, 2018
Third term ends July 13, 2018

Exceptions to this rule are: the Intravenous Fluid Treatment Administration Course whereby the Missouri State Board of Nursing states the course final exam of (80%) and clinical grade of 100% / pass must be obtained per regulations, CSR 200.6010 and section 335.017 and Fundamentals of Nursing Lab course in the first term in which a student is required to master the final exam Return Demonstration Skills within 3 attempts. If a student fails to master the return demonstration of skills on the 3rd attempt, he/she will be deemed academically ineligible to continue in the program.

Attendance

Student’s attendance must be regular and punctual in both the classroom and clinical areas. The services a student provides are necessary for the optimum care of the patient/client/resident; therefore, if he/she is absent or late someone else must assume his/her responsibilities. Attendance is a mark of dedication, a component of professionalism that future employers consider seriously.

Class or Clinical Reporting of Absences or Tardies

When absent or tardy from the classroom or clinical area, the student must follow the reporting policy for absences and tardies. In the event that a student is absent or tardy from the classroom, the student must notify the program director and/or instructor prior to student’s first scheduled class.
Absences or tardies in the clinical area must be reported to his/her assigned instructor in the clinical area by 5:30 am. In addition to calling the assigned instructor in Nursing Care of the Elderly, Community Health & Transitions clinical, the student must also notify the facility of his/her absence prior to the beginning of the clinical assignment.

If the student fails to follow reporting policy, disciplinary action may result. In the event a student must leave prior to completion of the scheduled class or clinical day, the student must notify the instructor and preceptor as applicable before leaving. Phone numbers are listed below:

<table>
<thead>
<tr>
<th></th>
<th>Home Phone</th>
<th>Cell Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mrs. Parsell</td>
<td>308-1097</td>
<td>201-4222</td>
</tr>
<tr>
<td>Mrs. Chick</td>
<td>265-0631</td>
<td>263-8178</td>
</tr>
<tr>
<td>Mrs. Floyd</td>
<td>N/A</td>
<td>573-808-6216</td>
</tr>
</tbody>
</table>

Please do not phone the school or ask a classmate or significant other to report an absence/tardy unless an emergency.

A page at the back of the student handbook listing phone numbers has been provided for you to remove for your convenience.

**Excused/Unexcused Absences**

No excused or unexcused absences and/or tardies will be assigned while in the program. All absences are recorded as an absence.

**Extenuating Circumstances**

There exists an appeals process which the professional review board may consider the circumstances which led the student to exceed his/her allotted hours of absence, tardies, and/or No Notification of Absence policies and deemed student academically ineligible. The Emergency Medical Leave is available. Refer to RTC school handbook.

**Absence Policy**

A total of 48 hours may be accrued during the entire program. Any absence over the stated amount will deem the student academically ineligible to continue in the program. **If the student has missed 24 or more consecutive hours, the student must submit documentation explaining the absence. If the absence is due to an illness, the student must obtain a licensed health care provider's full written release to return to school/clinical**

**Tardy Policy**

A total of (6) six tardies may be accrued during the entire program. Any tardy over the stated amount will deem the student academically ineligible to continue in the program.

**No Call/No Notification Policy**
The first absence without appropriate notification will result in a written warning. A copy will be placed in the student’s file. Two absences without appropriate notification will result in academic ineligibility to continue in the program.

**Attendance Warning**

Attendance warning will be issued when the student accrues (32) thirty two hours and/or (4th) fourth tardy or (1st) first No Call/No Notification. The student will be provided a written reminder of the attendance/tardy policy. Any absence over 48 hours or upon the (7th) seventh tardy or (2nd) second No Call/No Notification or on the second missed clinical day will cause the student to be academically ineligible to continue in the program. Students determined academically ineligible may appeal the decision through the grievance procedure to the RTC Professional Review Board.

**Attendance Probation**

Any violation that exceeds the attendance policy as stated above. This may be issued during the grievance or appeals process by the RTC Professional Review Board and/or Career and Technical Education Director.

**Perfect Attendance Award**

At the end of the year, an award will be received by the student(s) who has/have attained perfect attendance the entire year (no absences or tardies).

**Assignments**

All classroom and clinical assignments are due at 7:30 a.m. in the designated location as indicated by instructor. Any assignment received after 7:30 a.m. will be considered late unless otherwise instructed. *(Refer to Late Assignments/Test Policy)*.

**Make-Up Policy**

On the day the student returns to school (classroom) after his/her absence (to include same day absences), it is his/her responsibility to contact each instructor regarding course work to be made up. Failure to do so will result in a (0) zero for missed assignments.

1. **Classroom**
   1. Make-up work will only be allowed if arrangements are made by the student with each instructor on the first day he/she returns to class (to include same day absences).
   2. No make-up will be allowed on pop quizzes.
   3. Early tests will not be allowed prior to scheduled time (to include same day tests).
   4. No tests will be made up during class lecture time unless approved by instructor. Tests may be made up at the faculties’ next availability, to include same and/or next day. Make up tests can occur during lunch, before/after school, selective study or during lab time with instructor’s approval.
Clinical

1. Any student who misses 2 days in a clinical rotation will be placed on academic clinical performance probation and/or deemed academically ineligible to continue in the program.
2. No clinical-make up will be allowed unless deemed necessary by the Professional Review Board.

