WOOD COUNTY TECHNICAL CENTER
PRACTICAL NURSING

STUDENT HANDBOOK

2025-2026 Program Year



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Students of the Wood County Technical Center – Practical Nursing are responsible for knowing and observing the regulations set forth in this Student Handbook. Faculty may modify the handbook information at any time with current students being notified in writing.

Revised 5/2025

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WOOD COUNTY TECHNICAL CENTER MISSION STATEMENT

To provide a challenging Career and Technical education environment where the diverse talents, ideas, and abilities of students can be fully developed so each reach their individual career goal.

CORE BELIEFS WE believe….

- Our students are our most important community resource and deserve the highest quality Career and Technical education we can provide.
- All students have the right and responsibility to learn and will learn, given appropriate time and attention to their unique abilities and life experiences.
- All students enrolled in Career and Technical programs will graduate with the knowledge and skills to become productive and responsible citizens.
- All employees must be committed to the high standards necessary for all students to learn.
- Effective and honest communication is essential.
- Education is a valued partnership shared by school, family, and community.
- The Wood County Technical Center will maintain a safe, positive, and welcoming environment to everyone.
- All Career and Technical education instructors will stay abreast of current educational trends and teach according to industrial standards using up to date industry standard equipment.
- Students can make a difference in our society by providing them with knowledge, skills, and an improved work ethic that will help them reach their full potential.

GOALS

1. To provide quality instruction to all students.
2. To provide students with the skills and knowledge to be successful in the 21st Century.
3. To create an atmosphere of awareness and high visibility for all Career and Technical education programs.

Preparing today for tomorrow's success

THE PRACTICAL NURSE'S PLEDGE

Before God and those assembled here, I do solemnly pledge:

To adhere to the code of ethics of the nursing profession;

To cooperate faithfully with the other members of the nursing team and to carry out faithfully and to the best of my ability the instructions of the physician or the nurse who may be assigned to supervise my work;

I will not do anything evil or malicious and I will not knowingly give any harmful drug or assist in malpractice;

I will not reveal any confidential information that may come to my knowledge in the course of my work;

And I pledge myself to do all in my power to raise the standards and the prestige of practical nursing.

May my life be devoted to service, and to the high ideals of the nursing profession.

Author unknown - a variation of "The Nightingale Pledge", originally created in 1893 by a committee chaired by Lystra Gretter.

WOOD COUNTY TECHNICAL CENTER-PRACTICAL NURSING

PHILOSOPHY

Nursing is an art and a science that embraces the promotion of health, the prevention of illness, and the care of the individual in the health-illness continuum. The individual needing assistance is viewed as a whole with attention to all aspects of need. Society influences the patient's level of need and receptiveness to assistance. Nursing respects the patient's rights and the patient's position in the family unit and society.

Education is a continuous, dynamic process in which the successful learner develops skills and attitudes necessary for the attainment of goals. Nursing education, an educational continuum, is designed to cultivate a competent, safe practitioner. Maximum achievement is possible for the learner when the curriculum is arranged in a sequential manner from simple to complex. The correlation of classroom theory and related clinical experiences will enhance the learning process.

Practical Nursing is an integral part of nursing and is the first step in nursing education. The practical nurse assists and is directed by the registered professional nurse, physician, or dentist in providing health care. Within this supervised environment the practical nurse utilizes the nursing process to organize and prioritize health care delivery.

The learner accepts accountability for continuous self- improvement and professional growth.

Reviewed 5/25

The Wood County Technical Center – Practical Nursing

The Wood County Technical Center - Practical Nursing is operated by the Wood County Board of Education, and the Technical and Adult Education Department. The Practical Nursing Program is accredited on the State level by the West Virginia Board of Examiners for Licensed Practical Nurses, and on the National level by the Council of Occupational Education.

Upon successful completion of the twelve-month curriculum requirements, the student will be awarded a diploma and will be eligible to apply to sit for the licensing examination to become a Licensed Practical Nurse.

PROGRAM OBJECTIVES

The graduate will:

1. Utilize the nursing process in health care delivery.
2. Prioritize nursing care needs of the client.
3. Collaborate with health care team members.
4. Plan nursing care to meet changing needs of the client.
5. Maintain safe nursing practice.
6. Accept accountability for continuous self-improvement and professional growth.

Reviewed 5/25

PHYSICAL LEARNING ENVIRONMENT

Classroom Facilities

The Wood County Technical Center - Practical Nursing classroom is located in Room 111. Students have access to the Nursing Lab in Room 112 and Computer Labs in the Technical Center. The office suite is located in Room 109. Conference room space is provided by the cooperating agencies for conducting pre- and post-clinical conferences.

Clinical Facilities

WVU Medicine, Camden Clark Medical Center serves the Mid-Ohio Valley and surrounding region through a 327-bed, not-for-profit, acute care facility which has been accredited through JCAHO.

The Memorial Health System is a not-for-profit health system comprised of a network of two hospitals and outpatient service sites. The Memorial Health System has earned accreditation from the Healthcare Facilities Accreditation Program (HFAP).

Ohio Valley Health Care is a large, 66-bed nursing home, located at 222 Nicolette Road in Parkersburg, WV and is a member of the West Virginia Health Care Association and the American Health Care Association. Ohio Valley Health Care is a Medicare and Medicaid certified facility.

The Willows Nursing and Rehabilitation Center, part of the Genesis Health System, located at 723 Summers Street, is an extended care facility with 97 beds. The facility is accredited by Medicare, Medicaid, and is licensed to operate by the Department of Health and Human Resources.

Community Agencies

Amity Center
Coplin Clinic
Parkersburg Cardiology Associates
Integrated Health Systems
Westbrook
Wood County Schools – School Nurse Observations
William Sharpe State Mental Hospital (Weston, WV)

Library & Learning Resources

Students have at their disposal the use of the CCMC library between the hours of 8:30 a.m. and 6:30 p.m., Monday through Friday. Use of the hospital library is encouraged by the faculty.

The Wood County Technical Center - Practical Nursing also has reference materials, periodicals, and software available for student use. Please follow these regulations:

1. Learning materials must be checked out with the Secretary.
2. Materials other than reserve books may be checked out for 2 weeks.
3. Overdue materials are subject to fine. Materials must be returned prior to graduation.

ADMISSION OF STUDENTS WITH LAW VIOLATIONS

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…"

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 WV. The WV State Board of Examiners will also conduct 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.

Prior conviction(s) do not affect the applicant's eligibility to enroll in the practical nursing program. However, affiliating agencies have the right to deny a student the privilege of access to the facility based on past criminal convictions. Clinical agencies that we use do not allow students with felony convictions to practice.

Applicants may also be required by clinical sites, to be determined "eligible" for performing patient care activities. Applicants will be screened through the WV CARES background check system,

managed through the West Virginia Department of Health and Human Resources. Any student determined "ineligible" through WV CARES will be unable to complete the clinical requirements of the program and will be removed from consideration for admittance. Wood County Technical Center - Practical Nursing is not responsible for determination of eligibility/ineligibility and all questions and requests for variance should be directed to the West Virginia Department of Health & Human Resources.

Failure to disclose any criminal conviction, 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.

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 WV State Board of Examiners for LPNs by the program coordinator with the application for licensure.

Any applicant to the practical nursing program who has ever been convicted of a felony or 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.

Licensing Board Information

WV Board of Examiner's for LPN's
Michelle L. Chapman, MSN, MBA/HCM, RN-BC, Executive Director
101 Dee Drive, Suite 100, Charleston 25311
Telephone: 1-877-558-3572
https://lpnboard.wv.gov/

ADMISSION REQUIREMENTS

1. The applicant must be at least 18 years of age and have a high school diploma or GED.
2. Achieve an acceptable score on a Standardized Pre-Entrance Examination – TEAS 7 (Test of Essential Academic Skills 7) by ATI (fee required). Study book and online practice test available at www.atitesting.com .
3. Complete an Application for Admission.
4. Interview with a faculty member.
5. Pay the Sitting Fee of $100.00 by Orientation Date.
6. Complete a medical examination including required immunizations and lab work, a dental examination, personal references (2), a drug/alcohol screen, State and Federal criminal background checks, and CPR Certification – American Heart Association, BLS provider.
7. An applicant, after successful completion of all admission criteria, will be considered for admission regardless of age, race, creed, color, sex, marital status, national origin, or handicap which does not interfere with attainment of program objectives (see next section.)

Personal Attributes and Capabilities Essential for Admission, Progression & Graduation

Students must possess cognitive, affective, psychomotor, physical, and social abilities to safely and successfully care for patients in the clinical setting. These skills are also necessary to ensure the health and safety of fellow students, faculty, and other health care providers. The following standards, in addition to academic qualifications must be met with or without reasonable accommodation for successful completion of program requirements:

1. Visual, Auditory, and Tactile Abilities
   Including, but not limited to gathering data, making observations, performing health histories and shift assessments, performing interventions, use of equipment for data collection and measurement, preparation and administration of medication by all routes.
2. Communication Abilities
   Including, but not limited to accurate, clear, and effective communication with patients, families, and other members of the health care team through spoken word, body language, and affective means.
3. Motor Abilities
   Including, but not limited to gross and fine motor skills; physical strength, endurance, and mobility; the performance of routine and emergency treatment of patients; performance of treatments, lifting, and turning of patients.
4. Behavioral, Interpersonal, and Emotional Abilities
   Including but not limited to the capacity for developing mature, sensitive, and Therapeutic client relationships; relating to patients, staff, and others with honesty, and non-discrimination; ability to work constructively with others in stressful environments and to alter behavior in response to constructive criticism; exercise good judgment in job responsibilities and the care of patients; demonstrate ethical behavior and adherence to practical nursing codes.
5. Cognitive, Conceptual, and Quantitative Abilities
   Including, but not limited to the ability to read and understand English; solve problems that involve measuring, calculation, reasoning, analysis, and synthesis; prioritize patient needs and act accordingly; possess spatial and three-dimensional ability to assess such things as wound depth accurately and administer intramuscular injections properly.

