Putnam Career & Technical Center

School of Practical Nursing

Student Handbook

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The faculty reserves the right to amend or add policies at any time during the program. The student will be provided written copies of policy changes.

Handbook Introduction

The Putnam Career & Technical School of Practical Nursing (PCTC) Student Handbook is intended to familiarize you with the services, procedures and regulations of the program. The Handbook should be used in conjunction with the materials distributed during orientation and with materials distributed by the classroom and clinical faculty. This handbook is designed to provide students with information about the practical nursing program of study at PCTC and, in general, how the school operates.

Purpose of the Handbook:

- To provide guidance for new students.
- To describe general policies and procedures for the practical nursing program.
- To inform students of their rights and responsibilities.

The faculty reserves the right to amend or add policies at any time during the program. The student will be provided written copies of policy changes.

Putnam County Mission Statement

The mission of Putnam County Schools is to ensure that every student master the curriculum and achieves academic success. We will dedicate our time, resources, and practices to closing the achievement gap, bringing every student to mastery and beyond, and preparing every student for success in a diverse and changing world. Working with the home and community, we will build a supportive system characterized by ethical behaviors, mutual respect, professionalism, and collaboration.

PCTC Vision and Mission Statement

The vision and mission of the Putnam Career & Technical Center is: ***Start here… Succeed anywhere.***

Vision: *Start here*… Our vision is to equip students with essential occupational skills.

Mission: *Succeed anywhere*… Our mission is to produce career and college ready graduates who will thrive in the modern economy.

PCTC School of Practical Nursing Mission Statement

The Putnam Career & Technical Center School of Practical Nursing believes that when a student starts here, they can succeed anywhere. The mission of the Putnam Career and Technical Center School of Practical Nursing is to provide the student practical nurse with an education that shapes the future of healthcare through nursing excellence in education, and practice.

Florence Nightingale Pledge

"I solemnly pledge myself before God and in the presence of this assembly, to pass my life in purity and to practice my profession faithfully. I will abstain from whatever is deleterious and mischievous and will not take or knowingly administer any harmful drug. I will do all in my power to maintain and elevate the standard of my profession and will hold in confidence all personal matters committed to my keeping and all family affairs coming to my knowledge in the practice of my calling. With loyalty will I endeavor to aid the physician in his work and devote myself to the welfare of those committed to my care."

Non-Discrimination Policy

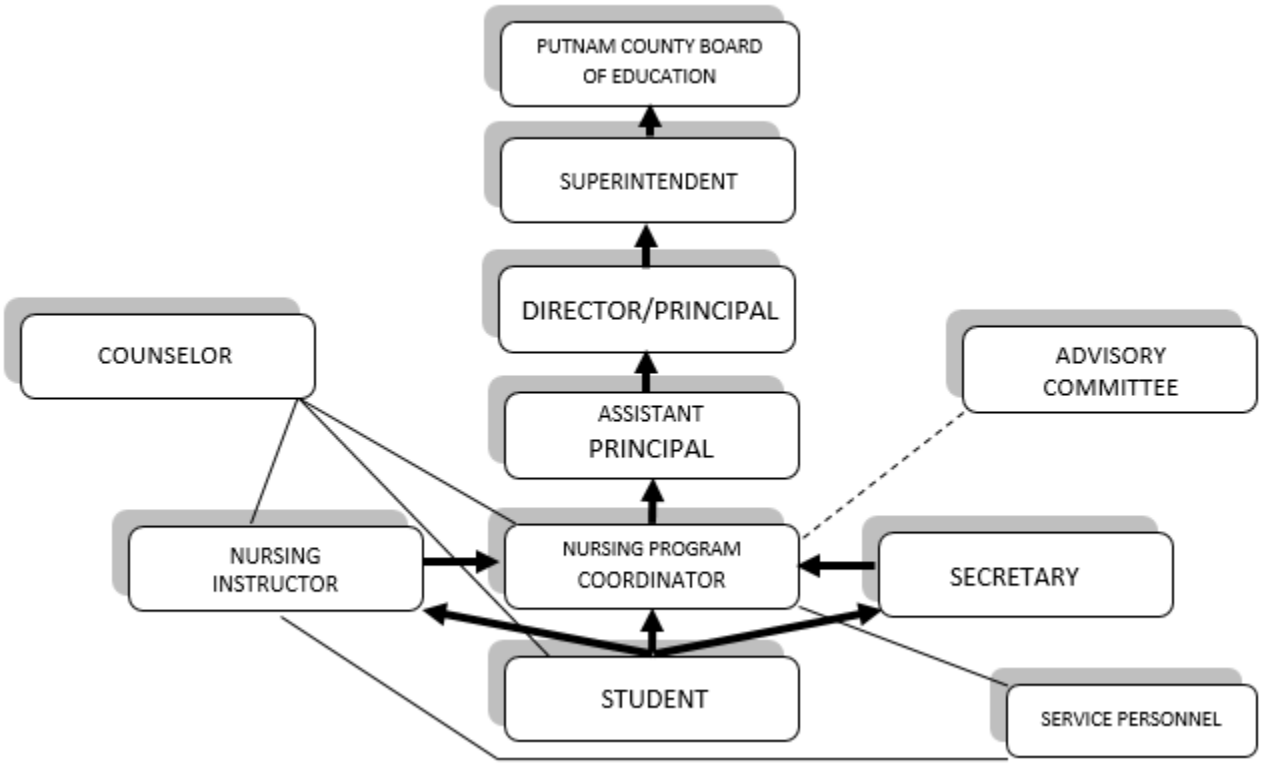
Title IX ADA 504 Notice Putnam Career & Technical Center (PCTC) does not discriminate on the basis of race, color, religion, national origin, gender, sexual orientation, disability, age, or marital status in any of its policies, procedures or practices as required by Title IX, Section 504, and ADA regulations. For inquiries concerning Title IX, please contact the Director of Personnel, at 304-586-0500 x1109. For inquiries concerning 504/ADA, please contact the Director of Exceptional Education, at 304-586-0500 x1111.

Code of Conduct

We encourage all Putnam County students to behave in a manner that promotes an orderly, nurturing, safe school environment that is conducive to learning and personal and social development:

- Students will help create an atmosphere free from bullying, intimidation, harassment, and violence.
- Students will demonstrate honesty and trustworthiness.
- Students will treat others with respect, deal peacefully with anger, use good manners, and be considerate of the feelings of others.
- Students will demonstrate responsibility, use self-control, and be self-disciplined.
- Students will demonstrate fairness, play by the rules, and will not take advantage of others.
- Students will demonstrate compassion and caring.
- Students will demonstrate good citizenship by obeying laws and rules, respecting authority, and by cooperating with others.

PCTC School of Practical Nursing Organizational Chart



Application

Application forms are available in the main office of the Putnam Career & Technical Center.
Application/Testing Fee - $70.00
Incomplete Applications will **NOT** be considered.