Late Assignments

Late assignments will only be considered for a maximum of (50%) fifty percent of the total points if turned in at 7:30 a.m. on the first scheduled class day following the deadline date. No work will be accepted after this time for credit. This policy is not to be confused with the make-up policy.

Tests

There will be a 5% deduction for missed tests including same day tests.

Extra Credit

There will be no extra credit assignments in theory or clinical.

Conference Scheduling

1. The program director and faculty encourage the Open Door Policy.
2. Individual conferences shall be scheduled with program director and/or faculty to assure privacy and adequate time needed.
3. Examples of conference needs may be clarification of, or assistance with, subject matter and/or assignments, clinical concerns, etc.
4. Faculty offices are located on the (2nd) second floor. The following offices are assigned: Mrs. Parsell – 207 (ext. 16207); Mrs. Chick – 208 (ext. 16208); and Mrs. Floyd – 209 (ext. 16209)

Attitude and Conduct

The Program of Practical Nursing strives to provide learning opportunities in a positive atmosphere. The manner in which students, patients, visitors, staff members, etc., are treated reflects credit or discredit on the student, our program, and school. Students are expected to be courteous, respectful, and professional at all times.

Student Employment and Clinical Experience

The faculty has found students working the night shift prior to the clinical learning experience may demonstrate impaired ability to function in a safe and competent manner; therefore, it is the policy that the student shall not work the night shift (11 p.m. -
7 a.m.) before a clinical learning experience. It is also discouraged before classroom hours, as well. This policy was established to promote safe and competent care given to patients, families, etc., and to promote optimal learning for the student.

After Hours in Clinical

Due to safety, students are not allowed to represent themselves as a “Student Practical Nurse” after school hours unless for specific purposes such as: assigned evening clinical hours as a student or obtaining his/her patient assignment per faculty instructions.

Health Care Facilities (Clinical Assignments)

As a practical nursing student in the affiliating agencies, you will be working with physicians, nursing personnel, ancillary staff, patients, and families. This will require that you conduct yourself in a professional manner. The health care facility is a therapeutic and learning environment where poor attitude and unprofessional behavior will be cause for disciplinary action or immediate dismissal.

While working in health care facilities, the student will observe all policies of conduct for employees, as stated in the individual clinical facilities' policy handbook.

The clinical instructor and/or clinical preceptor are responsible for assigning learning opportunities, facilitating and evaluating student performance while in the clinical facility. The student is encouraged to seek guidance from the instructor and/or preceptor as needed and refer to the Clinical Syllabus.

Uniforms

Uniforms are to be worn at designated times only. They must be clean, neat and in good repair. Wearing the uniform in public places is discouraged when not related to school function.

The clinical uniform will consist of:

**Male trainees:** prescribed uniform with school patch, *white shoes, white socks, name pin, watch with second hand, bandage scissors, stethoscope, blood pressure cuff, penlight, gait-belt, ball-point pen and small note pad.*

**Female trainees:** prescribed uniform with school patch, *white shoes, white hose or socks, name pin, watch with second hand, bandage scissors, stethoscope, blood pressure cuff, gait-belt, penlight, ball-point pen & small note pad.*

*shoes - clogs, canvas shoes, and sandals are not permitted. Shoes must be white leather, closed heel and toe, non-porous and clean. Tennis shoes only on approval by program director.

Gratuities
Students are not permitted to solicit or accept tips and gratuities from any source at any time; including patients, patient's families, friends, or staff of clinical facility for services rendered in the course of assignments or duties. Students accepting tips or gratuities are subject to immediate disciplinary action per Rolla Public School’s Adult Discipline policy, JG-R2.

**Patient Records, HIPAA and Confidentiality**

Health Insurance Portability & Accountability Act (HIPAA) is extremely important in all health care settings. During the course of the year, each student will receive education regarding HIPAA and will be required to sign consent forms as they relate to the clinical training facilities in clinical orientation. *Any breach of HIPAA guidelines will result in immediate disciplinary action or dismissal from the program in accordance with the Rolla Public School’s Adult Discipline Policy, JG-R2.*

During clinical rotations, the student is permitted to obtain patient records from the department of the facility or computer for the purpose of preparing a patient plan of care form only. Obtaining and viewing a medical record for any other purpose is strictly prohibited and will be cause for disciplinary action and/or immediate dismissal.

Information concerning any patient and his/her illness is confidential. It is the student's responsibility, as well as every employee of the facility, to keep this information strictly confidential. Do not discuss patient information with friends, relatives, classmates or fellow employees. No photocopying of medical records will be allowed. The student may discuss a patient's medical condition with other nurses, physicians, his/her instructors and other nursing students provided they are directly concerned with the care of the patient or it is in a supervised learning situation. This does not authorize the student to make moral judgments concerning the patient's personal life. The student should utilize discretion when taking information home as not to disclose any identifiable patient information. This would be an invasion of privacy.

When preparing a written assignment, use only initials of the patient, physician, or others who care for the patient. Information or situations witnessed in the clinical setting (i.e., doctor's office between physician/patient; physician/staff or staff/staff), are considered confidential and any breach in confidentiality may result in dismissal.

*(Please be reminded the above is not an all-inclusive list of breach of confidentiality).*

**Cheating/Dishonesty**

Cheating, in any form, will not be tolerated and will result in immediate disciplinary action in accordance with Rolla Public School’s Adult Disciplinary Policy, JG-R2.