Transfer of Credit

Each applicant seeking admission with transfer of credit will be evaluated using a systematic process. The Transfer of Credit Form must be completed and submitted to the Coordinator or a Faculty member prior to beginning the program. The applicant must first meet all admission requirements, and demonstrate they left other nursing programs or schools in good standing. Good standing is demonstrated through transcripts and reference letters from previous nursing school instructors or other instructors.

Applicants will also be evaluated based on the age of the credits, the comparability and relevancy to the current program course(s), calculation of credit or clock hours, and grade earned.
In keeping with WV State Board of Examiners for LPNs Rules and Regulations, students must be enrolled in Wood County Technical Center - Practical Nursing for a minimum of 90 days, before a diploma may be granted, to allow faculty sufficient time to evaluate the student's achievement in theory and skills.
Applicants must meet all graduation requirements. Transfer of credit is not possible if it increases the instructor/student ratio beyond acceptable limits.

Evaluation will be made using the following criteria:

1. **Meets all admission requirements:**
    - High School Diploma or GED & at least 18 years of age
    - Acceptable score on Standardized Pre-entrance Exam
    - Application for Admission
    - Interview
    - Medical w/ labs & vaccines
    - Dental
    - Drug screen
    - State Background Check
    - CPR – Healthcare Provider
    - Seating Fee
2. **Demonstrates good standing:**
    - Official transcripts from nursing program / school indicate good standing
    - Reference letters from nursing instructors / other instructors indicate good standing
3. **Age of credits:**
    - Must be within the last year if nursing course
    - Must be within the last 3 years if non-nursing course (Ex: Anatomy & Physiology)
4. **Comparability and Relevancy:**
    - Course outline/syllabus (furnished by student) for each course transferred is comparable to program course
    - Course outline/syllabus of course transferred demonstrates relevancy to program course
5. **Calculation of course credit/clock hours:**
    - Credit or clock hours of transfer credit is equal to that of program course hours
6. **Grade earned:**
    - Grade for course is at least a "C" (on an A/B/C/D/F scale) if letter grade -or- 80% or better if percentage

* Student returning with credit, the percentage of enrollment is equal to the hours you are taking.

Advanced Standing for the C.N.A.(Certified Nursing Assistant)
R.N.A. (Registered Nursing Assistant)
S.T.N.A. (State Tested Nursing Assistant – Ohio)

In an effort to improve articulation between the C.N.A. and LPN levels, promote career mobility, avoid duplication of prior learning, and recognize knowledge and skills previously mastered, advanced standing will be granted to the C.N.A. under the following conditions:

1. Candidates must meet all admission requirements (see Admission Policy)
2. Candidates must be accepted into the program.
3. Candidates must score a minimum of 80% on the written component and 240 on the skill component of the WV Registered Long-Term Care Nurse Aide Exam -or- score a minimum of 80% on the written component and a minimum of 80% on the skill component of the Ohio State Tested Nursing Assistant Exam
4. Candidates must hold an active, unencumbered registration from the WV Dept. of Health and Human Resource/Office of Health Facility Licensure & Certification as a Registered Long-Term Care Nurse Aide -or- hold an active, unencumbered Ohio C.N.A. Certification.
5. Candidates must complete "Request for Advanced Standing - C.N.A." form.

Candidates that meet all requirements and conditions as outlined above will be given credit for the Health Science Core. The Health Science Core is the common core of knowledge, attitudes, cognitive and psychomotor skills that is common to the C.N.A. and Practical Nursing programs.
The Health Science Core includes theory and clinical hours and is broken down as follows:

Theory -		Clinical-	
Perspectives in Nursing I	10.5 hrs.	*Basic Gerontological Nursing	44.0 hrs.
Basic Nursing I	29.5 hrs.	#Basic Nursing I	24.5 hrs.
Introduction to Gerontological Nursing	4.0 hrs.	**Total Clinical Hours**	**68.5 Hours**
	44.0 Theory Hours	*Long-Term care experience	
CPR (pre-admission requirement)	8.0 hours	#Acute care (hospital) experience	
	Total Theory Hours 52.0 Hours		

Health Science Core Total Hours 120.5

Tuition and Fees

Tuition - Resident…… $3847.50 ($2.85/hr.)
- Non Resident.....$4050.00 ($3.00/hr.)

Tuition is due prior to the first day of school. Tuition and fees are to be paid by money order or cashier's check (payable to Wood County Technical Center - Practical Nursing) or in cash. Arrangements will be made to collect tuition and fees from financial aid monies received. All paperwork needed to determine eligibility must be completed prior to the 1st day of class.

Pre-entrance Testing Fee - $70.00 (non-refundable) - paid to the School at the time of the exam.

Sitting Fee - $100.00 (non-refundable) - paid to the School on or before Orientation Day.

Book Fees - $1030.00 (non-refundable) - paid to School prior to the first day of class. Books are ordered by the school in bulk at substantial savings to the student.

Lab Fees - $300.00 (non-refundable) – paid to School prior to the first day of class.

Uniform and Class Shirt Fee – $340.00 (non-refundable) – paid to School prior to the first day of class. Standardized uniforms (Scrubs, White Lab Coat, Black Coat) and class shirts (Green Polo and T-Shirt) with school emblem are to be purchased by the school and part of fees. White hose should be worn with skirts. Students are also required to purchase a graduation uniform. Refunds/returns as per uniform company policy. (See Uniform Regulations for more information).

Standardized Examinations / NCLEX REVIEW - $2,550.00 (non-refundable) - paid to the School in three segmented amounts.

HP ProBook 440 G11- $1,030.00 (non-refundable) - paid to the School prior to the first day of class.

Supplies - $350.00 (non-refundable) - paid to the School prior to the first day of class (nursing kit).

Student Activity Fee - $120.00 (non-refundable) - paid to the School prior to the first day of class.

Criminal Background Check – Payment for background check will be made directly to the agency.

Miscellaneous Expenses – (approximately $390.00) the student should budget money for such things as field trips, conventions, seminars, graduation extras, application to complete the licensing exam (NCLEX-PN Fee $200.00; WV Board Application for Licensure $85.00), etc.

Additional Personal Costs – (approximately $400.00) Medical exam - including lab work and vaccines, Dental exam, CPR - Healthcare Provider Certification (all are required - see Admission Policy).

Payment Policies

If the student fails to pay, they will be exited from the program and billed for the balance due. The U.S. Department of Education states that the responsibility for the cost of an education lies primarily with the student and/or spouse and/or parents.

Self

Self-pay students are required to pay half of all tuition and fees as well as the cost of books prior to or no later than the first day of class. The second half of tuition and fees are due by the first of January of the next year. In the event that a student is unable to pay as stated above or financial aid does not cover the total cost of the class, the student can request a payment plan. The payment plan is set up as follows: One third of tuition, fees and supplies. The remainder balance will be paid in ten equal monthly payments. We do not accept credit cards. Payment must be made with cash, check or money order. If the student fails to pay, they will be exited from the program and billed for the balance due.

Financial Aid

The charges due the School are collected first with the remainder (if any) being disbursed to the student to help defray cost of living expenses. All fees due the School are collected from the first financial aid disbursement received at the School regardless of the source. Since all students in the Wood County Technical Center - Practical Nursing are adults, the School does not offer the option of budgeting cost of living money for the student. Any money remaining after the deduction of School tuition and fees will be disbursed to the student. The student is then responsible for budgeting their funds so that the cost of schooling and related fees (class dues, licensing fees, transportation costs, etc.) is readily available when such costs arise.

This School has met the requirements necessary to participate in the following types of financial aid programs: PELL Grant, Veterans Funding, Vocational Rehabilitation Funding, Workforce Investment Association, ACE and scholarships. Eligibility and distributions of all monies is determined by the specific financial aid agency. Financial aid is available to those meeting specific eligibility requirements. Eligibility and distribution of all monies is determined by the specific agency. NOTE: We do not participate in Federal Family Education or Direct Loan Programs and will not certify loan applications. Prior loans are eligible for in-school deferment. The federal financial aid website is located at www.fafsa.ed.gov. Use the School Code: 01174900.

Verification is performed in accordance with title IV regulations and must be completed prior to aid disbursal. Student will be given a letter explaining verification required if any. Once all processing and verification is complete, the student will be notified in writing of the amount(s) and type(s) of financial aid they are eligible to receive. All students are expected to pay tuition and/or fees due the school prior to each enrollment period unless financial aid processing and verification procedures are complete and arrangements for credit have been made.

ACE Tuition Scholarship

ACE Tuition Scholarship funds will be awarded to eligible students. An eligible student is a U.S. Citizen or eligible non-citizen, a resident of the State of WV, and has filed a FASFA that has been received by the Financial Aid Office. Scholarships are awarded until funds are exhausted.

The maximum ACE Award will be the program tuition. After completing the FASFA, any other Aid will be assessed and applied to the cost of the program. If there is a balance, after applying all other aid, the ACE Advantage Scholarship will cover up to the tuition only cost. ACE will NOT result in a refund of any aid to the student.
The Cost – All other Aid – ACE = Balance
Applicants must have applied for all other available aid before ACE awards will be granted.

Despite any policy to the contrary, for any students using U.S. Department of Veterans Affairs (VA) Post 9/11 G.I. Bill (Ch. 33) or Vocational Rehabilitation and Employment (Ch. 31) benefits, while payment to the institution is pending from the VA, we will not:

- Prevent their enrollment;
- Assess a late penalty fee to;
- Require they secure alternative or additional funding;
- Deny their access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

However, to qualify for this provision, such students may be required to:

- Produce the VA's Certificate of Eligibility by the first day of class;
- Provide written request to be certified;
- Provide additional information needed to properly certify the enrollment as described in other institutional policies (see our VA School Certifying Official for all requirements).