Make checks payable to: PCTC School of Practical Nursing.
Mail the ***completed*** application and fee to:

PUTNAM CAREER & TECHNICAL CENTER
ATTENTION: Jessica Washington
P.O. BOX 640
ELEANOR, WV 25070

Application Process and Admission Criteria

Applicants must complete an application and meet the qualifications as outlined below:

1. Be at least eighteen (18) years of age by start of class year.
2. Be a high school graduate or hold a GED certificate.
3. Transcripts: An official copy of your high school transcript or your GED scores must be mailed from the school attended. We also require college transcripts if applicable.
4. Complete application: Incomplete Applications will **NOT** be considered.
    A. Mail the completed application and nonrefundable application/testing fee $70.00 to:

PUTNAM CAREER & TECHNICAL CENTER
ATTENTION: Jessica Washington
P.O. BOX 640
ELEANOR, WV 25070

5. Successfully complete the Testing of Essential Academic Skills (TEAS) pre-entrance examination. All applicants are required to pass the Pre-Entrance Examination regardless of college hours or ACT scores. The test measures aptitudes important to successful performance by students in schools of Practical Nursing. The applicant must have a minimum score of 55% to be considered for admission.
6. When the pre-admission test results are determined:
    A. Applicants who did not make acceptable scores are notified.
    B. Applicants with satisfactory scores are given consideration based upon a points system that takes the following factors into consideration: Overall GPA/TASC or GED score, previous education, TEAS score, Completion of application – legible and complete.
7. Selected applicants are required to pass a physical examination given by a physician/nurse practitioner before classes begin. The physical examination and immunizations are the financial responsibility of the student. The criteria for immunizations and the physical examinations are as follows:
    A. Physical exam, including non-reactive PPD (if PPD is positive, a chest x-ray is required), serology, tetanus booster, hepatitis B vaccine, evidence of up-to-date childhood immunization (MMR booster if 21 years or younger). Proof of influenza vaccine must be on file as they are given out seasonally.
    B. If on medication of any kind, the applicant must list the medication(s) on the examination form.

C. Applicants understand and agree that he/she shall submit to random drug/alcohol screening as a part of the admission criteria and as part of the entire school year policy. Receipt of positive results shall be grounds for denial of admission and/or dismissal in the event that the applicant and his/her physician cannot produce documentation regarding a valid prescription for the positive substance.
D. Applicants understand that a background check will be conducted, and the WV LPN Board will perform a federal criminal history check.

8. Become certified in CPR as a Healthcare Provider. Students MAY NOT go to the clinical setting without a current CPR card on file. CPR training will be provided and conducted at PCTC during the first week of class.
9. Students must be able to provide their own housing and transportation needs.
10. Applicants must be in good physical and mental health.
11. It is recommended that you take a math refresher course prior to enrolling in the program if you have difficulty with math.
    You may contact the **Adult Basic Education Center at 304-586-2411** for assistance.
12. It is recommended that you are familiar with keyboarding.

Admission of Students with Law Violations

1. WV Code §30-7A-10 states that the Board may refuse to admit an applicant for the licensure examination, or may revoke, suspend, or otherwise discipline a license based upon satisfactory proof that the person "…(2) is convicted of a felony;…(5) is guilty of professional misconduct as defined by the Board…" The Board's Legislative Rules, 10 C.S.R. 2, state that the Board can take disciplinary action against an applicant or licensee who "…12.1.e.11, was convicted of a felony or misdemeanor with substantial relationship to the practice of practical nursing in a court of competent jurisdiction…"
2. Each applicant to the practical nursing program shall submit to a pre-admission criminal history records check. This will be conducted through the West Virginia State Police or a similar agency in the applicant's state of residence if other than West Virginia. The West Virginia State Board of Examiners will also conduct a federal criminal history records check on each applicant at the time of admission to the nursing program. The Board shall notify the program coordinator of any positive results of these records checks for his/her students.
3. Prior conviction(s) do not affect the applicant's eligibility to enroll in the practical nursing program.
4. Failure to disclose any criminal conviction, guilty plea, or no contest plea to a felony or misdemeanor on the application for admission to the nursing program, at any other time during the admissions process, or during the course of the program is grounds for immediate dismissal.
5. A copy of all documentation indicating conviction of a crime received by the nursing program from any law enforcement agency will be forwarded to the West Virginia State Board of Examiners for Licensed Practical Nurses by the program coordinator with the application for licensure.
6. Any applicant to the practical nursing program who has ever been convicted, pled guilty, or pled no contest to a felony misdemeanor should contact the Board office to discuss the potential impact of the prior conviction(s) on his/her application and the licensure process. Applicants to the Board with prior convictions will experience a delay in the processing of their applications while all documentation relating to this matter is reviewed by the Disciplinary Review Committee of the Board for a determination as to issuance of a temporary permit or license, and what restrictions may apply if issued.

Re-Admission Policy

An individual who leaves the program may request re-admission in writing to the program coordinator. The individual for re-admission will be considered by the same standards as any other applicant to that class, except he or she will not need to retake the Pre-Admission Test if he/she has taken the test within two years. Students who have been dismissed from the program for disciplinary reasons and those who have withdrawn from the program a second time are not eligible for re-admission. **Any re-admission will be at the discretion of the coordinator, faculty, and vocational director.**

The following criteria must be met in order to be readmitted to the program:

1. The student must have successfully completed at least one quarter of classroom and clinical instruction.
2. The student must have maintained an 80% in classes completed prior to withdrawal.
3. The student must have had satisfactory clinical performance.
4. The student must have met all school policies regarding absenteeism.
5. There must be adequate space available at clinical sites.
6. Re-entry must be within 12 months of resignation of the program.
7. The student must have a criminal background check immediately before re-entering the program.

Re-Admission with Advance Standing

An individual who desires advanced standing will be considered if the following criteria are met:

1. Successfully completed the foundation courses within two years.
2. Tuition and all other financial responsibilities of previous enrollment have been met.
3. Enrollment must be at the beginning of a quarter, and in the time span of the curriculum. A student must be enrolled a minimum of ninety (90) days before a diploma may be granted.
4. Written record of a reason for withdrawal and the desire to be readmitted with advance standing is submitted on file.
5. Transcript of previous enrollment shows:
    A. Acceptable grades.
    B. Satisfactory clinical performance.
    C. Evidence of the required hours, subject knowledge, and skills prerequisite to the term of placement.
6. Interviews with the coordinator
7. Completion of competency examination of program courses previously completed to demonstrate knowledge and skill of course content with a minimum grade of “C” as defined in the grade policy. If a student is unable to demonstrate this level of competency, he/she will be required to repeat the course requirements by attending lectures and passing the examination of the course with a minimum of 80%.
8. Applicant submits completed:
    A. Physical examination form, which states applicants are physically and emotionally able to participate in all classroom and clinical experiences.
    B. Immunization form, which indicates that all immunizations are up to date.
    C. Dental form, which indicates that dental health, is satisfactory or that repairs are scheduled.

Transfer Policy

An individual who is *actively* enrolled in a nursing program and desires to transfer to the Putnam Career & Technical Center School of Practical Nursing will be considered if the following criteria are met:

Applicant must have on file in the school office:

1. Evidence of good health
2. Transcript of high school grades
3. Evidence of graduation from high school or results of the GED test showing satisfactory performance.
4. Evidence of passing a pre-admission examination as part of a program's pre-admission standards.
5. Transcript from original nursing school showing:
6. Acceptable grades
7. Satisfactory clinical performance
8. Evidence of the required hours in theory and clinical performance for each subject
9. Copies of written clinical evaluations indicating satisfactory performance of clinical skills.
10. Evidence of knowledge and skills prerequisites to the term of placement.

Procedure:

1. Interested person applies to the school by phone or letter.
2. Application form will be mailed to the individual
3. Applicant will submit to the school:
   A. Complete application form for PCTC and PN Program and submit $70.00 application/testing fee
   B. Official transcript of high school grades with evidence of high school graduation or copy of passing results on the GED test.
   C. Results of pre-admission examination from current nursing program
   D. Transcript from current nursing school
   E. Health record from current school of nursing
4. Fingerprints taken and criminal background search completed.
5. Physical exam, if records indicate last physical was done more than 12 months earlier. Physical examination components are the same as for enrollment to the program.
6. Completion of competency examination of program courses previously studied to demonstrate knowledge and skill of course content with a minimum grade of "C" as defined by the Putnam Career & Technical Center School of Practical Nursing's grading policy.
7. A student must be enrolled a minimum of ninety days before a diploma may be granted.
8. Applicant will be notified in writing of acceptance or rejection based on the criteria above and if space permits in the class.