**Student Charged with Major Crime - Felony**

It is the intent of this program is to prepare the student for licensure in good standing; therefore, the following action may be taken:
1. Applicant/student who has been convicted of a felony: 
   While it is generally not the policy of this program to select a student who has been convicted of a felony, exceptions may be made by the program director, assistant director and/or director of the technical school upon the date and nature of the offense.

According to the policies of the RTC Allied Health Programs, applicants for registration/licensure must be of good character. Generally, the conviction of a felony indicates lack of good character for purposes of determining an applicant’s fitness for registration/licensure or a registrant’s/licensee’s right to continue holding a certificate of registration or license. For this reason, any student convicted of a felony must contact the Missouri State Board of Nursing @ 573-751-0681 and program director.

2. Applicant/student who has been charged with a felony: 
   An applicant/student who has a felony charge or pending felony charge will be analyzed on an individual basis. The nature of the charge and its potential impact upon licensure eligibility, patient care and Rolla Public Schools will be the primary consideration.

3. According to the Missouri Nurse Practice Act, Section 335.066, the Missouri State Board of Nursing has the authority to investigate and rule on any question answered yes on the licensure application. The Board of Nursing approves licensure eligibility as well as any restrictions placed on nursing license; once licensed as an LPN in the State of Missouri. (Such as: probation, suspension, and revocation).

4. An applicant/student who fails to complete RTC application or Missouri State Board of Nursing application for licensure honestly or fails to notify program director of the pending of such a charge as soon as practicable after becoming aware of same may be subject to disciplinary action from the program for knowingly concealing material information.

5. A "charge" is defined as either an indictment or prosecutor’s information filed with a court of competent jurisdiction alleging the commission of a felony under the laws of any state or of the United States. It does not include arrest only or misdemeanors.

Please note: That any such charge may in fact impact the nature of employability upon graduation.

Criminal Background Checks

It is the policy of most clinical facilities to require background checks. Each student will complete a criminal background form upon completion of application before admission. A second background check will be completed before attendance to the clinical site.
If the criminal background check yields prior history of crime, the history will be reviewed and followed in accordance with the Rolla Public School Policy. Disciplinary action or ineligibility may occur.

Clinical sites may require release of information of the criminal background checks from the student prior to allowing the student to participate in clinical experience. The clinical site has the right to deny a student access to clinical rotations for criminal behavior.

The Missouri State Board of Nursing requires fingerprints to be completed for application for licensure to become a Licensed Practical Nurse. This will be completed at the time the application for licensure in the state of Missouri is made.

Clinical and Criminal Behavior

During the course of the program, a student participating in clinical experiences may come in contact with and/or care for people that have been charged or convicted of criminal acts.

Personal Appearance and Dress Code Policy

It is important that the students contribute to the public image of nursing through proper appearance and personal grooming because the public gains many of its impressions of our school from its contact with our students. Professional and conservative dress and manner also contribute to the impression made on fellow classmates, peers, staff, etc. Professional personal appearance fosters poise, self-confidence and professionalism, thus, the following policies adopted from the Rolla Public Schools (Policy JFCA and Procedure JFCA-AP) and clinical facilities have been established for both the clinical and classroom setting:

1. Dress, personal appearance, and grooming must be clean and comply with appropriate health, safety and sanitation standards. Daily personal hygiene in both classroom/clinical – includes daily bath, use of effective deodorant, clean fingernails, and good oral hygiene.
2. Student’s dress, personal appearance, and grooming must not materially disrupt or detract from the educational process or constitute a threat to the health or safety of the student or others.
3. Hair must be clean, simply styled and off the collar while in uniform. Beards and mustaches must be neatly groomed. Barrettes, bows, clips, hairnets, feathers, tinsel, ribbons, and other hair accessories or trends such as bright colored streaks are not allowed while in the clinical setting.
4. Makeup must be conservative, no nail polish. (in certain clinical areas nail polish is not allowed (Obstetrics and Newborn Nursery).
5. Nails cannot extend beyond the tips of the fingers. In compliance with facility policy, no false nails, nail fill or nail jewelry will be allowed when providing “hands-on” patient care, administration of medications, preparation of food or preparation of products for patients or the laboratory setting.
6. When in the clinical and professional settings, body jewelry* shall be limited to a watch, wedding ring and/or an engagement ring (provided deemed safe) and no more than two post earrings (ears only) in one ear. In certain clinical areas, no jewelry is allowed (Obstetrics and Newborn Nursery) *All other body jewelry is prohibited.

7. Pins, promotional buttons, stethoscope decorative, etc., may not be worn while in clinical.

8. All students must wear shoes, or other acceptable footwear while in the classroom or clinical setting. Footwear should be tied, fastened, or buckled as appropriate. (See Uniform Policy for footwear allowed in the clinical setting).

9. All students must adhere to facility policy in the clinical setting regarding visible tattoos.

10. No sunglasses shall be worn in the classroom or clinical setting unless has a licensed health care providers note indicating such.

11. No chewing gum in the clinical setting.

12. While representing the Program of Practical Nursing on field trips, seminars, etc., remember it is imperative to dress in a professional manner. For example: professional dress pants, shirt, skirt, blouse, dress, hosiery - omitting denim jeans, tee shirts, mini- skirts, shorts, etc.