Refund Policies

Wood County Technical Center - Practical Nursing

1. The following fees are non-refundable: pre-entrance testing fee, textbook and supplies fees, standardized examination fee, lab fee, uniform and class shirt, and activity fee.
2. If tuition and fees are collected in advance of the start date of a program and the institution cancels the class, 100% of the tuition and fees collected will be refunded within 45 days of planned start date.
3. Appropriate refunds for a student who does not begin class are made within 45 days.
4. A student who has not visited the school facility prior to enrollment will have the opportunity to withdraw without penalty within three days following a regularly scheduled orientation. Refunds of any fees paid will be made within 45 days of planned start date.
5. Refunds of tuition will be processed as follows:
    - Start through 5 days of Course - the School will retain 10% of 1st Half
    - Over 5 days to 10% of Course – the School will retain 25% of 1st Half
    - 10.01% to 25% of Course – the School will retain 50% of 1st Half
    - Over 25% of Course- There will be no refund of tuition

*Percentage of Enrollment equals 675 hours (1st half)

6. Note: All refunds due to students will be made without requiring a request from the student.

Federal - for students receiving financial aid

Refunds of tuition and fees will be processed in accordance with the Federal guidelines governing the return of Title IV funds. The Financial Aid Office is required to recalculate federal financial aid eligibility for students who withdraw, drop out, are dismissed, or take a leave of absence prior to completing 60% of a payment period or term. The following formula is used: Percentage of payment period or term completed = the number of days completed up to the withdrawal date divided by the total days in the payment period or term. (Any break of five days or more is not counted as part of the days in the term.) This percentage is also the percentage of earned aid. Funds are returned to the appropriate federal program based on the percentage of unearned aid using the following formula: Aid to be returned = (100% of the aid that could be disbursed minus the percentage of earned aid) multiplied by the total amount of aid that could have been disbursed during the payment period or term. If a student earned less aid than was disbursed, the institution would be required to return a portion of the funds and the student would be required to return a portion of the funds. Keep in mind that when Title IV funds are returned, the student borrower may owe a debit balance to the institution. If a student earned more aid than was disbursed to him/her, the institution would owe the student a post-withdrawal disbursement which must be paid within 45 days of the student's withdrawal. Refunds are allocated in the following order:

- Federal PELL Grants for which a return of funds is required
- Federal Supplemental Opportunity Grants for which a return of funds is required
- Other assistance under this Title for which a return of funds is required (e.g., HEAP).

The Refund Policy for the Wood County Technical Center - Practical Nursing will also be enforced in addition to all Federal regulations.

*Percentage of Enrollment equals 675 hours (1st half)

COURSE CONTENT OVERVIEW

Curriculum Progression

The curriculum is arranged in a sequential manner from simple to complex: Nursing I, Nursing II, Nursing III, and Nursing IV. The student must satisfactorily complete the current nursing division in order to progress.

Nursing I

Perspectives in Nursing I & II will assist the student in making professional and personal adjustments necessary for successful nursing practice. These courses will provide the student with positive suggestions to utilize during the adjustment periods, a history of nursing, current trends, and responsibilities in nursing practice. *Perspectives in* Nur*sing II is part of Social Sciences Integrated.*

Basic Nursing, I & II is designed to introduce the learner to techniques that will be utilized in the

clinical setting while administering nursing care to clients in various stages of health and illness. The nursing process is used throughout in order to develop data collection skills and establish prioritizing skills.

Introduction to Gerontological Nursing is designed to introduce the learner to the special needs of the aged and of aging as a continuation of the life cycle. *Introduction to Gerontological Nursing is part of Social Sciences Integrated.*

Mental Health is designed to introduce the student to mental health concepts, treatment modalities, and communication techniques. Foundations are provided for the student to use in developing effective and successful nurse/client relationships.

Nutrition will provide the learner with the basic principles related to the role of nutrition in health and illness. This core knowledge will be expanded through clinical application and study in medical/surgical nursing and related fields.

Anatomy and Physiology I is presented according to systems in a sequential manner from simple to complex. The learner will use this information as a foundation in related medical/surgical nursing areas and specialty areas.

Growth and Development deals with the naturally changing processes that occur in a human being throughout the life span. Normal growth and development and deviations from normal will be considered. With this background information, the student will be better prepared to care for clients of all ages. This core knowledge will be expanded through clinical application and study in medical/surgical nursing and related fields.

Clinical Experience correlates with Basic Nursing and Basic Gerontological Nursing with experience in the acute care setting and long-term care.

Nursing II

Pharmacology I - Calculations and Dosages

Pharmacology II - Principles of Pharmacology

Pharmacology III - Classifications of Drugs

Pharmacology IV - Drugs Affecting Body Systems

Pharmacology presents information and techniques needed for the safe administration of medications. The material is arranged in a sequential manner from simple to complex: dosage calculations, basic concepts, methods of administration, and drugs affecting the body systems. Pharmacology is included in each Medical Surgical Nursing Course, Gerontological Nursing, Pediatrics and Obstetrics.

Anatomy and Physiology II is presented according to systems in a sequential manner from simple to complex. The learner will use this information as a foundation in related medical/surgical nursing areas and specialty areas.

Medical/Surgical Nursing: Introduction presents an introduction to medical/surgical nursing and provides a beginning opportunity to relate pathophysiology and psychological reactions to illness.

Medical/Surgical Nursing: Musculoskeletal is designed to present diseases and disorders of the musculoskeletal system and implications for the nursing process. Relevant pharmacology and nutrition information are integrated.

Mental Health is designed to introduce the student to mental health concepts, treatment modalities, and therapeutic communication techniques. Foundations are provided for the student to use in developing effective and successful nurse/client relationships.

Medical/Surgical Nursing: Respiratory is presented to provide the learner with an understanding of the nurse's responsibility in providing care for the client with respiratory compromise. All phases of care will be explored using the nursing process format.

Clinical Experience correlates with Medical/Surgical Nursing and Mental Health.

Nursing III

Medical/Surgical Nursing: Urinary will correlate knowledge of medical/ surgical nursing, pharmacology and diet therapy to plan care for the client with urinary dysfunction.

Pediatrics is designed to introduce the learner to disorders specific to infancy, childhood, and adolescence. The nursing process is used throughout in order to develop data collection skills. Integrated into this course are relevant pharmacological and nutritional considerations.

Medical/Surgical Nursing: Cardiovascular provides the student with a basic knowledge of disorders affecting the heart, peripheral and coronary vessels, blood and lymphatic system. Disease prevention and health promotion activities are also explored.

Medical/Surgical Nursing: Nervous and Special Senses presents the disease processes and disorders of the nervous system, eye, and ear including implications for the nursing process. Relevant pharmacology and nutritional information are integrated.

Medical/Surgical Nursing: Endocrine deals with the overproduction or underproduction of the hormones secreted by the Endocrine glands. The student gains a working knowledge of these hormones and their functions in health as well as in illness. Related pharmacology and diet therapy are also presented.

Clinical Experience correlates with Pediatrics and Medical/Surgical Nursing.

Nursing IV

Medical/Surgical Nursing: Gastrointestinal explores the conditions that can affect the individual's gastrointestinal system including accessory organs. Integrated into the course are relevant diet therapy, drug therapy, medical and surgical treatment.

Gerontological Nursing is presented to provide the learner with an understanding of the special needs of the aged and of aging as a continuation of the life cycle. Aging related pharmacology and nutritional considerations will also be examined.

Medical/Surgical Nursing: Reproductive deals with disorders of the male and female systems. Integrated information includes oncology nursing and use of community resources to emphasize total client care.

Obstetrics is designed to provide the learner with knowledge in all areas of the field. With this information the learner will be prepared to assist in providing care in the various obstetrical stages to both mother and infant.

Perspectives in Nursing III will assist the student in making the transition to a graduate professional, emphasize leadership skills, and explore the West Virginia law related to the LPN. *Nursing Perspectives III is part of Social Sciences Integrated.*

Clinical Experience correlates with Obstetrics, Medical/Surgical Nursing, Gerontological Nursing, and Mental Health Nursing.

Wood County Technical Center - Practical Nursing ATI Policy

Wood County Technical Center - Practical Nursing utilizes ATI resources along with nursing program content to assist in preparing students effectively, and to help increase their confidence and familiarity with nursing content.

The comprehensive ATI review program offers the following to students:

- An assessment-driven comprehensive review program designed to enhance student NCLEX success.
- Multiple assessment and remediation activities. These include assessment indicators for academic success, critical thinking, and learning styles. Additionally, online tutorials, online practice tests, and proctored tests are provided and span major content areas in nursing.
- ATI Orientation resources, such as the ATI Plan that can be accessed from “My ATI” tab.

REVIEW MODULES/EBOOKS

ATI provides Review Modules in eBook formats that include written and video materials in key content areas. Students are to use these modules to supplement course work and reading. Instructors may assign chapter reading either during a given course and/or as part of active learning/remediation following assessments.

TUTORIALS

ATI offers unique Tutorials that are designed to teach nursing students how to think like a nurse, how to take a nursing assessment, and how to make sound clinical decisions. Nurse Logic is an excellent way to learn the basics of how nurses think and make decisions. Learning System offers practice tests in specific nursing content areas that allow students to apply the valuable learning tools from Nurse Logic. Features such as a Hint Button, a Talking Glossary, and a Critical Thinking Guide are embedded throughout the Learning System tests to help students gain an understanding of the content.

ASSESSMENTS

There are practice assessments available for students as well as standardized proctored assessments that may be scheduled during courses. These assessments will help the student to identify what they know as well as areas requiring remediation called Topics to Review.

FOCUSED REVIEWS/ACTIVE LEARNING/REMEDIATION

Active Learning/Remediation is a process of reviewing content in an area that was not learned or not fully understood (as determined on an ATI assessment). Remediation tools are intended to help the student review important information to be successful in courses and on the NCLEX. The student's individual assessment report will contain a listing of the Topics to Review. The student will remediate using the Focused Review after completion of any practice/proctored tests, which contains links to ATI eBooks, media clips, and active learning templates. The instructor has online access to detailed information about the timing and duration of time spent in assessments, focused reviews, and tutorials by each student. Students can provide documentation that required ATI work was completed using the "My Transcript" feature under "My Results" of the ATI Student Home Page or by submitting written Remediation Templates as required.

Content Mastery Series Instructions:

1. The student will navigate through all orientation materials that are accessed from the "My ATI" tab.
2. Complete Practice Assessment A and Remediation.
3. Complete Practice Assessment B and Remediation.
4. Complete Proctored Assessment and Remediation.
5. Complete Proctored Assessment Retake and Remediation.