Tuition

PCTC will accept financial aid in the form of scholarships and grants. We do not participate in student loans. For private pay students, tuition payments can be made quarterly. However, if a student's tuition is not paid in accordance with the schedule, then they will not be permitted to attend classes.

Payment Schedule:

$70.00 non-refundable Application and TEAs testing fee is due when the application is submitted to the Practical Nursing program. Arrangements for payment are made through the Financial Aid office.

Refund Policy

Items charged to the student's account at the student's approval or request, aside from charges for the course tuition and lab fees, are non-refundable charges to the student's account which may include, but are not limited to: books, supplies, equipment, contracted charges, insurance, certification/test fees and club dues.

Tuition is charged by "period of enrollment," (i.e., a typical 1080-hour course would have two 540-hour periods of enrollment) with lab fees assessed for the course during the first period of enrollment, unless otherwise noted as a charge per period of enrollment.

Tuition will be adjusted on a percentage basis, based upon the scheduled number of hours for the enrollment period between the students' first day of class and last date of attendance as follows: first week – 75% refund, second week – 50% refund, third week – 0% refund.

For Pell Grant recipients: in the event that there is a tuition refund due from the school in excess of the school's liability to the Federal Pell Grant Program, such refund will be applied toward the satisfaction of a Student's Federal Pell Grant liability before refunding directly to a student.

Student Records and Transcripts

To ensure the confidentiality of student records, no records will be forwarded from the school without a signed "Release of Information" form from the student. There is a $5.00 charge for each transcript.

Class/Clinical Days and Hours

Days and Times: Monday through Friday

A. Classroom - 8:20 a.m. – 3:20 p.m. (includes 30-minute lunch and two (2) 15-minute breaks).
B. Clinical - 6:50 a.m. – 2:20 p.m. (includes 30-minute lunch and two (2) 10-minute breaks).
Time may vary due to facility availability.
C. Clinical - 6:50 am – 7:00 pm (includes 30-minute lunch break and two (2) 15-minute breaks).

Holiday, Vacation and Snow Days

The PN program closely follows Putnam County Schools' yearly school calendar.
Students will not be granted personal time for vacation during the course of the program.

Inclement Weather:

1. If Putnam County Schools are closed due to inclement weather, class/clinical will be cancelled for that day.

2. In the event of a delay due to weather conditions, please report at the appropriate time.
    A. Classroom days:
        a. 1-hour delay – report at 9:00 a.m.
        b. 2-hour delay – report at 10:00 a.m.
    B. Clinical days:
        a. 1-hour delay – report **to clinic** at 8:00 a.m.
        b. 2-hour delay – report **to school** at 10:00 a.m.

Nursing Philosophy

The Faculty of the Putnam Career & Technical Center School of Practical Nursing (PCTC) philosophy is to provide students with knowledge, skills, understanding, attitudes, appreciation, and work ethic necessary to enter into and make progress in employment in an existing and changing society. In addition, PCTC nursing faculty holds the following beliefs:

Practical Nursing is the performance of selected nursing acts in the care of the ill, injured, or infirm under the direction of a licensed professional nurse, a licensed physician, or a licensed dentist in all settings in which nursing takes place. Practical nursing is concerned with basic therapeutic, rehabilitation and preventive care for people of all ages and diverse cultures in various stages of dependency. The practical nurse uses a clinical problem-solving process (the nursing process) to collect and organize relevant health care data, assist in the identification of health needs/ problems throughout the client's lifespan and contribute to the interdisciplinary team in a variety of settings. The practical nurse uses the nursing process under appropriate supervision to provide competent care for clients with commonly occurring health problems.

Education is a lifelong process whereby learning occurs by guided experience so that behavior is modified or changed. Education is a dynamic process that directs and facilitates learning. The faculty guide, direct, facilitate and evaluate learning while encouraging self-direction and development of critical thinking. The process of learning is most effective in an atmosphere that respects individualism. The development of cognitive skills is enhanced by teaching strategies.

Practical Nursing Education is designed to focus on a holistic approach to learning, progressing from simple to complex. This education builds on previous levels of knowledge and experience. Practical nursing education is goal-directed and purposeful and includes the development of cognitive skills including critical thinking and analysis. Practical nursing education prepares entry level nurses to provide competent care for clients with commonly occurring health problems having predictable outcomes. Competency implies knowledge, understanding and skills in nursing process, and tasks guided by ethical and legal nursing practice.

Program Objectives

The graduate will:

1. Function under the direction of an R.N., licensed physician, or D.D.S.
2. Assess basic physical, emotional, spiritual, and cultural needs of the client.
3. Collect data from available resources, including client, family, health care records, health care team members, established protocols, and guidelines.
4. Document collected data accurately, concisely, and in a timely manner.
5. Collaborate with other health care team members to facilitate effective client care.
6. Protect clients and health care personnel from environmental hazards.
7. Maintain infection control measures consistent with the center of disease control and OSHA guidelines.
8. Promote and maintain health through incorporating knowledge of growth and development.
9. Promote and maintain health through prevention and early detection of disease.
10. Promote the ability of the client and/or significant others to cope, adapt and/or problem-solve situations related to illnesses, disabilities, and stressful events.
11. Participate in recognizing and providing care for clients with maladaptive behavior and assist with behavior management of the client with acute and/or chronic mental illness and cognitive psychosocial disturbances.
12. Promote physical health and well-being by providing care and comfort.
13. Reduce client risk potential for developing complications or health problems related to treatments, procedures or existing conditions.
14. Provide care related to the administration of medications and monitor clients receiving parenteral therapies.
15. Participate in providing care to clients with acute, chronic, or life-threatening physical health conditions.
16. Maintain client trust and confidentiality.
17. Be culturally aware of clients' needs and practices.
18. Provide client teaching at appropriate levels to the individual.
19. Utilize the nursing process as the problem-solving approach in caring for clients.
20. Continue his/her education either through appropriate continuing education activities and/or through pursuing an RN degree.
21. Function as an advocate for the health care consumer.
22. Comply with scope of practice as outlined in the Licensed Practical Nurse Practice Act.
23. Subscribe to the essential components of the nurse's code of ethics.
24. Upon successful completion of the program, students will apply to take the NCLEX-PN Examination.

Curriculum

The nursing program is divided into four quarters which must be taken in sequence. Students spend time in classroom, laboratory practice, and supervised clinical experience in various health care settings. Classroom hours are 8:20 a.m. to 3:20 p.m.

First Quarter

- Practical Vocational Nursing
- Fundamentals Nursing
- Introduction to Anatomy & Physiology
- Introduction to Nutrition
- Geriatrics
- Medical Terminology
- (HESI: Fundamentals)

Second Quarter

- Growth and Development
- Medical-Surgical Nursing I
- Pharmacology
- Anatomy, Pharmacology, Nutrition, Geriatrics is integrated
- (HESI: Geriatrics)

Third Quarter

- Mental Health Nursing
- Medical-Surgical Nursing II
- Anatomy, Pharmacology, Nutrition, Geriatrics is integrated
- (HESI: Mental Health)
- (HESI: Medical-Surgical)

Fourth Quarter

- Pediatrics
- Maternity and Newborn
- Medical Surgical Nursing III
- Practical Vocational Nursing - Leadership
- Anatomy, Pharmacology, Nutrition, Geriatrics is integrated
- (HESI: Mother/Baby)
- (HESI: Pediatrics)
- (HESI: Comprehensive)

TOTALS: Approximately 1350 Hours

Evaluation Tools

Student:

1. Written examinations
2. Written assignments
3. Group projects
4. Case Studies
5. Presentations
6. HESI Proctored Exams
7. SIMs Charting
8. Clinical evaluative tool - Students will receive a copy of the clinical evaluative tool, clinical performance objectives, and checklists prior to the clinical rotation. These will be explained in detail when orientation for clinical is scheduled. Clinical evaluation will be based upon integration of theoretical concepts into the clinical experience knowledge of basic safety concepts, and overall attitude towards the experience.