If a student's clothes, accessories, grooming or appearance fail to comply with these regulations, the student will be dismissed from class or lab until compliance with regulations has been met. The time the student is absent from class or clinical will constitute the appropriate absence or tardy on his/her record.

Refusal to comply with the Personal Appearance policy will result in disciplinary action in accordance with Rolla Public School's Adult Disciplinary Policy, JG-R2 and/or Academic Performance Probation as it relates to the classroom or clinical setting.

**Drug/Substance Abuse Policy**

The Rolla Public Schools' Program of Practical Nursing is committed to providing a safe, healthy, and productive learning environment for all our students. We are also committed to protecting our students, patients (clinical assignments), patients' families, staff, etc. from the potential hazards associated with drug and alcohol use in the learning environment (school and clinical experiences).

**Drug Screening**

All Practical Nursing students will be required to be involved in a drug-screening program that is part of the Rolla Technical Center's student services' activities. This program includes two parts:

1. An initial drug screening is to be completed as a part of the enrollment/application process. Information from this screening must be released to the school as part of the pre-entrance materials required of all students by deadline date established by
2. Additional drug screening may be requested and given to any student who manifests “reasonable belief” at any time during the school year. (either in classroom or clinical)
   - Failure to participate or failure to pass a drug test will be cause for disciplinary action in accordance with Rolla Public School’s Disciplinary Policy, JG-R2.
   - This drug-screening program is necessary to meet the requirements of the health care facilities where students are placed for clinical experiences.
   - Clinical sites may require information regarding drug screening prior to allowing the student attend clinical experience at their facility.

3. The District will periodically search lockers and other school property and drug-sniffing dogs may be used. (Rolla Public School Policy JFG)

4. For any questions regarding the drug-screening program, please contact the Office of Student Services at RTC Assistant Director or RTI/C Director of Career Education.

Miscellaneous

Phone calls are not to be made or received by students while in school or the health care facility, except in cases of emergency. Students may use the classroom or nursing lab phone for local calls only, or the student can use his/her cellular phone to make calls during non-class or clinical times. See Policy on Cellular Phones.

While in the classroom or at the health care facility, students are to park in the designated parking areas only and obtain required parking stickers from facility as instructed by facility policy. If the student is found parking inappropriately, disciplinary action will be taken by the school and may be taken by the facility.

There will be no stipend. Any need for financial assistance should be discussed with the program director, adult counselor, and/or financial aid director.

Transportation to and from all clinical areas, observation experiences, conventions, etc. is the responsibility of the individual student. Completion of a Travel Release Form will be required at the beginning of the year during the Orientation Session and will be kept on file, along with proof of insurance and vehicle license numbers.

Each student is required to attend designated field trips, seminars, and/or conventions as directed by the program.

Health Care Policy

The Rolla Technical Center’s Program of Practical Nursing or the health care facilities to which the student is assigned do not provide health services for students. In the event of illness or accidents during the class or clinical hours, neither the school nor clinical site will assume responsibility. Illnesses are to be reported promptly. It is strongly recommended that all students carry individual health insurance.
**Health Record**

A continuous health record will be kept for each student during the school year.

It will consist of:

1. pre-entrance physical and drug screening
2. record of current immunizations as required
3. record of emergency illness and/or injuries during the school year
4. Hepatitis B declination form or vaccination record
5. emergency information form

Deadline dates are established by The Office of Student Services for Physical, Drug Screening and Immunization Records. Failure to meet deadline date may result in disciplinary action, up to and including ineligibility to continue in the program.

**Emergency Information Form**

All students must have, on record, emergency information containing the required information should an emergency arise. This form shall include the name of the person to notify, phone number to be reached during the day, and names and phone numbers of adult friends or relatives who would take responsibility should it be impossible for an adult student to make a decision rendering own care.

**Emergency, Injury and/or Illness**

If you become ill or injured while in the classroom or on duty at a health care facility, please report to your classroom/clinical instructor immediately.

Emergency care/health care will be the responsibility of the individual student. Such care will be at the expense of the student.

In the event of an emergency/illness or injury, student supervisors will take actions they deem necessary.

**Health Care Policy - Clinical**

*When in the clinical area, the clinical facilities' health policies will override the school's policies and will be followed as such. For further details, see program director.*

**Communicable/Infectious Diseases Policy**

The practical nursing program is in compliance with the Rolla Public School's policy JHCB regarding communicable/infectious diseases.

A student shall not be permitted to attend class or other school-sponsored activity if the student is known to be afflicted with or liable to transmit any contagious or infectious disease unless the board or its designee has determined, based upon medical evidence, that: (1) the student is no longer infected or liable to transmit the disease; or (2) the student is afflicted with a chronic infectious disease which poses little risk of transmission in the school environment, with reasonable precautions.
Any student permitted to attend school with a chronic infectious disease must do so under specified conditions. Failure to adhere to the conditions will result in the student being excluded from the school. Students with a contagious or infectious disease and their families have a right to privacy and a need for confidentiality.

**Classroom and Clinical Health Guidelines**

Our program believes in the promotion of health and the prevention of disease; therefore, the following guidelines have been established to protect the health of fellow students, patients, and staff. Students are instructed to report the following:

**Temperature**

1. If oral temperature is 100.8 degrees F or above - the student must report to nurse director and/or faculty and will automatically be sent home from school or must remain home from school or clinical.
2. If oral temperature is 100 degrees F and the student is complaining of sore throat, cough, diarrhea - the student should return home or remain home from school or clinical.