Comprehensive Predictor Instructions:

1. Complete Practice Assessment A and Remediate,
2. Complete Practice B and Remediate.
3. Complete Proctored Assessment and Remediate.
4. Complete Proctored Assessment Retake and Remediate.

Remediation Plan

Quality remediation will prepare you for the ATI Proctored Assessments. Doing well (Level 2 Proficiency) on ATI proctored assessments means that you're mastering the content well enough to likely pass that part of NCLEX. Like most things in life, you get out of it what you put into it. Remediation can increase your knowledge and your ability to think critically—your ability to make safe decisions about your patients. In today's world of complex patients, you need to be proficient at making good clinical decisions.

1. Take the assigned ATI Practice Assessment.
2. Print your Assessment Report when you complete the assessment.
3. Find "Topics to Review" on your report.
    - **A.** Review each missed item, following the links given to your ATI Review Modules (books). You can also access the ATI books online by creating a Focused Review. This will open the book to the chapter where you'll review the missed content. View the short videos on the Focused Review to learn how this topic fits into the NCLEX test plan, nursing process, or QSEN competencies for expanded knowledge.
    - **B.** Reflect on what you've read about the missed topic. Use your textbook and class notes to look up missed items to gain more in-depth information about the topic.
    - **C.** Decide upon the three most important things to know about that topic.
    - **D.** Write these three important points to remember in a bulleted form, just like you'll see in the ATI books. Keep it short, simple, and focused on just that missed item.
    - **E.** Write your bullet points for each missed item in a composition notebook, noting the NCLEX Category of Client Need for each item missed. This is how you will be tested for NCLEX—according to the Test Blueprint detailing content in each Category. Start learning in that framework, as well—connecting the content to its NCLEX Category.
4. You will be directed when to bring your Remediation Journal & printed Assessment Report to a clinical post-conference, where you will share your remediation thoughts with your peers. There is value in reading what your peers chose as priority information to remember about the missed question. The clinical instructor will participate in the information-sharing to help point out common areas of missed items and provide discussion. This is a safe place for all students and instructors to talk about missed content on the ATI assessments. Peer-to-peer learning is often more effective than learning from an instructor.

PROGRAM POLICIES

Attendance

Rationale: The Wood County Technical Center - Practical Nursing Program is an intense twelve-month program. Because of the limited time and the wide variety of experiences and material the student must learn, it is felt that attending all class and clinical days is essential. Since each individual is unique in both perception and response, a missed day can never be fully duplicated. School statistics show a definite relationship between poor attendance and NCLEX-PN failure. It is for these reasons that a rigid attendance policy is necessary. Students will not be offered make-up days. The policy is as follows:

1. The student will be terminated when absences exceed 48 hours. (This includes pregnancy related absences – see Pregnancy Policy) The absence time allotted is for personal illness, family illness, personal business, or appointments. Please budget your time wisely and in fairness to all - do not ask us to make exceptions. Absences is defined as arrival after the class or clinical has started, regardless of the reason.
2. Students may not miss a clinical day of a Specialty rotation (Pediatrics, OB, Mental Health, Geriatrics).
3. An absence due to court will be excused providing the student can produce a summons or subpoena and gives the school advance notice of the expected absence. If court absences become excessive, a leave of absence may be warranted.
4. A student will be excused for 3 bereavement days for a death in the immediate family. The student may be asked to verify the relationship by providing a copy of the obituary. Immediate family is defined as spouse or significant other, child, parent, sibling, grandparent, grandchild, father-in-law, mother-in-law, brother-in-law, or sister-in-law.
5. The school schedule closely follows that of Wood County Schools with breaks customarily given at Thanksgiving, Christmas, and in the Spring; all major holidays are observed as well. Consult the Master Plan for a specific schedule.
6. The student is responsible for obtaining class or clinical information that was given during his/her absence.
7. Any tests or other activities that were missed must be completed the next class day. Make-up work is to be done before or after school hours and must be arranged with the instructor. Students missing a test will take the test as soon as they arrive at school.
8. Instructors will send a student home if they are unprepared for clinical (fail to complete clinical research assignment, medication drug sheets, etc.) The student will receive an "Unsatisfactory" for the day and the time will be deducted from allowed absence hours. Repeatedly being unprepared will result in an Unsatisfactory Clinical Grade and dismissal from the Program.

Grade Requirements

Grading Scale: A = 100-93 B = 92-86 C = 85-80 F =79-00

After successfully completing Basic Nursing, the student is eligible to apply to take the state examination to become a Certified Nursing Assistant.

The student is required to maintain a minimum of "C" in each course/unit of study and a satisfactory clinical evaluation to remain in the program. A student not making satisfactory progress will have his/her records brought before the faculty for evaluation. Failure will result in dismissal from the program. An individualized improvement plan requires the student to rectify the problem and have no further infraction of school and/or affiliating agency policy. Dismissal may be immediate if student action endangers the patient or breeches confidentiality. Student records will be available to the student to review upon written request.

Confidentiality

Being a member of the health team carries many responsibilities. Among these is ethical conduct that must be practiced at all times. Remember:

1. Information regarding clients is to stay within the hospital or School environment.

2. Do not discuss hospital situations outside the hospital or even in the hospital in such places as the cafeteria or elevator.
3. Follow all policies of affiliating agencies with regard to client information (including the Health Insurance Portability and Accountability Act – HIPAA).
4. Follow the fundamental rules of courtesy.
5. You are a guest in the learning environment; be appreciative, not critical.
6. If you can't be part of the solution, don't be part of the problem.

Student Conduct

In order to provide a safe atmosphere conducive to learning and ensure that all students have the opportunity to reach their full potential, every student shall:

1. Behave in a manner that does not disrupt classroom and clinical learning or the operation of the School and Affiliating Agencies. A disruptive student may be asked to leave class or clinical with time missed deducted from allowed absence hours.
2. Cooperate with Instructors, Faculty, Administrators, and others in authority.
3. Refrain from aggressive or threatening, vulgar or profane behavior toward fellow students, Instructors, Faculty, Administrators, and others. This includes the use of the Internet, cell phones, or any other form of communication.
4. Refrain from the possession or use of any weapons (instruments capable of inflicting bodily harm).
5. Use School computers and Internet access for school related research projects only. The use of computers to access chat rooms or pornographic web sites is prohibited. Follow computer lab policies.
6. Dress appropriately when coming to class – no short-shorts, midriff tops, halter tops, backless tops, low cut tops, low cut pants, or mini-skirts. Clothing items with logos, pictures, etc. must be non-offensive.
7. Refrain from Sexual Harassment (refer to Wood County Schools Sexual Harassment Policy).

Violation of the Student Conduct Policy will result in probation and/or dismissal.

Graduation Requirements

In order to graduate, the student must meet the following criteria:

1. Satisfactory completion of all assignments (class and clinical) including make-up work and mandatory standardized testing and skill modules.
2. A minimum "C" grade (80%) in each course/unit of study and a satisfactory clinical grade.
3. Attendance with a minimum number of hours, calculated as follows: Total program hours – 48 hours of allowed absence time = minimum attendance hours. Court absences and immediate family bereavement days are excused and do not count toward allowed absence hours (see Attendance Policy).
4. Payment of all fees (school and student organization dues).
5. All borrowed learning materials must be returned and any fines paid.
6. Completion of at least 2 community service activities during the program year (must be approved by the Coordinator).

7. In order to participate in the graduation ceremony, the student must have met all graduation requirements.

Grievance Procedure

In the event that a student (or student group) feels he/she has a problem involving an individual instructor, the following lines of authority must be followed. The student (or student group) may choose to represent himself/herself or appoint a representative of choice to accompany them. Any fees required by representation will be the involved students' responsibility.

1. The student will request a conference with the instructor and present the facts.
  1.1 Time Constraint - three (3) days from the occurrence.

2. Should the student not feel satisfied with the results of this conference, request a conference with the Coordinator of the WCTC–PN Nursing and present the grievance in a written, signed form. The Coordinator will also request a written, signed statement from the instructor involved.
  2.1 Time Constraint - one (1) week from the instructor/student conference.

3. If the problem is not resolved, the student may request a conference with the Coordinator of Adult Education
  3.1 Time Constraint – One (1) week from the coordinator/student conference.

4. If the problem is still not resolved, the student may request a conference with the Director of Adult and Technical Education.
  4.1 Time Constraint - one (1) week from the Coordinator of Adult Education/student conference.

5. If the problem is not yet resolved, the student may request a conference with the Director of Secondary Education.
  5.1 Time Constraint - two (2) weeks from the conference with the Director of Adult and Technical Education.

6. If the problem is not yet resolved, the student may request a conference with the Superintendent, of Wood County Schools.
  6.1 Time Constraint - three (3) weeks from the conference with the Director of Secondary Education.

7. Any grievances not settled satisfactorily may be brought to the Commission of the Council on Occupational Education, Wood County Technical Center's accreditation council.

Council on Occupational Education
7840 Roswell Road
Building 300, Suite 325
Atlanta, GA 30350
https://council.org

The complainant's mailing address should be included with the correspondence.
The phone number for the Council on Occupational Education is (800) 917-2081.

8. If the problem is not resolved after all the previous steps have been followed, the student is entitled to due process as defined by legal statutes.

Academic Dishonesty

Wood County Technical Center - Practical Nursing will not tolerate academic dishonesty of any kind. Academic dishonesty is defined as:

1. CHEATING:

- **A**. Unauthorized use of any materials, notes, sources of information, study aid or tools during an academic exercise. No cell phones, smart watches, calculators, palm computers, tablets such as an IPAD or hats allowed during exams. Calculators will be provided, if necessary.
- **B**. Unauthorized assistance of a person, other than the course instructor during an academic exercise. This includes text messaging, PDA's, etc during exams.
- **C**. Unauthorized viewing of another person's work during an academic exercise.
- **D**. Unauthorized securing of all or any part of assignments or examinations in advance of the submission by the instructor.

2. FABRICATION/FALSIFICATION:

The unauthorized invention or alteration of any information, citation, data or means of verification in an academic exercise, or on an academic record.