Program/Course/Instructor

Students will evaluate classroom instruction and faculty using data gathering method utilized by PCTC PN. Evaluation will be completed at the end of each course and will be used for program improvement.

Textbooks/Workbooks

Upon admission to the program, students will be given a list of required e-books, textbooks, and/or workbooks. After the books are issued, the student will assume full financial responsibility if a book(s) is lost. If a student withdraws or is dismissed, he/she may keep the textbooks, provided they have already paid for them in full.

Disciplinary Process and Dismissal Procedure Policy

Verbal Warning

Verbal warning may be given at any time regarding classroom and/or clinical performance, appearance, attitude, or conduct. Verbal warning will be documented in a student's file. The student will sign this documentation indicating the verbal warning was given.

Written Warning

A written warning will be given to the student by the faculty, indicating the violation. A letter or warning is delivered to the student by the faculty indicating the violation. The student will sign this documentation indicating the written warning was given.

The instructors shall recommend dismissal of a student if **three (3) or more** written warnings occur.

Dismissal

If improvement does not occur, a conference will be scheduled for the student to meet with the program coordinator and the principal/assistant-principal of the Putnam Career & Technical Center. Dismissal from the program may result. When a student is dismissed from the program, all fees paid are refunded in accordance with the refund policy and statutes put forth by the lending institutions.

Immediate Dismissal

Students will be subject to immediate dismissal without prior warning for certain offenses including, but not limited to the following:

1. Falsifying information in any student records, data collection, or patient chart
2. Cheating/Dishonesty (for example: falsifying information, recording fictitious information on a patient's chart, lying to an instructor, cheating on a test, plagiarism, etc.)
3. Refusal to undergo requested drug/alcohol testing
4. Reporting to class or clinical intoxicated or under influence of drugs
5. Intentional acts of physical or verbal abuse
6. Breaching patient confidentiality
7. Insubordination (for example: disobedience, using profanity with faculty, students, hospital personnel, or patients)
8. Attendance (failing to meet requirements)
9. Unsatisfactory clinical or theory evaluation upon completion of a subject
10. Failing to abide by policies set forth by each affiliating agency.
11. Nonpayment of tuition and fees unless prior arrangements are made with the financial aid office for late payment
12. Possession of weapons on school grounds or at clinical site.
13. Engaging in unsafe patient care which can include: Example of unsafe care: administration of a medication without the supervision of an instructor, practicing nursing as a student while the ability to practice may be impaired by alcohol, drugs, or mental disabilities, not practicing safe infection control, endangering patient.

Classroom and Clinical Behavior

It is important for each instructor and student to remember that classroom and clinical time needs to be conducive to learning. Each person is expected to maintain a level of professionalism that will enhance the learning environment. It is a privilege that agencies allow our students into their facilities. Please be advised that negative and derogatory behavior will not be permitted and gives a poor impression of Putnam Career & Technical Center. The following are general guidelines:

Be Courteous and Respectful

Student will address each person by his/her name and treat him/her respectfully. Foul language will not be tolerated. Students are not to belittle, harass, or bully one another. Students are not to interrupt when another person has the floor.

Be Punctual

Learning is disrupted when unnecessary interruptions are made. Please be in your seat and ready to start at the given time. Students are expected to be prompt when going to and returning from lunch or breaks.

Be Prepared

Preparedness is essential to professional behavior. Students need to make sure they have supplies necessary for class/clinical and that all assignments and homework are completed in accordance with the instructor. Lack of preparedness may result in the student being sent home for the day and the absence will count against the student.

Accountability and Responsibility

As a student, you will be responsible for applying all your knowledge in the clinical setting. It is each student's responsibility to take advantage of learning opportunities. If you are having difficulty with theory or skill, ask for additional instruction. Involvement in the lecture and class discussions is essential to the teaching-learning process. Never perform any task if you are unsure of the proper skill or technique. Always remember that patient safety comes first.

Dress Code

Students are required to follow the dress code policy in the classroom and clinical setting. Remember that appearance has an overall effect on professionalism.

Written Assignments

Any written work that students submit must be written in **BLACK ink**, neat, and legible. The homework policy applies.

Lockers/Personal Belongings

A locker will be provided to each student. Be advised to keep your personal belongings in the locker which are to be LOCKED at all times. The school or clinical facility will not be responsible for your possessions. The items students must have with them in clinical area are to be stored in the area designated by the personnel at the clinical agency.

Cell Phone/Messages

Cell phones are **NOT permitted** during scheduled class or clinical hours. Cell phones and cell phone usage are only permitted before class or clinical hours, during lunch, and after class or clinical hours. Enforcement for scheduled class and clinical hours shall be as follows:

First Offense:

Classroom - Reprimand with a Verbal Warning.

Clinical - Reprimand with a Verbal Warning and student will be dismissed for the remainder of the day and will be charged with a full day absence.

Second Offense:

Classroom - Reprimand with a Written Warning.

Clinical - Reprimand with a Written Warning and student will be dismissed for the remainder of the day and will be charged with a full day absence.

Third Offense:

Classroom - Reprimand with a Written Warning.
A meeting will be scheduled with school administrators and dismissal from the program may occur.

Clinical - Reprimand with a Written Warning and student will be dismissed for the remainder of the day and will be charged with a full day absence.
A meeting will be scheduled with school administrators and dismissal from the program may occur.

During clinical hours, we are to abide by the clinical agency's policies which state that nurses are not allowed to use cell phones on the floor. Therefore, you are not allowed.

In the case of an **emergency**, family members are to call the main office of Putnam Career & Technical Center (304-586-3494) and state that there is an emergency. A message will then be relayed to the student.

Food and Drink

Clinical - There will be no food or drink in accordance with the clinical agency guidelines.

Classroom - No food is allowed at students' desks. Food may be consumed on breaks or lunch time only.
Drinks must be in containers with a lid. No glass containers.
Students may use the classroom refrigerator to place lunch items in, these items must be removed daily.
Students must maintain the daily cleaning of the microwave and coffee pot.
No dishes are to be left out.

Reporting On and Off Duty

All students must report to the instructor upon arrival to clinical area and any time the clinical area is left. Students are to leave the facility as soon as post-conference has ended.

Counseling and Guidance Policy

Faculty members may request and are available at the student's request to discuss any concerns related to their academic status, clinical performance, or other school matters. However, faculty are not professional counselors or doctors. Personal and complex problems will be referred to qualified persons outside the school.

Faculty members are available daily 8:00am – 3:20pm

Attendance Policy

The nature and training of Practical Nursing makes regular attendance necessary. Each student is expected to attend all scheduled learning experiences. Absences and all tardiness will be recorded on a daily basis by the instructor. All absences and tardy time are deducted from the total number of missed hours permitted. The LPN Board mandates that **thirteen hundred hours** (1300) in classroom/clinical instruction are required for graduation and to be recommended to the State Board of Nursing for the NCLEX-PN examination.

THERE ARE NO EXCUSED ABSENCES.

ALL ABSENCES and TARDIES ARE DEDUCTED FROM THE 8 DAY TOTAL.