**Vomiting**

1. If vomiting occurs (unless pregnant), the student will be sent home from school/clinical or must remain home until vomiting ceases.

**Diarrhea**

1. If student has (6) loose stools/day - the student will be sent home or must remain home.
2. If student has diarrhea and temperature of 100 degrees F, the student will be sent home or must remain home until diarrhea ceases.

**"Strep" Throat**

1. The student must be on antibiotics for 48 hours before returning to school.
2. The student must obtain written release from licensed health care provider to return to school or clinical.

**Herpes Simplex**

1. The student must cover lesions with Vaseline or wear mask (masks will be available at school).
2. The student cannot work in OBSTETRICS and/or the NURSERY until completely free of drainage and lesion is crusted.

**"Pink eye"**

1. The student may not return to school until all drainage has ceased.
2. The student may return to the classroom after 48 hours of antibiotic treatment.
3. The student must obtain a written release from licensed health care provider to come to school or clinical.

**Coughing**
1. The student must wear mask.
2. If the student has a productive cough - the program director/faculty must assess each individual case. (For more information on TB policy - see program director).

Rashes

1. Assess all rashes to rule out scabies, streptococcus infections and chicken pox. (For more information on chicken pox policy - see program director).

**If the student has missed 24 consecutive hours (3 or more consecutive days) - the student must obtain a licensed healthcare provider’s full written release to return to school/clinical**

**If the student has an assistive device (i.e., cast, brace, crutches, etc.), a written release from a licensed healthcare provider must be obtained to return to school/clinical**

Hepatitis B Policy

All students in the Practical Nursing Program are highly encouraged to take the series of Hepatitis B vaccinations. The Occupation and Health Administration (OSHA) recommends the Hepatitis B vaccine for any person with a potential blood exposure of at least one time per month.

Upon selection/admission into the program, Hepatitis B information is provided, along with a declination/waiver of Hepatitis B vaccination forms.

The student may obtain the series of vaccinations from his/her local health department for a reduced fee or from a private health care provider at individual's own expense.

Each student is responsible for either obtaining or declining the vaccination prior to the beginning of clinical in January. If the student is going to receive the vaccinations, it is crucial that he/she begin the process as soon as possible. If the student has not obtained/started the series of vaccinations or signed the declination form, he/she will not be allowed to enter the clinical component of the program.

Each student must provide the program director/Office of Student Services with proof of vaccination or must sign a declination form to release the Rolla Public Schools from liability.

Missouri State Board of Nursing Position Statement Regarding HIV or HBV Infection

The Missouri State Board of Nursing recognizes the serious implications the spread of HIV or HBV has on the health, safety, and welfare of the public, and the Board's mandated responsibility to the public for assuring safe and competent nursing care.
Mandated by Section 191.694 RSMo, 1992, all licensed nurses and nursing students shall immediately implement and adhere to the universal precautions recommended by the Centers for Disease Control in the care of all clients.

All licensed nurses and nursing students who discriminate against a client on the basis of HIV or HBV infection, or makes HIV or HBV testing a condition of treatment shall be subject to the denial of licensure or the disciplinary processes of the Missouri State Board of Nursing.

All licensed nurses and nursing students who perform invasive procedures are encouraged by the Missouri State Board of Nursing to voluntarily participate in the Department of Health's evaluation process.

All licensed nurses and nursing students who violate a restriction or limitation placed on their practice by the Department of Health shall be subject to denial of licensure or the disciplinary processes of the Missouri State Board of Nursing.

It is the position of the Missouri State Board of Nursing that all licensed nurses and nursing student(s) with HIV or HBV are entitled to the same reasonable accommodation guaranteed by the Americans with Disabilities Act.

REFERENCES:

State of Missouri, 86th General Assembly, Second Regular Session (Truly agreed to and finally passed) Senate Committee Substitute for Senate Bills Nos. 511 and 556. (1992) Jefferson City; Author MSBN 10/92 (RETypED)

Immunizations

Immunizations are required as a part of the enrollment process. Hepatitis B, MMR, Varicella, Tetanus, Influenza (in season), and TB testing (2-Step may be required) are required. There may be times when additional vaccinations are required by a clinical facility at the individual’s cost. Please refer to program director or assistant director of RTC if you have questions. Failure to meet requirements may result in disciplinary action or academic ineligibility.

Special Facilities and Services

Tobacco Policy Class and Clinical

Rolla Technical Center is a tobacco free institution. In an effort to promote safety and health for our students, visitors, and staff, please respect our no tobacco policy. Tobacco use will not be permitted on any Rolla Public School premise at any time. While in the clinical setting, the student will follow the site policy. Failure to follow policy will result in disciplinary action in accordance with Rolla Public School's Adult Discipline Policy, JG-R2.
**Student Mailboxes**

A mailbox will be provided for each student/instructor in the nursing lab. All test scores, handouts, assignments, etc., will be placed in the student’s assigned mailbox. *Please be reminded that all information in student mailboxes is confidential.*

**Housing and Meals**

1. There will be no housing provided.
2. Meals are not provided. Students may eat in the atrium, nursing lab or patio area while in the classroom; or in the health care facility cafeteria/designated area while in clinical.
3. A refrigerator, stove and microwave oven are available at Rolla Technical Center.
4. While in the clinical area, students must follow institutional policy regarding storage and preparation of food brought from outside the facility and leaving premises for lunch/supper. Meals will be purchased at student’s own expense. This is discussed in the clinical orientation.
5. Housekeeping duties will be assigned and rotated.
6. Food will be allowed in the classroom and/or lab upon individual instructor discretion.