3. PLAGIARISM:

Submitting as one's own work or creation any material or an idea wholly or in part created by another. This includes, but is not limited to:

- **A.** Oral, written and graphical material
- **B.** Both published and unpublished work
- **C.** Any material(s) downloaded from the internet

It is the student's responsibility to clearly distinguish their own work from that created by others. This includes proper use of quotation marks, paraphrase and the citation of the original source. Students are responsible for both intentional and unintentional acts of plagiarism.

4. BRIBES/FAVORS/THREATS:

Attempting to unfairly influence a course grade or the satisfaction of program requirements through any of these actions is prohibited.

5. COMPLICITY:

Helping or attempting to help someone commit an act of academic dishonesty.

6. SANCTIONS:

The instructor will impose one or more of the following:

1. A lower or failing project/paper/test grade.
2. A lower final course grade.
3. Failure of the course and exit from the program.
4. Exclusion from further participation in the class (including laboratories or clinical experiences) and exit from the program.

Dismissal

Reasons for dismissal include, but are not limited to:

1. A failing theory grade or unsatisfactory clinical evaluation.
2. Failure to complete mandatory standardized testing and/or skill modules (see Standardized Tests / Skill Modules Policy).
3. Excessive absences. Excessive Absences is defined as arriving after class or clinical has started, regardless of the reason (see Attendance Policy).
4. Failure to make-up missed work in a timely manner.
5. Failure to prepare for clinical assignments (clinical research, medication cards, etc.).
6. Being under the influence of alcohol or unauthorized substances (see Drug and Alcohol Policy).
7. Failure to disclose any criminal conviction, felony or misdemeanor (see Admission of Students With Law Violations Policy).
8. Academic dishonesty (see Academic Dishonesty Policy).
9. Dishonesty (cheating on a test, falsifying an assignment or document, recording or reporting fictitious information about client care, stealing, etc.). Violations of this policy will result in immediate dismissal (see Academic Dishonesty Policy).
10. Use of social media to reveal confidential information (see Social Media Policy).
11. Breach of confidentiality or client endangerment may result in immediate dismissal.
12. Insubordination; for example: disobedience, using profanity, failure to comply with policies of the school of nursing, Wood County Schools, and/or cooperating agencies.

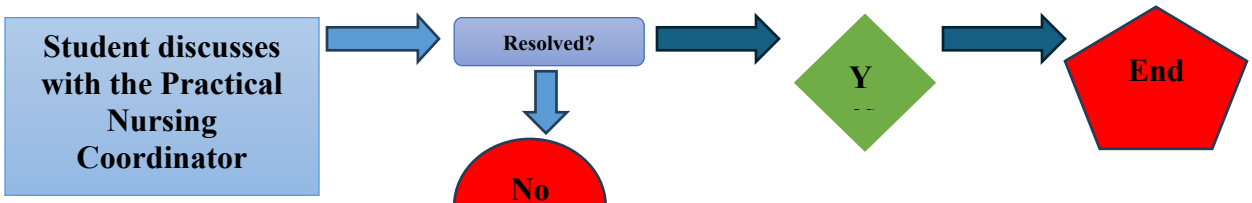
Dismissal Appeal Procedure

In the event that a student feels he/she has been unfairly dismissed, the following lines of authority and timeline must be followed.

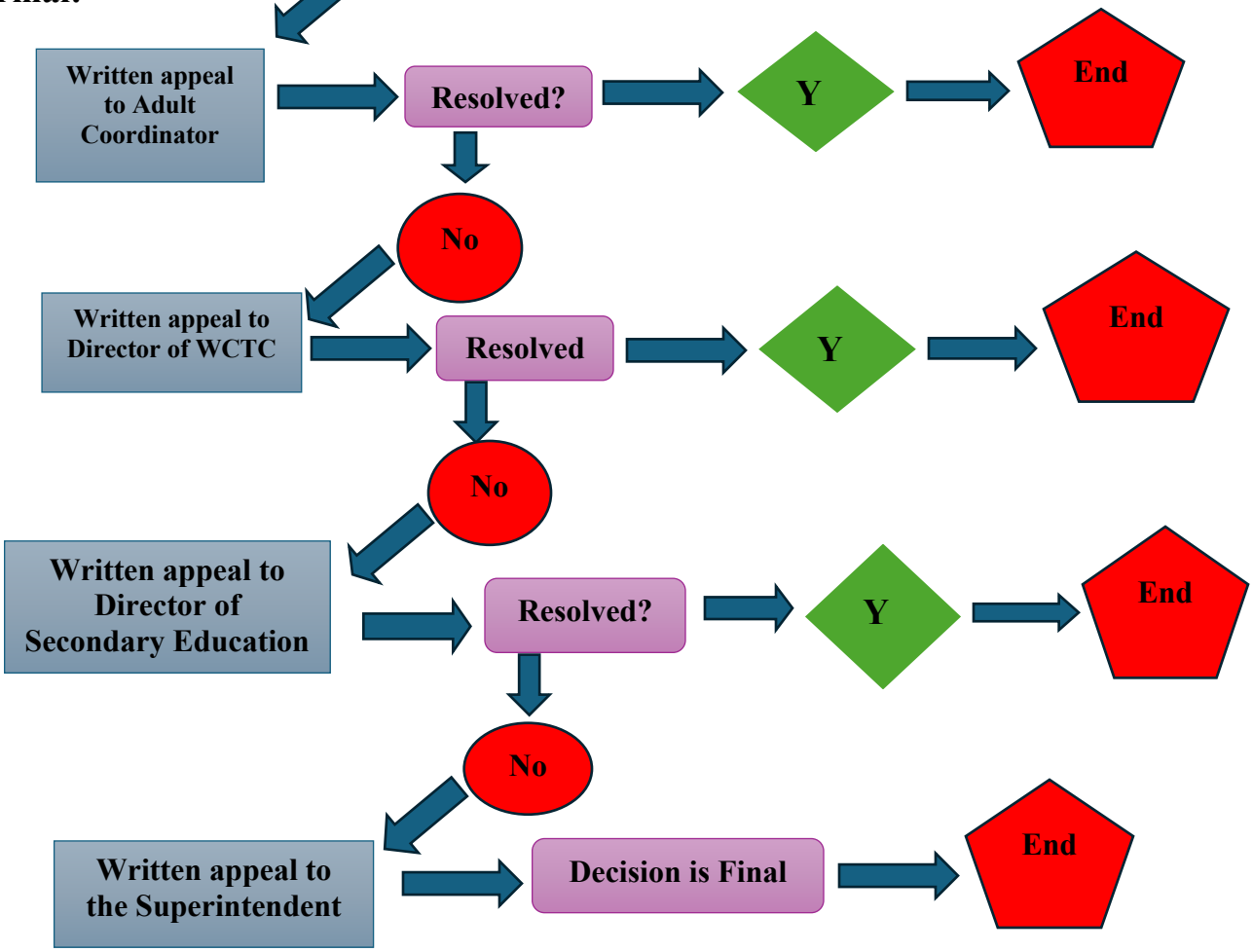
1. The student will request a conference with the Practical Nursing Coordinator and present the facts within 24 hours after the dismissal.
2. Should the student not be satisfied with the results of this conference they can send a written appeal to the Coordinator of Adult Education within one week of the decision of the Practical Nursing Coordinator.
3. If the problem is still not resolved, the student can send a written appeal to the Director of the Wood County Technical Center within three (3) days of the decision of the Adult Education Coordinator.
4. If the problem is still not resolved, the student can send a written appeal to the Director of Secondary Education within three (3) days of the decision of the Director of the Wood County Technical Center.
5. If the problem is still not resolved, the student can send a written appeal to the Superintendent of the Wood County Schools.

WOOD COUNTY SCHOOL TECHNICAL CENTER
Dismissal Appeal Procedure from the Practical Nursing Program

Informal:



Formal:



Leave Of Absence

Leave of absences are discouraged. Leave may be granted for extenuating circumstances on an individual basis. See Readmission Policy.

Withdrawal

A student wishing to withdraw must make an appointment with the Coordinator. All library books must be returned and all business arrangements completed. Unless the student follows this procedure, he/she may not be eligible for readmission to the School, nor will they receive a partial transcript. The Wood County Technical Center - Practical Nursing requires any Federal Student Financial Aid recipient to make an appointment with the Financial Aid Administrator to discuss how the school's Refund Policy and the Federal Government Return of Funds Formula will affect their financial aid account. Students are advised that the school's refund policy is a separate calculation - a student may, upon their withdrawal from school, owe the Federal Government a repayment of Federal Aid received, and also owe the school for tuition and fees. Federal Student Aid which are considered to be "unearned" by the Return of Funds formula will be returned to the Pell Grant first. The school will make any required refund to aid programs within 45 days of the student's official withdrawal date. Should the Return of Funds formula result in a refund due to the student for tuition and fees paid, the amount to be refunded to the student will be applied to any student liability to the Federal Student Aid Programs first. Should a student find themselves owing a repayment of "unearned" Federal Pell Grant, the school will notify the student of the amount; the student will be given 30 days to make such repayment to the school's Federal Aid Account, and after that point, begin preparation to refer the account to the U.S. Department of Education for collection. Unpaid amounts of "unearned" Pell Grant are called "overpayments" - a student with an overpayment of Pell Grant will not be eligible for future Federal Student Aid until such time as the student repays, or makes arrangements to repay, the amount due. Students leaving the Program prior to graduation will not receive any Title IV funds due them for cost of living expenses. This money will be returned to the PELL Grant Account or lending institution.

Readmission Policy

Readmission will be considered within one calendar year on an individual basis. Students must complete the program within 24 months of original admission date. Faculty decision will be based on the resolution of the problems that necessitated the withdrawal/exit. If the reason for leaving the program was course failure the applicant must begin the admission process as a first-time applicant. Applicants will be denied readmission if they were dismissed for breach of confidentiality, client endangerment, being under the influence of alcohol or unauthorized substances, failure to disclose previous criminal convictions, dishonesty, or insubordination. If the reason for being exited from the program was exceeding the attendance policy time, the individual must make up time before being reinstated. These make up hours will be determined on an individual basis with the goal of completing required clock hours. Any outstanding debt owed to the school from the student must be resolved before readmission to the program will be allowed. Readmission is not possible if it increases the student/instructor ratio beyond acceptable limits.