1. Students who miss more than **8** days total will be **dismissed** from the program.
2. Students who miss **5 *clinical*** days will be **dismissed** from the program.
1. The only exception being death in the student's immediate family. This being the following: (spouse, child, stepchild, parent, stepparent, grandparent, sibling, father-in-law, mother-in-law, grandchildren) may be granted. Documentation must be brought that substantiates the death.
3. The school/clinical instructor must be notified **Each Day** when a student cannot be in attendance.
   A. The **student must personally** notify the school /instructor **30 minutes prior** to the beginning of class/clinical. Lack of a telephone does not excuse the student from this requirement nor does sending the message by another student.
4. **Classroom Attendance**
   A. Classroom hours are from 8:20 to 3:20 daily
   B. Lunch break - 30 minutes
   C. Two 15-minute breaks
   D. Students who will be absent or tardy for class must call the PCTC PN office at **304-586-3494 ext. 4472** as soon as possible and leave a message. The message must include:
      1. Name of student
      2. Date
      3. Time
      4. Reason for absence or
      5. Reason for tardy.
5. Students who fail to notify the instructor of absences **two (2) times** will be dismissed from the program.
6. Students absent three or more consecutive days must have a doctor's excuse to return to class/clinical.
7. AUTO ACCIDENT: In the event the student has an auto accident on the way to school or clinical, it is recommended that the student be assessed (at their expense) by a physician. The student will be readmitted to class later that day or the next day without attendance penalties (for that day only) with documentation from the physician.

Counseling for Attendance Problems:

1. A student absent 3 days will have a written warning and conference with the PN coordinator or assistant-principal. Probation will be initiated.
2. Students are permitted to miss **eight (8) days total.** Immediate **dismissal** will occur upon the ninth (9th) absence or an additional tardy.
3. A student absent 2 clinical days will have a written warning and conference with the PN coordinator or assistant- principal. Probation will be initiated.
4. **A Student is allowed to miss 1 clinical day each semester. Immediate dismissal will occur upon the fifth (5th) clinical day missed.**

Tardy Policy

Classroom:

Students arriving to class after the official starting time are considered tardy. Students will be docked time accordingly in 15-minute increments. Tardiness and leaving the classroom prior to dismissal are discouraged and will be recorded. The following guidelines will be followed:

1. Students are required to notify instructor if an absence or tardiness is eminent.
2. Students who are tardy are required to obtain an admission slip from the office. Student will not be admitted to class without an admission slip.
3. Three (3) tardies will result in a verbal warning with the PN coordinator/assistant principal.
4. Three (3) tardies equal 1 absent day.

Clinical:

1. Students are required to notify the clinical instructor **30 minutes** before the start time of clinical if an absence or tardiness is eminent. Student is **NOT ALLOWED** to text clinical instructor.
2. **Notification is to be directly from the student to the assigned clinical instructor.** Students who come to the clinical areas past 7:00 a.m. will be counted absent in 15-minute increments.
3. Students who come to the clinical setting after 8:00 a.m. (e.g., 8:01 according to the instructor's time) will be sent home. A full day absence will be recorded.
4. Tardy students are to immediately report to the clinical instructor face to face in order for said instructor to verify the time of arrival.
5. Three (3) tardies will result in a verbal warning with the PN coordinator/assistant principal.
6. Three (3) tardies equal 1 clinical absent day.

Electronic Grading

A web-based application is used by the faculty and staff at PCTC PN to share individual information with students regarding their classes, progress and current status. Through the electronic grading system, the student has access to their grades. Electronic grading allows students to send messages to their instructors if they have questions regarding grades, or to request an office appointment. Instructors may also send messages to the entire class regarding announcements, notifications, or additions or changes in assignments. Individual student messages can be communicated to students as well, if necessary.

Grading Policy

At the end of the semester/course the student's lowest exam grade will be dropped. Each student must maintain passing scores in all areas of classroom and clinical instruction. Students unable to maintain a final grade of "C" (80%) in any course in classroom or clinical performance will be dismissed from the program. No course may be repeated, and no re-testing will be done.

Student whose class or clinical work, whose point value is less than 80% at mid-semester will automatically be placed on probation and will remain on probation until semester's end. The student's clinical grade will not be averaged in the overall cumulative grade point average.

The following letter grade system is used in classroom theory:

A	Academic Excellence	93 - 100%
B	Above Average	87 - 92%
C	Average	80 - 86%
F	Failure	0 - 79%

<u>Theory Grades</u> are weighted as following:

Exams: 50% **Classwork/Homework: 15%** **Quizzes: 10%** **Final: 25%**

Grade Point Average

Grade point averages are calculated by dividing quality points by the number of units taken which carry credit. The quality point value of grades is as follows: The student's clinical grade will not be averaged in the overall cumulative grade point average.

A	4 points
B	3 points
C	2 points
F	0 points

Exams

Exams are returned to students for their review and identification of academic strengths and weaknesses. Student's grades are private. The student only has the right to access his/her own file.
Exams are timed. Students are allowed **1 minute** per question.
There will be **NO** drinks, backpacks or books allowed at the students' desk while testing is in progress.
Complete silence is enforced from test/answer sheet distribution until the last test/answer sheet is collected.
The students may not leave and return to room during testing.
The student is to be in their seat and ready at 8:20 a.m. The student is to have 2 pencils. The student that is not in their seat will be dismissed from class for the remainder of the day and receive a zero (0) on the exam.
If a student believes an error in grading has occurred, the student has ten calendar days to submit a written request to the instructor to consider the item in question. The instructor will notify the student of the final decision within seven days.
Test grades become final ten calendar days after a test is returned to the students.
Cheating or the appearance of cheating will not be tolerated and can result in an automatic zero on that exam.
Instructors have **5 class days** to grade and return exams.

Exam Make-Up Policy

Make up exams must be completed on the morning of the first returning day of class. Make-up exams will automatically have **5% deducted**. Any test not taken on the first returning day of class will receive a **zero (0)** for the exam. An alternative format test may be administered for all make up tests.

Instructors have 5 class days to grade and return exams. If return is on a clinical day, student is to report to school at the end of the clinical day. Students not reporting to school will receive a zero (0) for the exam.

Quiz Policy

Quizzes are not made up. If a student is absent during a quiz the student will receive a zero (0). Quizzes are not scheduled and may be given at any time during the class day.
Instructors have 5 class days to grade and return quizzes.

Homework Policy

Homework must be submitted on the day and time designated by the faculty. Failure to do so will cause a **10% deduction** in grade for each day the assignment is late. The assignment will **not** be accepted after **two days,** and the student will receive **0%** for the assignment. If a student is **absent**, any known homework assignment is expected to be turned in on the first returning day of class/clinical.

Instructors have 5 class days to grade and return assignments.

Late assignments must contain the following: *(see **Late Assignment/**)*

1. Late assignment sheet completed and attached to assignment with the following:
   a. Assignment
   b. Name of Assigning instructor
   c. Date Due
   d. Date Turned-in
   e. Reason - Circle One: Late Absent
   f. Student Signature

Remote Learning

Class is held via Skype or Teams meetings. Class time, attendance and dress is the same as in person learning.

Dress Code for Dress-Down Days

The importance of overall appearance cannot be overemphasized. All students are expected to keep themselves neat, clean, and well groomed. All students are to follow the Putnam County Board of Education Attire and Appearance Policy for classroom as follows:

Classroom Dress Code Policy – Putnam County Board of Education

S.5.2. Attire and Appearance

Students in Putnam County have the right to equal educational opportunities. In order to create a learning environment and to foster good citizenship within the school, the following attire and appearance rights and responsibilities are established during the regular school day with the intention of providing students with the greatest freedom in deciding what they can wear to school and at the same time protecting everyone's right to equal educational opportunities.

These regulations are **minimum standards** for attire and appearance. Schools may require additional standards as may be appropriate.

Upper Body:

Students have the right to wear any headwear or shirt provided it meets the following conditions.