**Lunch/Scheduled Breaks**

Breaks provide a brief period of relaxation and promote greater learning.

**Lunch**

1. A 30-minute lunch will be scheduled every day.
2. The student may eat at school or leave the premises for lunch while in the classroom.
3. The student may not leave the health care facility for lunch in the clinical setting unless instructed by the faculty.

*Breaks during classroom*

Will be given at teacher's discretion.

*Breaks during clinical*

A 15 minute break will be allowed in the clinical setting.

**Classroom Seating**

A seating arrangement may be assigned during the introductory period and clinical period or as deemed necessary, to ensure the opportunity of learning for all. If a student has special needs such as a vision deficit or a hearing deficit, the student's request will be accommodated within the physical setting.
Student Organizations

HOSA
Each student will have membership in their state and national HOSA organization and as part of his/her enrollment fees. Class officers will be elected by students of the PN Program.

MOSALPN
Each student will have membership in their state professional organization, Missouri State Association of Licensed Practical Nurses and as part of his/her enrollment fees.

Academic Advisement and Guidance

1. Practical nursing faculty serves as academic advisors in their respective areas.
2. An Adult Counselor or RTC Assistant Director is available to assist with academic guidance or personal needs. Students may seek information from program director regarding counseling referral sources.

Remediation
Students are expected to take full responsibility for his/her learning while in the program. It is the student’s responsibility to discuss with the faculty any difficulties he/she may be having in subject matter, review each test, and identify new strategies for improvement.

Evolve will notify each student after an on-line exam is completed with a remediation plan to facilitate review and improve understanding in areas of weakness on HESI End of Course and Comprehensive exams.

Selective Study

1. Fridays are set aside for assistance in any area of difficulty that the student may be experiencing (classroom, personal, etc.).
2. A notebook will be available in the classroom to sign up for assistance from instructor(s).
3. Each student must sign up by 3:30 p.m. the day before Selective Study during the first 16 weeks and by Monday @ 3:30 p.m. during the second 32 weeks.
4. The faculty recommends individual or small group sessions of no more than three (3) students.
5. Students will complete form to document areas of weakness and strategies to improve weakness prior to meeting with instructor. Instructor will discuss with student at meeting.
6. Most Fridays tutoring is available throughout the day. Contact the instructor for the class you require assistance in for a time on Friday to meet.

Tutorial Assistance
1. Outside tutorial assistance may be available through Rolla Public Schools’ Volunteer Tutorial Program, free of charge to students. (Not all subjects are available.)

2. It is the student’s responsibility to notify the program director if tutorial assistance is needed. The program director will then contact the Director of the Volunteer Tutorial Program at the Rolla Public Schools and further arrangements will be made.

3. If another tutoring option is selected, it will be at the student’s expense.

Library Services

Students will have membership in Elsevier’s Sim Chart course which includes a full library of medical resources.

We are proud of our access to digital library resources and hope you utilize the library to the fullest extent. There are many new and exciting texts with the most current information concerning nursing and the medical field. Reading outside references reinforces the information you learn in class by expanding your foundation of knowledge in nursing.

East Central Library and Online Library Services:

All students who are currently enrolled at East Central College will have access to library services and online library services. Refer to East Central Office or Library for assistance.

Drury University Library and Online Library Services:

All students who are currently enrolled at Drury University will have access to library services and online library services. Refer to Drury University for assistance.

Transfer Policy

Transfer of student is conditional and student may be transferred only if the admission does not cause class size to exceed limit set forth by State Board of Nursing in accreditation status.

The Missouri State Board of Nursing’s Minimum Standards for Accreditation of Practical Nursing Programs states, “In the event that re-admission of a student would cause the school to exceed the limits set forth for any class by one student, the student may be admitted provided that the program director of the Practical Nurse Program feels that the student will not overload the faculty or facilities.”

1. Transfer students will be considered on an individual basis.

2. Transfer students must have a B average in all subjects as indicated by official transcript.
3. Transfer students must have recommendation of previously attended practical nursing program’s program director/assistant director/director.
4. Transfer students must meet all requirements, as set forth by program.
5. See Drop/Re-admission Policy regarding re-admission criteria.

Termination from Program

Drop and Academic Ineligibility Policies and Procedures

To remain in school, a student must maintain a satisfactory record of attendance, personal hygiene, scholastic standing and demonstrate the ability to consistently function in a safe and competent manner in the classroom and clinical areas.

The following steps will be taken, if a student does not meet the above criteria:
1. The program director will make an evaluation of student's record.
2. Documentation of findings will be reviewed with written recommendation for action to be taken. A copy of the written recommendation will be provided to the RTC Assistant Director and/or Director of Career and Technical Education.
3. If the student does not agree with the action taken by the program director, he/she may file a complaint or appeal.

Academically Ineligible

If you are deemed academically ineligible or dismissed, you should refer to the appeals process listed in the RTI/C adult student handbook, under the heading of appeal process.