Uniform Regulations

The complete uniform for females includes a standardized uniform of a green top with school emblem (embroidered by uniform company), green uniform pants, white hose or white crew socks, white vinyl or leather work shoes (no open toes, open heels, or cloth shoes), watch with a second hand, name badge, bandage scissors, pen light, BP cuff, and a stethoscope. Females have the option of wearing a green skirt (minimum – knee length) instead of pants, with white hose. Male students wear a standardized uniform of a green top with the school emblem (embroidered by uniform company), green uniform pants, white crew socks, white vinyl or leather work shoes (no open toes, open heels, or cloth shoes), watch with a second hand, name pin, bandage scissors, pen light, BP cuff, and a stethoscope. **Two uniforms (green uniform top and green uniform bottom) are required.** All students are required to have a white lab coat, and a black fleece jacket with school emblem (embroidered on by uniform company). A green polo shirt with the school emblem is also required for clinical pick-up assignment days and mental health rotations. A school t-shirt will also be purchased. The green uniform tops and bottoms, lab jacket, black fleece jacket, polo shirt, and t-shirt are standardized and are to be purchased by the School through the designated uniform company used by the School. Payment is made at the time of the order as per uniform company policy. The approximate cost for all uniform pieces and supplies bought by the School is $340.00. Students must supply white hose or white crew socks, white vinyl or leather work shoes, and a watch with a second hand.

1. The student is expected to be neat and clean at all times. The hair must be clean and arranged off the collar and off the face. Extremes in hair styles are to be avoided. Hair must be a natural color. Any pins or barrettes are to be inconspicuous. Any student who is not well groomed will be sent off duty to correct the deficiency.
2. The hands are to be clean with fingertips rounded to the tops of the fingers **without** nail polish. Artificial nails or nail extenders (including dip, gel, etc…) are not acceptable. A plain wedding band may be worn with the uniform (rings with stones are not permitted). Students with visible body piercing are permitted to wear one set of small plain post earrings in the ear only. Face piercings must be covered by band aids. Tongue rings are considered visible and must be removed. Other rings must be covered with a band aide. Religious and medic alert medals must be worn on a long chain so that they do not show or dangle while giving nursing care. No bracelets. Tattoos should be covered if possible. Those that are visible must be tasteful and non-offensive in nature. Any jewelry that is used for medical reasons must have a letter written from the prescribing practitioner to be kept in the school file.
3. Student uniforms may be required for return demonstrations in the school laboratory setting. Uniforms are not to be worn for everyday activities – shopping, restaurants, etc.
4. The uniform top should cover the chest. A tank or short sleeve/sleeveless white tee may be worn underneath for coverage. No printed or colored underwear. Underwear must not be visible when bending or reaching when providing patient care. Pants should fit properly so as not to slip down when bending over–suspenders or wearing a tucked in white tee shirt under the uniform top may be needed. Pants should also be hemmed so as not to drag the ground. Do not use bleach on uniforms made with a "blend" of fibers or with the school emblem.

5. On clinical pick-up assignment days, dress is casual/professional – (no jeans, leggings, shorts, capri pants, cuffed pants, sandals, flip-flops, bare legs, short skirts, midriffs, halter tops, spaghetti straps, low cut pants, low neck lines, hats or fashion head coverings, apparel with advertising, camouflage clothing, sweats, or warm-up suits, see through tops, visible underclothing, etc.). Students must wear their lab jacket with the School emblem and name pin. The green polo with black dress pants may also be used for clinical pick- assignment days.
6. The School observes the dress code at the facilities where clinical is held–faculty and students must abide by these policies.
7. Students and faculty must also abide by the dress code for Wood County Schools and the Wood County Technical Center.

Classroom Testing

When students miss a classroom test, Instructors may choose to administer a make-up test with a different format than the usual multiple-choice test (i.e., essay test). Any tests that were missed must be completed the next class day, unless prior arrangements have been made with the instructor. Make-up work is to be done before or after school hours and must be arranged with the instructor. Instructors are not expected to give up their lunch time to administer make-up tests. Students missing a test will take the test as soon as they arrive at school.

School Calendar

The school calendar mostly corresponds with the Wood County Board of Education School Calendar, except during summer months. See the Master Plan Calendar for scheduled days. Classes are held during the daytime hours. Clinical hours may be day or evening and depend upon affiliating agency schedules and availability. The school calendar for days and hours may be changed at any time during the school year due to circumstances such as inclement weather, clinical space availability or any other unforeseen events that may arise.

Transportation

Students are responsible for obtaining their own transportation to the School as well as to the affiliating agencies. Student experiences and/or rotations cannot be planned around car pools. Most agencies are in the Parkersburg area; however, students may have to commute a few days to Sharpe Hospital in Weston for a mental health rotation – car pooling is encouraged.

Parking

Students are responsible for their own transportation to and from their classes at the Center, Clinicals, and on-the-job training sites. Adult Students should park in the outside parking spots of the main parking lot and if these spots are full, park on the side of Blizzard Drive. Students must follow all rules of the School and Affiliating Agencies regarding parking.

Smoking

Tobacco products and vaping devices are prohibited on school property. Smoking regulations in affiliating agencies are very rigid; smoking areas are specifically marked. Any student smoking outside these areas will be dismissed.

Adult students will NOT be excused during the morning and afternoon sessions to leave campus in order to smoke. This practice causes problems with secondary students who are not permitted to do so and interferes with the instructional process. Adults are not permitted to smoke in their vehicles while parked on school property.

Cell Phones and Electronics

Students shall turn off any cell phones and/or electronic devices and put them away during class and clinical (see also Computer and Printer Policy). "Text Messaging" is forbidden during class. Using cell phones for picture taking is also forbidden during class or clinical. Students will not be permitted to use the calculator on their cell phone during testing. Cell phones are strictly prohibited in patient care areas (this includes report and break rooms on patient units). At no time should a student take pictures of a patient as this could be a breach of HIPAA. Emergency phone calls should be directed to the office (see Emergency Phone Calls). **WCTC-PN does not allow videotaping or recording of any kind during class or clinicals**.

Computers and Printers

A personal computer is required with access to the internet. Messages regarding last minute class or clinical changes can be relayed quickly and easily via email or remind messaging. In the event of Snow Days, make-up assignments will be given and access to a printer will be necessary. Instructors will not be providing copies of power point presentations. Permission to use computers or other electronic devices during lecture will be at the discretion of the instructor.

Social Media

This policy shall apply to all students, potential students, faculty, and staff associated with the program**. Persons violating this policy will face probation and possible exit from the program.**

Social media includes, but is not limited to blogs, podcasts, discussion forums, online collaborative information and publishing systems that are accessible to internal or external audiences (Wikis), RSS or syndication feeds, electronic media, video sharing, photo and audio sharing, and social networks (e.g. Facebook, Twitter and Snapchat).

- No confidential information regarding clinical practice or patient identifiable information of any kind shall be disclosed via any social media. Even if an individual is not identified by name, if there is reasonable basis to believe the person could still be identified from the information, then this could constitute a violation of HIPAA.
- Information must not be presented as a view or opinion of the school, faculty, or staff.
- Be respectful to others. Do not post derogatory statements about the school, faculty, students, staff, clinical agencies, nurses, doctors, patients, etc.
- Remember that online conversations are never private and what is published may be public for a long time.
- If you are unsure whether your actions constitute a violation of this policy, it is best not to do it.

Emergency Phone Calls

The telephone in the office should be used for emergency calls only. Be sure that babysitters, etc. have the Wood County Technical Center number and understand that it is only to be used in the event of an emergency. If an emergency arises and the student is on the clinical unit, the School Secretary will get the message to the student via the clinical instructor. Students are not permitted to receive personal phone calls on the clinical unit. The phone in the office is for school business only and is not to be used by students.

Change of Name, Address, Phone Number

Students who change their name, address, and/or phone number shall notify the School secretary in writing within one week of the change.

Transcripts

Students will receive a partial transcript at the completion of Nursing I, Nursing II and Nursing III. A complete transcript will be given to the student upon completion of graduation requirements and payment of all fees. A graduate may request an official transcript in writing and accompanied by a $5.00 payment. No transcripts will be released without written request and payment.

Employment

Students are encouraged not to undertake outside employment during the school year. Students that do work will not be given special consideration regarding attendance or assignments.

Snow Days

In the event of inclement weather, this School will observe the same closing policy as the rest of the Wood County School System (listen to the radio or TV for school closings). If closure extends beyond one week, students will be notified via radio and/or TV as to a designated meeting place. If a two-hour delay is scheduled, students will report to the classroom. In order to make-up missed time, students will be given an assignment to complete on Snow Days (i.e. Virtual Clinical Excursion Workbook Assignment – a computer is necessary to complete this assignment).

Fire Drill

In case of a fire alarm at the school, students should rise and silently exit, single file (down the closest stairwell if not on the first floor) to the outside and remain with the group. When on the clinical unit the students must follow the directions of the charge nurse on the clinical unit to which they are assigned. Each student is responsible for making themselves familiar with fire drill regulations specific to each agency.

Student Health & Health Insurance

Students are responsible for their own health needs. Illness or injury during school hours must be reported to an instructor. Please schedule appointment times that will not interrupt a clinical day as this impact's patient care. Students are encouraged to purchase student health insurance for the school year if they are not already covered. See the Coordinator for information.

Pregnancy

The student's continuance in the program is contingent upon their personal physician's release. If the student chooses to remain in school, she will be required to sign a waiver releasing the school and affiliating agencies from liability should her activities be detrimental to her and/or the child. Time missed due to pregnancy will be applied to absence hours.

Counseling/Guidance

Instructor counseling/guidance will be limited to program related material. Matters of a personal nature are not within the realm of instructor expertise. Students should consult private or community resources as needed.