1. Headwear may not be worn except with special permission of the principal.
2. The midriff is not bare, front or back.
3. While standing straight, shirts, tops or blouses must come to the top of the pants or other lower body attire.
4. See-through tops or open-sided shirts shall be worn with a shirt underneath.
5. Shirts, tops and dresses must have straps of one-inch minimum width at the shoulders.

Lower Body:

Attire for the lower body must meet the following standards:

1. Lower body attire shall be **no shorter** than **mid-thigh.**
2. Footwear with soles must be worn while on campus.

Personal Hygiene:

Students with a hygiene need shall be offered private counseling and time set aside for use of school facilities for improving personal hygiene.

Appropriate apparel for physical education class and athletic activities shall be worn.

Students have the right to wear any clothing or accessories imprinted with slogans or advertisements as long as they do not contain obscenity, profanity, or advertisements of illegal drugs.

Disciplinary action for violators shall be taken in accordance with the established student discipline policy. (WVC 18-5-1) (Amended 19 Oct 99; 10 Apr 00)

PCTC PN Additional standards:

1. No pants with holes or fraying.
2. No showing of undergarments.

Clinical and Classroom Dress Policy

1. School uniform, clean, neat, pressed and well-fitting with appropriate undergarments. Pants should be no longer than heel of shoe.
2. Lab jacket, clean and pressed. These are to be worn to and from clinical setting/classroom.
    A. Classroom lab jacket during winter months may be a gray fleece Jacket (No Polartec, brushed or raised napped fabric).
3. Shoes are to be **all** black leather with black shoestrings. No open back.
4. Socks (over-the-calf) or stockings - plain white, gray or black. **NO** low-rise/no show or footies.
5. Tattoos must be covered as per hospital policy.
6. Hair shall be clean and neatly arranged off the shoulder and face. Bangs cannot hang below the eyebrow. Hair color – NATURAL (e. g. No pink, blue, purple, red, orange, etc.)
7. Hair scrunches, hair clamps or claws in brown, black or color of hair can be worn.
8. Facial hair, beards, mustaches, clean, closely trimmed
9. Nails are to be no longer than one-eighth inch, clean, manicured. No artificial/gel nails, French nails, nail extension, nail tips, or nail polish.
10. Make-up should be used in moderation.
11. No perfume, cologne, or scented aftershave, no scented hand lotion or scented hair spray.
12. No heavy scent of smoke on uniform or breath.
13. Free from unpleasant mouth or body odors.
14. Identification (name tags) worn at all times. Name tags are to be worn at eye level on right side.
15. Males are to wear a black short-sleeve crew neck T-shirt under the uniform top.
    A. A long sleeve form fitting black smooth undershirt may be worn (example being: Under Armour Heatgear compression shirt, Nike Team Core L/S T Shirt)
16. No chewing gum while in uniform.
17. Jewelry that can be worn consists of:
    A. engagement ring
    B. Wedding band or set only.
    C. One pair of small post type earrings; location allowed - earlobe.
    Your earring must fit in this circle. ◯
    D. Clinical watch with a second hand. NO DIGITAL watches allowed.
        i. Watch band needs to be smooth and may be White, Gray, Black, Silver or Gold – this allows for easy disinfecting and the prevention of cross contamination.
        ii. No Smart Watches or electronic devices (e.g., Apple Watch, Fitbit)
18. **NO Additional VISIBLE BODY PIERCING jewelry is allowed, which includes:**
    A. nose
    B. lip
    C. tongue
    D. eyebrow
    E. cheek
    F. plugs or spacers

PLEASE NOTE: CLINICAL EXPERIENCES WILL BE WITHHELD AND COUNTED AS AN ABSENCE FOR STUDENTS NOT COMPLYING WITH THE ABOVE POLICY UNTIL THE STUDENT'S PERSONAL APPEARANCE IS CORRECTED AND MAINTAINED.

Devised: 10/03, Reviewed: 2008, 2010, 2011, 2012, Revised: 07/2014 PM, 10/2014 PM, 06/2015 PM, 04/2016 PM, 05/2017 PM, 05/2018 PM, 6/2019 PM, 7/2020 PM

Personal Liability Insurance

The Putnam Career & Technical Center, through the state of West Virginia, provides liability insurance for each student while enrolled in school. Students are strongly encouraged to also carry an individual liability insurance policy.

Computer Policy

Each student must sign an agreement with the school prior to the use of on-line computers. Students may access only approved internet sites. The school reserves the right to refuse computer use to any student who abuses equipment or inappropriately uses the computers. Students may be charged for equipment replacement or damage.

Social Media Policy

The use of any social media such as Facebook, Twitter, MySpace, Instagram, Snapchat and all others that would identify fellow students, faculty, administration, the school of nursing, clinical facilities, patients, the patients' family is strictly prohibited and could be grounds for dismissal from the program.

Library Policy

The practical nursing program maintains a library for students' use throughout the year. The library contains books, professional journals, and audiovisuals pertinent to nursing. The students may borrow all the materials, except for audiovisuals, for a period of five days. At the time any material is removed from the library, it must be signed out. Any material not returned to the library will be charged to the student.

Transportation/Parking

Each student is responsible for his/her own transportation to school and to clinical areas. School Parking is free of charge while attending classes at school. The school is not responsible for any personal or property damage incurred while parking on their lot. Parking privileges can be revoked for improper or dangerous driving practices while on school property or within the school vicinity.

Classroom and clinical rotations will not be planned around carpool agreements.

Alcohol & Tobacco Policy

Putnam County Schools has a no tolerance policy regarding possession and use of alcohol, tobacco, and other mind-altering substances. Violation of this policy will result in consequences, including substance assessment, suspension and/or expulsion from school. This policy applies to extra-curricular activities held off premises and school property such as school buses. With probable cause, the school has the right to conduct searches.

Drug/Alcohol Testing Policy

The student understands and agrees that he/she may be requested to submit to random drug/alcohol screening during the course of the academic year. Said screening may be requested at any time by the nursing faculty of the practical nursing program and shall be performed in accordance with proper chain of custody procedures.

In addition, the faculty has the right to request the student to submit to testing if reasonable cause exists. The student shall agree to submit to drug and alcohol screening to determine whether alcohol, controlled substances, or substances which are mood altering in any way are present in his/her blood and/or urine. Said testing shall be performed as soon as possible following proper chain of custody procedures. Testing pursuant to probable cause shall be at the expense of the student. Failure to submit to such a reasonable request shall be grounds for immediate dismissal from the practical nursing program.

Any student who is prescribed any narcotic medication or medication, which may be mood altering in any way, shall have his/her physician document the prescribing of the medication. The student shall provide this documentation to the coordinator of the practical nursing program on the next instructional day following the prescribing of such medication. Any student who utilizes a prescription or non-prescription substance which may contain alcohol, cause drowsiness, or in any way impair his/her ability to perform nursing functions safely shall inform the faculty on any instructional day on which the substance is utilized, and prior to the student's submission to any drug/alcohol screen.

At no time shall the student engage in direct patient care in the clinical agency while he/she is under the influence of alcohol, a narcotic, non-prescription drug, or other mood altering medication, without a statement from his/her attending physician stating the student's ability to perform nursing functions safely. The coordinator or her designee will evaluate the student's functional ability. The instructor will determine if she is comfortable assuming liability for the student's nursing actions. Any time a student's behavior indicates that he/she is unable to provide safe patient care, the nursing faculty will direct the student to leave the clinical agency.

Receipt of result indicating the presence of any amount of any substance for which the student has no legal, valid prescription or a non-prescription substance not declared prior to the drug/alcohol screen shall be grounds for immediate dismissal from the Putnam Career & Technical Center School of Practical Nursing.