Harassment

The Program of Practical Nursing will not tolerate harassment, in any form. Students who feel they have been victims of harassment should report the incident at once to the program director and/or RTC assistant director/director of the Career and Technical School. Complaints will be handled in the strictest confidence with protection from reprisals. If, after investigation, an allegation of harassment is substantiated, immediate and appropriate disciplinary action will be taken.

The program director, and/or RTC assistant director shall follow up regularly with the "violated" student to ensure that the harassment has stopped and that no retaliation has occurred.

College Credit Acceptance Policy and Articulation Credit

Anatomy and Physiology (including lab) 4 hours
(Introduction to Anatomy & Physiology or Anatomy & Physiology I or II)
(A&P is a Pre-Requisite to the nursing program, it must be completed Prior to the start of the program)
Credit may be granted to the student for the following subjects:

Human Development/Life Span Development  3 hours
Human Nutrition  3 hours

Provided the student meets the following criteria:

1. The program director or the Office of Student Services will evaluate the college credit.
2. The credit granted must be from an accredited post-secondary institution.
3. The student must have a letter grade of C or above in the course.
4. The course must have been taken within the last 10 years with the exception of Anatomy & Physiology. Anatomy & Physiology must have been taken within the last 5 years and is a pre-requisite to the program.
5. An official transcript must be received at least 1 month before school begins for courses completed as listed above. If courses are taken while in the program, an official transcript must be provided by January 31st, failure to do so will result in ineligibility to continue in the program.

Articulation

At the present time we have an articulation agreement with East Central College and Southwest Baptist University to receive credit for upward mobility in nursing for the Licensed Practical Nurse.

Laboratory Policies

The following nursing lab policies have been developed for the safety and optimal learning environment for each student.

1. You may only attend the lab section for which you are assigned.
2. Attendance is vital to this program; please refer to the attendance policy in your student handbook.
3. Please communicate in a professional manner.
4. No use of cell phones or pagers is allowed in the lab.
5. Please come to lab prepared with the supplies needed for the procedure.
6. Be respectful of your fellow classmates and their learning process.
7. Do no sit or lie on the beds unless utilizing for a return demonstration.
8. The supply storeroom will remain locked at all times.
9. Please refer to the student handbook concerning the dress code, particularly in regard to Skills Return Demonstrations.
10. The lab is to be kept clean and to remain in an orderly fashion at all times. The mannequins are to be moved only upon request of the instructor. Equipment such as the mechanical lift and wheelchairs are to remain in the locked safety position unless in use by the instructor or student and must be stored in designated location when not in use.
11. Use correct body mechanics while performing all skills.
12. Use all safety standards (in Fundamentals textbook) regarding patient care with each skill you practice, such as raising side rails and lowering bed height.
13. Follow all safety standards (in Fundamentals textbook) regarding sharps and their disposal.
14. Know where recommended cleaning solution is kept and use with all body fluid spills.
15. Report any needle stick incident or injury immediately to the instructor.
16. All students are to remain in the lab with their group until all students have completed the assignments.
17. On return demonstration days each group will arrive and be dismissed at the same time. Students are not to congregate in the hallway outside of the nursing lab while they are waiting for return demonstrations.
18. Remember, you are representing the nursing profession and the RTC Program of Practical Nursing; while on campus please conduct yourself in a professional manner.

Technology

Telephone/Cell Phone

1. Calls will be forwarded to students only in the event of an emergency; otherwise a message will be placed in individual’s mailbox.
2. A phone is provided for student use in the classroom and nursing lab for local calls only.
3. **Cell phones are not to be utilized in the classroom or clinical setting.** Cell phones must be turned off or placed on silent during class. Cell phones are not to be visible during class time and may only be utilized during break or lunch time by students at RTC. Students are not allowed to text during class at any time.
4. Cell phones/beepers are not to be visible or heard while in the clinical setting by students.
5. If a student violates the cell phone policy, a Response to Intervention form will be initiated.

2017-2018 PN School Calendar

<table>
<thead>
<tr>
<th>Date</th>
<th>Event/Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUGUST 16</td>
<td>Classes Begin</td>
</tr>
<tr>
<td>AUGUST 18</td>
<td><strong>Uniform/Friday Classes</strong></td>
</tr>
<tr>
<td>SEPTEMBER 4</td>
<td>Labor Day/No Classes</td>
</tr>
<tr>
<td>NOVEMBER 22-24</td>
<td>No Classes</td>
</tr>
<tr>
<td>DECEMBER 21 -</td>
<td>Winter Break – No Classes</td>
</tr>
<tr>
<td>JANUARY 2</td>
<td>Classes Resume</td>
</tr>
<tr>
<td>JANUARY 3 @ 7:30 A.M.</td>
<td></td>
</tr>
<tr>
<td>JANUARY 15</td>
<td>MLK Day – No Classes (Make-up Snow)</td>
</tr>
<tr>
<td>FEBRUARY 19</td>
<td>President’s Day No School (Make-up Snow)</td>
</tr>
<tr>
<td>MARCH 3</td>
<td><strong>Friday Classes</strong></td>
</tr>
<tr>
<td>MARCH 23 – APRIL 1</td>
<td>Spring Break (Make-Up Snow)</td>
</tr>
</tbody>
</table>
APRIL 2  Resume Classes
MAY 18 – 23  Make-up Snow Days
May 28  Memorial Day Holiday
JULY 4  Holiday
JULY 13  Pinning and Graduation