Absence Reporting

School

If you are scheduled for class, SEND A REMIND MESSAGE to all instructors, and call the school and report the reason for your absence.

Clinical

If you are scheduled for the clinical unit, SEND A REMIND MESSAGE to all instructors, and call the unit on which you are scheduled at least one hour prior to the scheduled time. Identify yourself by name and that you are a student practical nurse. Give the personnel the reason for your absence. Repeated absences will result in probation and dismissal if it continues. *Failure to notify the clinical unit as outlined above will result in an unsatisfactory clinical evaluation.*

DRUG AND ALCOHOL POLICY

Drug Testing as Criteria for Admission

The applicant understands and agrees that he/she shall submit to drug/alcohol screening as part of the admission criteria for the Wood County Technical Center - Practical Nursing. If drug/alcohol screening is performed on a urine sample rather than a blood sample, the individual shall provide the sample under observation. Appropriate chain of custody procedures shall be followed. The results of the drug screening must be reported directly to the Wood County Technical Center - Practical Nursing by the laboratory performing the test. Receipt of positive results of a drug/alcohol screen for any substance for which the student has NO legal, valid prescription or for a non-prescription substance not declared prior to the screen shall be grounds for denial of admission to the practical nursing program.

Any individual who is on Methadone or Suboxone maintenance must disclose this to the Coordinator of the program at the time of application. This individual will be instructed to contact the LPN Board office to discuss implications of participation in Methadone maintenance on enrollment and progress through the PN program, as well as implications with regards to disciplinary action by the Board at the time that the individual may request licensure by examination. Factors to be considered with regards to these individuals' acceptance into the program include the nature of the drug addiction which led to the Methadone maintenance, acceptance of these individuals by the clinical agencies for

clinical experience, as well as the opinion of the individual's treating physician with regards to his/her ability to function in the capacity of a student practical nurse.

Drug Testing of Students Following Admission

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. 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. If drug/alcohol screening is performed on a urine sample rather than on a blood sample, the student shall provide the sample under observation. Appropriate chain of custody procedures shall be followed. Random drug/ alcohol screening shall be performed at the expense of the Wood County Technical Center - Practical Nursing.

Upon request of the nursing faculty or administration of the practical nursing program, if reasonable cause exists, the student shall agree to submit to testing to determine whether alcohol, controlled substances or substances which are mood altering in any way are present in his/her blood and/or urine. Testing shall be performed as soon as possible, if a urine sample is collected it shall be under observation. Appropriate chain of custody procedures shall be followed. Drug/alcohol screening pursuant to probable cause shall be at the expense of the student. Failure to submit to such a reasonable request shall be prima facie evidence of the presence of the aforementioned substances, and 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 cause his/her physician to document the prescribing of said medication. The student shall furnish documentation to the Coordinator of the Wood County Technical Center - Practical Nursing the next instructional day following the prescribing thereof. 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 drug, or other mood-altering medication, without a statement from his/her attending physician indicating the student's ability to perform nursing functions is not impaired and following evaluation by the coordinator or her designee to determine the student's functional ability.

Any student who utilizes any non-prescription substance which may contain alcohol, cause drowsiness, or in any way impair the ability to perform nursing functions shall inform the coordinator or her designee on any instructional day on which the substance is utilized, and prior to the student's submission to any drug/alcohol screen which may be requested in accordance with the above policies. At no time shall the student engage in direct patient care if the ability to perform nursing functions is impaired as determined by the coordinator or her designee following the use of a non-prescription substance.

Any student on Methadone 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 and differentiate any positive results for Opiates and other substances. Further, these individuals must cause 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 Maintenance will cause results of any drug screening conducted by the individual's treating physician

to be copied 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 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.

RECEIPT OF RESULTS INDICATING THE PRESENCE OF ANY AMOUNT OF ANY SUBSTANCE FOR WHICH THE STUDENT HAS NO LEGAL, VALID PRESCRIPTION OR FOR A NON-PRESCRIPTION SUBSTANCE NOT DECLARED PRIOR TO THE DRUG/ALCOHOL SCREENING SHALL BE GROUNDS FOR IMMEDIATE DISMISSAL WITHOUT READMISSION.

STUDENT ORGANIZATION

Class meetings are considered part of the total learning experience. ROBERTS RULES OF ORDER will be used for conducting business. A faculty member will be appointed by the Coordinator to act as class advisor and will be present at each meeting.

The following officers will be elected:

President	**Treasurer**
Vice-President	**Historian**
Secretary	**Parliamentarian**

Duties of the Class President are to preside over all class meetings, work with the class and faculty in planning activities and act as a spokesperson for the class. The president speaks at the graduation ceremony, attends the faculty meetings when needed, and serves on the Advisory Committee.

Duties of the Vice-President are to assist with class meetings and to preside over the meetings in the absence of the president. In the event that the president withdraws from school, the vice-president then assumes the office of president.

Duties of the Class Secretary are to record the minutes of the class meetings and to read the minutes at each meeting. Copies of the minutes are to be given to the class advisor.

Duties of the Class Treasurer are to collect, account for, and report the class funds. Record keeping skills are needed to fulfill this office.

Duties of the Historian are to keep a scrapbook of the class activities and to see that the proper announcements of the class activities are put in the local papers.

Duties of the Parliamentarian are to maintain order during meetings and to ensure that ROBERTS RULES OF ORDER are followed in conducting the meeting.

Social Functions

The planning and implementation of social functions are the responsibility of the student government with faculty assistance. Some suggested activities are: Christmas Party, Spring Picnic, Graduation Banquet, or other faculty approved activities. No alcohol is to be used at any school related activity.

Altruistic Activities

Altruism is defined as unselfish concern for the welfare of others. This is an important area to nurture as you mature into a caring health care worker and learn to work as a team member. Past classes have participated in such activities as:

~ American Heart Walk
~ Blood Drives
~ Fall Special Olympics
~ Community Health Screenings
~ Relay for Life (American Cancer Society in May)
~ Chaperones for ARC Dances

Students are required to participate in two (2) community service activities during the school year. The Student Organization will organize at least 2 events to meet this requirement. Students that choose not to participate in the class organized functions must find their own community service activities (with approval by the Coordinator). These and other community activities may be listed on your personal resume.

MISCELLANEOUS POLICY INFORMATION

Professional Organizations

The student is encouraged to join the National Association for Practical Nurse Education & Service, Inc. (NAPNES). Students may also join the American Nurses Association (ANA) as a subscriber.

HOSA and Skills USA

WV HOSA is as student organization composed of over 1400 members sponsored by secondary Health Science Education approved by the West Virginia Board of Education, and endorsed by the United States Department of Education. It is a chartered affiliate of National HOSA, a 140,000-member organization. WV HOSA includes two divisions the secondary (high schools) division and the postsecondary/collegiate division. Wood County Technical Center – Practical Nursing began a charter with the State and National HOSA the year of 2012. More information regarding HOSA membership will be discussed during the school year.

Skills USA is a national membership association serving high school, college and middle school students who are preparing for careers in trade, technical and skilled service occupations, including health occupations, and for further education. SkillsUSA is a partnership of students, teachers and industry working together to ensure America has a skilled workforce. SkillsUSA helps each student excel. Visit www.skillsusa.org for more information.

Family Education Rights and Privacy Information

Copies of this information are available in the school classroom.

Voter Registration

Application for voter registration via mail service is available in the school classroom.

Campus Security Report

Copies of this information are available in the school classroom.

Drug-Free Workplace Policy

Copies of this information are available in the school classroom.

Racial, Sexual, Religious/Ethnic Harassment and Violence Policy Statement

Copies of this information are available in the school classroom.

Reporting Crimes

Copies of this information are available in the school classroom.

Graduation and Employment Rates

Copies of this information are available in the school classroom.

TELEPHONE NUMBERS

Alicia Duranti	304-420-9501 Ext. 107
Amity	304-485-1781
Beth Carter	304-420-9501 Ext. 109
Brandy Wood	304-420-9501 Ext. 108
Memorial Health System	740-374-1400
Ohio Valley Health Care	304-485-5137
Selby General Hospital	740-568-2000
Toni Tennant	304-420-9501 Ext. 106
Westbrook	304-485-1721
Willows Nursing & Rehab.	304-428-5573
Wood County Technical Center	304-420-9501
Wood County Technical Center – Fax	304-893-9805
WVU Medicine – Camden Clark	304-424-2111

JUL2025

SUN	MON	TUE	WED	THU	FRI	SAT
			01	02	03	04	05
06	07	08	09	10	11	12
13	14 Class 6.0 Hours	15 Class 6.0 Hours	16 Class 6.0 Hours	17 Class 6.0 Hours	18 Class 6.0 Hours	19
20	21 Class 6.0 Hours	22 Class 6.0 Hours	23 Class 6.0 Hours	24 Class 6.0 Hours	25 Class 6.0 Hours	26
27	28 Class 6.0 Hours	29 Class 6.0 Hours	30 Class 6.0 Hours	31 Class 6.0 Hours		

Theory Hours 84 Hours

AUG 2025

SUN	MON	TUE	WED	THU	FRI	SAT
					01 Class 6.0 Hours	02
03	04 Class 6.0 Hours	05 Class 6.0 Hours	06 Clinicals 6.5 Hours	07 Clinicals 6.5 Hours	08 Class 6.0 Hours	09
10	11 Class 6.0 Hours	12 Class 6.0 Hours	13 Clinicals 6.5 Hours	14 Clinicals 6.5 Hours	15 Class 6.0 Hours	16
17	18 No School Faculty Senate	19 No School Prof. Learning	20 Clinicals 6.5 Hours	21 Clinicals 6.5 Hours	22 Class 6.0 Hours	23
24	25 Class 6.0 Hours	26 Class 6.0 Hours	27 Clinicals 6.5 Hours	28 Clinicals 6.5 Hours	29 Class 6.0 Hours	30
31						

Theory Hours 66 Hours (Total Hours to Date = 150 Hours)
Clinical Hours 52 Hours
Total Hours to Date = 202 Hours
Total Days = 33 Days