Any student on Methadone/Suboxone maintenance shall agree to random drug/alcohol screening at their expense which may be on a more frequent basis than other individuals enrolled in the program. Any drug screening on these individuals, whether at the time of admission or after enrollment in the nursing program, shall specifically test for Methadone/Suboxone and differentiate any positive results for opiates and other substances. Further, these individuals must have their treating physician to submit a written statement to the Program Coordinator on a monthly basis verifying their compliance with treatment and ability to function safely as a practical nursing student. Any individual on Methadone/Suboxone maintenance will provide results of any drug screening conducted by the individual's treating physician to the Coordinator of the PN program. Any evidence of non-compliance with treatment and/or any drug screen which is positive for any substance other than Methadone/Suboxone for which the individual has no valid prescription and has not declared prior to the drug screen shall be grounds for immediate dismissal from the nursing program.

PROCEDURE

Students will be selected at randomly. The student will be notified the day of the testing and will be expected to report for testing immediately to the site designated by PCTC.
Breath and blood alcohol tests may also be given to students.
Any tests deemed to be positive shall result in immediate dismissal from the program.

Fire Drill Policy

Classroom:

Fire drills are conducted periodically in the school. The procedure is as follows:

1. When the bell sounds, students must stop work immediately.
2. Exit the classroom immediately through the outside door and walk in a straight line following the instructor to the designated student area. Remember to move quickly and quietly.
3. If you are in another area of the school, leave the school at the nearest exit and join the class in the designated area.
4. Return to the classroom and resume classes upon notification.

Clinical:

1. Follow the policy and procedures of the affiliated agency as provided during facility orientation.

Student Organization Policy

Membership in the WVSNA/HOSA is required as part of the nursing curriculum. This organization contributes critical support for practical nursing students and graduates. Students are required to participate in scheduled activities and events when specified in order to meet program objectives. All conduct policies apply.

Employment

Students are advised not to maintain or seek employment during the school year. The course work and clinical requirements are very strenuous.

Student Health Policy

Students are responsible for their own health care if they become ill during the school year. It is recommended that each student carry medical hospital insurance.

The school or hospital is not responsible for any illness contracted by the student while performing school/clinical assignments. If the student becomes ill during clinical hours, the student may be seen in the Emergency Room by a physician at the student's expense. Students should not approach physicians for personal medical advice during clinical hours. If a student is injured in the clinical setting, he/she is to notify the instructor right away and the agency's policy and procedure will be followed.

It is the student's responsibility to provide written documentation of any change in his/her health status during the school year. Students who are absent from class or clinical because of back/muscle pain/injury or communicable disease must present written documentation from their physician that they are able to return to the classroom and clinical areas without risk to others and to safely care for patients.

Blood-Borne Pathogen Exposure Control

Even with good adherence to all exposure prevention practices and universal precautions, exposure incidents can occur. As a result, procedures have been established for post-exposure evaluation and follow-up should exposure to blood-borne pathogens occur.

OSHA regulations require employers to tell employees what to do if any exposure incident occurs. OSHA also mandates medical follow up and counseling for any employees who are exposed. Practical nursing students are at risk of exposure to blood borne pathogens yet are not considered employees of any health facilities utilized for clinical experience. While OSHA standards require employers to provide free medical evaluation and treatment to employees who experience an exposure incident; unfortunately, at this time, county boards of education cannot assume similar responsibilities for the practical nursing students. The medical evaluation and follow up is the responsibility of the adult student.

Exposure incident is defined by OSHA as specific eye, mouth, other mucous membrane, non-intact skin, or parenteral contact with blood, or the inhalation or ingestion of potentially infectious materials that results from the performance of clinical tasks.

The following procedure will be followed after a potential exposure incident:

1. The student will immediately notify the instructor.
2. The educational facility incident report must be completed and become part of the student's permanent record. The educational facility shall retain the required records for a minimum duration of the educational program plus 30 years.
3. According to the policy of the respective medical facility, the source individual's blood is tested as soon as possible (after consent is obtained) in order to determine HBV and HIV infectivity. If consent is not obtained, the medical facility shall establish that the legally required consent cannot be obtained.
4. Information must remain confidential and every action is taken to protect the privacy of the individuals involved.
5. The following are recommended steps to be taken in the follow up of the exposed student:
   Medical evaluation (at the student's expense) to include:
   a. Appropriate laboratory testing
   b. Post-exposure prophylaxis
   c. Counseling
   d. Follow-up as prescribed by attending health care professional
6. The following information will be provided to the evaluating health care professional:
   a. Copy of educational facility incident report
   b. Results the source individual's blood testing, if available
   c. Immunization records relevant to treatment of the student

This policy is based upon information in the Exposure Control for Blood and Other Potentially Infectious Material: A Protocol for Health Occupations Education Programs in West Virginia published by the West Virginia Department of Education, 1992.

Graduation Requirements

Students receiving a diploma indicating satisfactory completion of an approved course in practical nursing are eligible to take the NCLEX Licensing Examination: In order to graduate, the student must meet the following requirements:

1. Satisfactorily completed 1300 hours of curriculum
2. Maintained at least an 80% average in all theory
3. Satisfactorily completed all required clinical objects and maintained an 80% average
4. Paid all fees including club dues, if applicable
5. Returned all library and loaned books to the school or affiliating agencies
6. Exit interview
7. Participate in graduation exercise - Traditional Nursing Graduation Ceremony – All White Uniform, Nursing Cap (females), and White Shoes
8. Must have completed and submitted all requirements to take the NCLEX-PN exam

Honor Graduate Policy

Any student who maintains an overall program average of 3.5 or higher may be recognized at graduation as an honor graduate. Faculty reserves the right to refuse a student as an honor graduate based upon disciplinary action that has taken place during the year. PCTC has adopted the standards of the National Technical Honor Society (NTHS).

The following standards must be met by the student:

Members should be good, honest, responsible student-citizens who have made a personal commitment to excellence and who agrees to uphold the NTHS Standards of Conduct found below.

- Honor Candidates must have a minimum overall GPA of 3.5 and will be recognized as the following: The student's clinical grade will not be averaged in the overall cumulative grade point average.

  Honors: 3.5 – 3.9
  High Honors: 4.0
- No Disciplinary actions

Withdrawal Policy

A student who wishes to withdraw from the program should notify the coordinator of the program and present a written request stating the reason for withdrawal. Student who wishes to withdraw needs to complete an exit interview, meet with student service representative, financial aid, and the school administrator. Failure to adhere to this procedure will result in the student not being considered for readmission at a future time. Any fees paid will be refunded according to the Refund Policy. Books and uniforms become the property of the student on the first day of class.

Grievance Process

When a student encounters difficulty in the program he/she should take the following steps:

1. Students should be given reasonable opportunities to express complaints and to resolve grievances. According to Board policy, grievances require that:
    1. The student must have the opportunity to meet informally with the teacher, sponsor, or other person involved in the problem; and
    2. The school must provide for an informal appeal to the principal, who shall have authority to resolve grievances after a conference with all parties involved.
2. All student complaints of unequal treatment must be handled pursuant to Title IX regulations. The school administrator will conduct an investigation of the alleged violation.
3. If the complaint cannot be resolved by the sponsor or teacher, the student may appeal first to the principal, then to the Director of Personnel, then to the Superintendent, and finally to the Board of Education. All such grievances should be submitted in writing.
4. For inquiries concerning Title IX, please contact the Director of Personnel, at 304-586-0500 x1109.
5. For inquiries concerning 504 / ADA, please contact the Director of Exceptional Education, at 304-586-0500 x1111.
6. The Council on Occupational Education (COE) recommends that complainants first attempt to resolve complaints through the institution's established policies and procedures. Once the institution's procedures have been exhausted the complainant may file a written and signed letter of complaint to COE describing the nature of the grievance and the preliminary steps taken to resolve the problem. Once the letter is received by COE, a Complaint Certification form is mailed to the individual filing the complaint. The complainant has 14 days to return the signed and completed certification form to COE. The Council staff will then send a copy of the original letter of complaint and a copy of the certification form to the institution. PCTC will have 21 days to submit a formal response to the Council. After the response has been received by COE, the Council will send a copy of the complaint letter, certification form, and institutional response to members of the Commission who will have 21 days to render a judgment on the complaint. The Commission may rule that (a) the institution has responded adequately to the complaint; (b) the institution has not responded adequately and must take appropriate action to resolve the issue; or (c) more information is needed from either the complainant or the institution in order for a judgment to be rendered. Complainants should allow for at least 42 days for the Commission's decision on a complaint once the Council has received a signed Complaint Certification form. The Commission attempts to resolve all complaints within 60 days.