Trimester Ending Date

First Term  December 1, 2017  (15 WEEKS)
Second Term  March 23, 2018  (15 WEEKS)
Third Term  July 13, 2018  (15 WEEKS)

46 WEEKS TOTAL

Inclement Weather
When possibility exists that inclement weather may cause cancellation of classes, listen to the following radio stations for the cancellation of the Rolla Public Schools:
KTTR - 1490 AM  KQMX - 93.4 FM  KZNN - 105.3 FM

Internet access:  http://www.cancellations.com

*In the event of adverse circumstances, make-up may be scheduled on Fridays or during Spring Vacation. Advanced notification will be provided.*

Handbook Acknowledgment Statement

I understand the Student Handbook describes important information regarding policies of the Practical Nursing Program, Rolla Technical Institute/Center and the Rolla Public School District. I acknowledge I have received a copy of Rolla Technical Institute/Center’s Program of Practical Nursing Student Handbook, Rolla Technical Institute/Center’s Adult Handbook and RTI/C’s Financial Aid Handbook. I understand that it is my responsibility as an adult student to read and comprehend the policies and rules set forth herein. I understand that I am responsible for complying with the policies and rules in these handbooks. I also understand that at any time I have questions regarding a policy, procedure or subject outlined in this handbook, I should ask the program director or RTC assistant director for an explanation or assistance. I understand that I must comply with the Rolla Public School District Policies as well as the clinical facilities scheduled to attend.
I have entered into my student relationship with the Program voluntarily and acknowledge that there is no specified promise of continued enrollment. Accordingly, either the Program or I can terminate the relationship at will, with cause, at any time, so long as there is no violation of applicable law.

I further understand and acknowledge that the policies and rules set forth in these handbooks may be subject to change, and revised by the administration, program director and/or faculty from time to time without advance notice. All such changes will be communicated through official notices and I understand that revised information may override, modify, or eliminate existing policies. Handbooks are reviewed and revised annually by program director, faculty and administration. Handbooks may be changed at any time to address urgent and necessary issues. Only the program director, in conjunction with the practical nursing faculty, and upon approval of the Director/RTC assistant director and the Rolla Public School’s Board of Education, has the ability to adopt any revisions to the policies and procedures in this handbook.

Also, I acknowledge that I am enrolled in the Practical Nursing Program at Rolla Technical Center and I:

- received and understand orientation to the institution’s curriculum for practical nursing
- received, reviewed and understand the Performance Standards and Representative Attributes needed to perform as a Practical Nurse
- received, reviewed, and understand the Missouri Nurse Practice Act Section 335.066
- understand I may be denied licensure by the Missouri State Board of Nursing for reasons identified in Missouri Nurse Practice Act Section 335.066
- reviewed all policies and procedures including grievance/appeals and complaint procedures in provisions of the Civil Rights Act
- received and understand financial aid policies and procedures as a student enrolled in Rolla Technical Center
- received notice of rights pursuant to Protection of Pupil Rights Amendment (PPRA)

I, ___________________________ have received in print or have been given the webpage address where these 3 handbooks are stored electronically. I will read and abide by the policies and procedures described within these handbooks.

- Student handbook for Practical Nursing Program at RTI/C 2017-2018
- The RTI/C Adult Student Handbook 2017-2018 http://rolla.k12.mo.us/schools/rtirtc/student_services/handbook/
I understand that I am accountable for all policies and procedures found in the RPS Board Policy JG-R2.

Name of student (please print)

Signature of Student ____________________________ Date ____________________________

A copy of this acknowledgment will be placed in student file.

Important Phone Numbers

Please keep this list of phone numbers accessible to you at all times.

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone (Home)</th>
<th>Phone (Cell)</th>
<th>Extension</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mrs. Parsell</td>
<td>458-2243</td>
<td>201-4222 (C)</td>
<td>16207</td>
</tr>
<tr>
<td>Mrs. Chick</td>
<td>265-0631</td>
<td>263-8178 (C)</td>
<td>16208</td>
</tr>
<tr>
<td>Mrs. Floyd</td>
<td>N/A</td>
<td>573-808-6216</td>
<td>16209</td>
</tr>
<tr>
<td>RTC (Office)</td>
<td></td>
<td>573-458-0160</td>
<td>ext. 16001</td>
</tr>
<tr>
<td>Keith McCarthy, Assistant Director</td>
<td>573-458-0160</td>
<td>ext. 16001</td>
<td></td>
</tr>
<tr>
<td>RTC (Nursing Office)</td>
<td>573-458-0160</td>
<td>ext. 16207</td>
<td></td>
</tr>
</tbody>
</table>

Web Site: [http://www.ROLLA.k12.mo.us](http://www.ROLLA.k12.mo.us)

When absent or tardy from the classroom or clinical area, the student must follow the reporting policy for absences and tardies.
In the event that a student is absent or tardy from the classroom, the student must notify the Program director and/or instructor prior to student’s first scheduled class.

Absences or tardies in the clinical area must be reported to his/her assigned instructor in the clinical area by 5:30 am. In addition to calling the assigned instructor in Community Health & Leadership clinical, the student must also notify the facility of his/her absence prior to the beginning of the clinical assignment.

If the student fails to follow the absence/tardy reporting procedure, disciplinary action may result.

*Please do not phone the school or the clinical site or ask classmate to report absence/tardy unless an emergency.*