Council on Occupational Education
7840 Roswell Road
Building 300, Suite 325
Atlanta, GA 30350
Telephone: 770-396-3898 FAX: 770-396-3790 www.council.org

Contact Phone Numbers

Putnam Career & Technical Center	304-586-3494

FACULTY

PN Program Coordinator	304 - 586 - 3494 ext. 4472
PN Instructor	304 - 586 - 3494 ext. 4454
PN Secretary	304 - 586 - 3494 ext. 4403
PCTC Financial Aid	304 - 586 - 3494 ext. 4406

CLINICAL FACILITIES

WVU Medicine Thomas Memorial Hospital	304 - 766 - 3600
CAMC Teays Valley Hospital	304 - 757 - 1700
CAMC General Hospital	304 - 388 - 5432
CAMC Women's & Children's	304 - 388 - 5432
Genesis Teays Valley Center	304 - 757 - 7826
Genesis Putnam Center	304 - 757 - 6805
Highland Hospital	304 - 926 - 1600
FamilyCare	Phone numbers provided during clinical rotation

Class By-Laws

Section I Name

The name of this organization shall be the Practical Nursing Class of Putnam Career & Technical Center.

Section II Purpose and Function

The purposes of this organization shall be:
A. To promote cooperation between students and faculty,
B. To plan for student activities,
C. To develop leadership ability,
D. To promote the acceptance of responsibility,
E. To promote the importance of professional organizations,
F. To learn parliamentary procedure.

ARTICLE II
MEMBERSHIP

Section I Representation

The Practical Nursing Class of Putnam Career & Technical center is an organization of students currently enrolled in the Practical Nursing Program.

ARTICLE III
OFFICERS

Section I Officers

The officers of this organization shall be the President, Vice-President, Secretary, and Treasurer.

Section II Duties and Responsibilities

The duties of the President of the class shall be:
A. To open the class meeting at the appointed time
B. To prepare prior to each meeting an order of business
C. To announce the business that comes before the class
D. To state and put to vote all questions that legitimately arise in the course of the proceedings and to announce the results of each vote.
E. To cast the deciding vote in any motion in which voting results in a tie
F. To rule out any motion made that is not in order
G. To enforce the rules relating to debate and order within the class
H. To respond to inquiries of members relating to factual information concerning the business of the class.
I. To discuss with the faculty what committees are necessary for the benefit of the class

J. To declare the meeting adjourned at the appointed time
K. To report to the faculty advisor and/or coordinator all class concerns or problems

Duties of the Vice-President of the class include:
A. To preside over meetings in the absences of the President
B. To work closely with the President as an advisor
C. To attend faculty meetings as requested by the coordinator of the Practical Nursing Program

Duties of the Secretary of the class include:
A. To record the minute of all class meetings
B. To keep on file all minutes and committee reports and to provide accessibility of such records to students and faculty
C. To preside at meetings in the absences of both the President and Vice-President

Duties of the Treasurer of the class shall be:
A. To collect any fees or money
B. To maintain records of account and report to the class the financial status of the class
C. To maintain records of class expenditures

Section III Election of Officers

Election of officers will take place the second month of the school year

Section IV Tenure

The term of each office will terminate at the end of the respective school year.

Section V Vacancies

Any vacancy occurring during the school year shall be filled by election at the following regularly scheduled meeting.

ARTICLE IV
MEETINGS

Section I Frequency and Duration

The number and time for meetings shall be determined with each class. The decision shall be made each year by class officers

Section II Date of Meetings

The date for each meeting shall be determined with each class. The decision shall be made each year by class officers

Section III Notice of Meeting

The secretary shall post a list of dates for each scheduled meeting on the bulletin board in the classroom. The next meeting will be announced by the President during each meeting.

Section IV Agenda

The class officers shall prepare a tentative agenda and post is on the bulletin board in the classroom for members to review and add topics for discussion. The agenda shall be posted five days prior to the scheduled meeting.

Section V Voting Privileges

All members in good standing (Class dues paid) shall have voting privileges

Section VI Quorum

Two-thirds of the class shall constitute a quorum

Article V
COMMITTEES

Section I The number and duties of class committees shall be determined each year by class members.

ARTICLE VI
PARLIAMENTARY AUTHORITY

Section I Roberts Rules of Order Newly Revised shall govern the proceedings of the organization in all cases not provided for in these bylaws.

Section II Order to Business

A. Call to order
B. Reading and approval of minutes or previous meetings
C. Reports of committees
D. Old business
E. New business
F. Announcements
G. Adjournment

ARTICLE V
AMENDMENTS TO THE BY-LAWS

Section I The by-laws may be amended at any regular meeting by the majority voting delegation.

Putnam Career & Technical Center
School of Practical Nursing

Release of Information – Student Records Form

A student's grades will not be discussed or given to any person or institution without the written permission of the student.

_____	_____	_____
Student Name	Date of Birth	SSN

I hereby authorize the instructor of the Putnam Career & Technical Center School of Practical Nursing to forward information from my official transcript to institutions of higher learning, prospective employers, individuals, or organizations listed below.

Student Signature: _____

Date: _____

Institution, Employer, Individual, Organization:

Name: _____

Address: _____

_____

Putnam Career & Technical Center
School of Practical Nursing

Late Assignment/Absence Form

Name of Assigning Instructor: _____

Assignment: _____

Date Due: _____

Date Turned In: _____

Reason – Please Circle Late Absent

Student Signature: _____

Putnam Career & Technical Center
School of Practical Nursing

Grievance Form

Student Making Appeal:

_____ _____

Student's name Phone

_____

Address

Please identify the *specific* policy or procedure claimed to have been violated:

_____
_____
_____
_____
_____

In the space provided below briefly describe the problem or concern, how it affects you, and how you think it should be corrected. (Additional information may be attached).

_____
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_____ _____

Student's signature Date

Putnam Career & Technical Center
School of Practical Nursing

Student Agreement

The following agreement is made between the Putnam Career & Technical Center School of Practical Nursing and the student of said school.

I have read the policies of the practical nursing program and the handbook. Any or all items I did not understand have been explained to me by a member of the faculty. I understand and will abide by the policies therein. I also verify that I have been given 30 days to read and review the practical nursing program handbook and policies.

Date Practical Nursing Handbook received: _____

Date Initials

_____ _____

Student's signature Date

Honesty and Testing Policy Agreement

Any adult caught cheating, lying, or stealing may be terminated upon completion of an investigation of the incident. We must maintain a proper, honest work ethic in order to be able to recommend a student for employment upon completion of a vocational program.

I have read and understand the testing policy for the Putnam Career & Technical Center School of Practical Nursing. I agree to follow it and I understand the consequences if I choose to practice an unacceptable behavior. My questions about the policy have been answered.

_____ _____

Student's signature Date

_____ _____

Faculty signature Date