SEP2025

SUN	MON	TUE	WED	THU	FRI	SAT
	01 No School Labor Day	02 Class 6.0 Hours	03 Clinical 6.5 Hours	04 Clinical 6.5 Hours	05 Class 6.0 Hours	06
07	08 Class 6.0 Hours	09 Class 6.0 Hours	10 Clinical 6.5 Hours	11 Clinical 6.5 Hours	12 Class 6.0 Hours	13
14	15 Class 6.0 Hours	16 Class 6.0 Hours	17 Clinical 6.5 Hours	18 Clinical 6.5 Hours	19 Class 6.0 Hours	20
21	22 Class 6.0 Hours	23 Class 6.0 Hours	24 Clinical 6.5 Hours	25 Clinical 6.5 Hours	26 Class 6.0 Hours	27
28	29 Class 6.0 Hours	30 Class 6.0 Hours				

Theory Hours 78 Hours (Total Hours to Date = 228 Hours)
Clinical Hours 52 Hours (Total Hours to Date = 104 Hours)
Total Hours to Date = 332 Hours
Total Days = 54 Days

OCT 2025

SUN	MON	TUE	WED	THU	FRI	SAT
			01 Clinical 6.5 Hours	02 Clinical 6.5 Hours	03 Class 6.0 Hours	04
05	06 Class 6.0 Hours	07 Class 6.0 Hours	08 Clinical 6.5 Hours	09 Clinical 6.5 Hours	10 Class 6.0 Hours	11
12	13 No School Prof. Learning	14 Class 6.0 Hours	15 Clinical 6.5 Hours	16 Clinical 6.5 Hours	17 Class 6.0 Hours	18
19	20 Class 6.0 Hours	21 Class 6.0 Hours	22 Clinical 6.5 Hours	23 Clinical 6.5 Hours	24 Class 6.0 Hours	25
26	27 Class 6.0 Hours	28 Class 6.0 Hours	29 Clinical 6.5 Hours	30 Clinical 6.5 Hours	31 Class 6.0 Hours	

Theory Hours 72 Hours (Total Hours to Date = 300 Hours)
Clinical Hours 65 Hours (Total Hours to Date = 169 Hours)
Total Hours to Date = 469 Hours
Total Days = 76 Days

NOV2025

SUN	MON	TUE	WED	THU	FRI	SAT
						01
02	03 Class 6.0 Hours	04 Class 6.0 Hours	05 Clinical 6.5 Hours	06 Clinical 6.5 Hours	07 Class 6.0 Hours	08
09	10 Class 6.0 Hours	11 Holiday Veterans Day	12 Clinical 6.5 Hours	13 Clinical 6.5 Hours	14 Class 6.0 Hours	15
16	17 Class 6.0 Hours	18 Class 6.0 Hours	19 Clinical 6.5 Hours	20 Clinical 6.5 Hours	21 Class 6.0 Hours	22
23	24 No School Thanksgiving Break	25 No School Thanksgiving Break	26 No School Thanksgiving Break	27 Holiday Thanksgiving Day	28 No School Thanksgiving Break	29
30						

Theory Hours 48 Hours (Total Hours to Date = 348 Hours)
Clinical Hours 39 Hours (Total Hours to Date = 208 Hours)
Total Hours to Date = 556 Hours
Total Days = 90 Days

DEC2025

SUN	MON	TUE	WED	THU	FRI	SAT
	01 Class 6.0 Hours	02 Class 6.0 Hours	03 Clinical 6.5 Hours	04 Clinical 6.5 Hours	05 Class 6.0 Hours	06
07	08 Class 6.0 Hours	09 Class 6.0 Hours	10 Clinical 6.5 Hours	11 Clinical 6.5 Hours	12 Class 6.0 Hours	13
14	15 Class 6.0 Hours	16 Class 6.0 Hours	17 Clinical 6.5 Hours	18 Clinical 6.5 Hours	19 No School Prof. Learning	20
21	22 No School Christmas Break	23 No School Christmas Break	24 No School Christmas Break	25 Holiday Christmas Day	26 No School Christmas Break	27
28	29 No School Christmas Break	30 No School Christmas Break	31 No School Christmas Break			

Theory Hours 48 Hours (Total Hours to Date = 396 Hours)
Clinical Hours 39 Hours (Total Hours to Date = 247 Hours)
Total Hours to Date = 643 Hours
Total Days = 104 Days

JAN2026

SUN	MON	TUE	WED	THU	FRI	SAT
				01 Holiday New Years	02 No School Christmas Break	03
04	05 Class 6.0 Hours	06 Class 6.0 Hours	07 Clinical 6.5 Hours	08 Clinical 6.5 Hours	09 Class 6.0 Hours	10
11	12 Class 6.0 Hours	13 Class 6.0 Hours	14 Clinical 6.5 Hours	15 Clinical 6.5 Hours	16 Class 6.0 Hours	17
18	19 Holiday Martin Luther Ling Day	20 Class 6.0 Hours	21 Clinical 6.5 Hours	22 Clinical 6.5 Hours	23 Class 6.0 Hours	24
25	26 Class 6.0 Hours	27 Class 6.0 Hours	28 Clinical 6.5 Hours	29 Clinical 6.5 Hours	30 Class 6.0 Hours	31

Theory Hours 66 Hours (Total Hours to Date = 462 Hours)
Clinical Hours 52 Hours (Total Hours to Date = 299 Hours)
Total Hours to Date = 761 Hours
Total Days = 123 Days

FEB2026

SUN	MON	TUE	WED	THU	FRI	SAT
01	02 Class 6.0 Hours	03 Class 6.0 Hours	04 Clinical 6.5 Hours	05 Clinical 6.5 Hours	06 Class 6.0 Hours	07
08	09 Class 6.0 Hours	10 Class 6.0 Hours	11 Clinical 6.5 Hours	12 Clinical 6.5 Hours	13 Class 6.0 Hours	14
15	16 No School Prof. Learning	17 Class 6.0 Hours	18 Clinical 6.5 Hours	19 Clinical 6.5 Hours	20 Class 6.0 Hours	21
22	23 Class 6.0 Hours	24 Class 6.0 Hours	25 Clinical 6.5 Hours	26 Clinical 6.5 Hours	27 Class 6.0 Hours	28

Theory Hours 66 Hours (Total Hours to Date = 528 Hours)
Clinical Hours 52 Hours (Total Hours to Date = 351 Hours)
Total Hours to Date = 879 Hours
Total Days = 142 Days

MAR2026

SUN	MON	TUE	WED	THU	FRI	SAT
01	02 Class 6.0 Hours	03 Class 6.0 Hours	04 Clinical 6.5 Hours	05 Clinical 6.5 Hours	06 Class 6.0 Hours	07
08	09 Class 6.0 Hours	10 Class 6.0 Hours	11 Clinical 6.5 Hours	12 Clinical 6.5 Hours	13 Class 6.0 Hours	14
15	16 Class 6.0 Hours	17 Class 6.0 Hours	18 Clinical 6.5 Hours	19 Clinical 6.5 Hours	20 Class 6.0 Hours	21
22	23 Class 6.0 Hours	24 Class 6.0 Hours	25 Clinical 6.5 Hours	26 Clinical 6.5 Hours	27 Class 6.0 Hours	28
29	30 Class 6.0 Hours	31 Class 6.0 Hours				

Theory Hours 84 Hours (Total Hours to Date = 612 Hours)
Clinical Hours 52 Hours (Total Hours to Date = 403 Hours)
Total Hours to Date = 1015 Hours
Total Days = 164 Days

APR2026

			01	02	03	04
			Clinical 6.5 Hours	Clinical 6.5 Hours	Class 6.0 Hours	
05	06	07	08	09	10	11
	No School Spring Break	No School Spring Break	No School Spring Break	No School Spring Break	No School Spring Break	
12	13	14	15	16	17	18
	No School Prof. Learning	Class 6.0 Hours	Clinical 6.5 Hours	Clinical 6.5 Hours	Class 6.0 Hours	
19	20	21	22	23	24	25
	Class 6.0 Hours	Class 6.0 Hours	Clinical 6.5 Hours	Clinical 6.5 Hours	Class 6.0 Hours	
26	27	28	29	30		
	Class 6.0 Hours	Class 6.0 Hours	Clinical 6.5 Hours	Clinical 6.5 Hours		

Theory Hours 48 Hours (Total Hours to Date = 660 Hours)
Clinical Hours 52 Hours (Total Hours to Date = 455 Hours)
Total Hours to Date = 1115 Hours
Total Days = 180 Days

MAY 2026

SUN	MON	TUE	WED	THU	FRI	SAT
					01 Class 6.0 Hours	02
03	04 Class 6.0 Hours	05 Class 3.0 Hours Clinical 3.0	06 Clinical 6.5 Hours	07 Clinical 6.5 Hours	08 Clinical 6.5 Hours	09
10	11 Clinical 6.5 Hours	12 Holiday Election Day	13 Clinical 6.5 Hours	14 Clinical 6.5 Hours	15 Clinical 6.5 Hours	16
17	18 Clinical 6.5 Hours	19 Clinical 6.5 Hours	20 Clinical 6.5 Hours	21 Clinical 6.5 Hours	22 Clinical 6.5 Hours	23
24 31	25 Holiday Memorial Day	26 Clinical 6.5 Hours	27 Clinical 6.5 Hours	28 Clinical 6.5 Hours	29 Clinical 6.5 Hours	30

Theory Hours 15 Hours (Total Hours to Date = 675 Hours)
Clinical Hours 107 Hours (Total Hours to Date = 562 Hours)
Total Hours to Date = 1237 Hours
Total Days = 199 Days

JUN2026

SUN	MON	TUE	WED	THU	FRI	SAT
	01 Clinical 6.5 Hours	02 Clinical 6.5 Hours	03 Clinical 6.5 Hours	04 Clinical 6.5 Hours	05 Clinical 6.5 Hours	06
07	08 Clinical 6.5 Hours	09 Clinical 6.5 Hours	10 Clinical 6.5 Hours	11 Clinical 6.5 Hours	12 Clinical 6.5 Hours	13
14	15 Clinical 6.5 Hours	16 Clinical 6.5 Hours	17 Clinical 6.5 Hours	18 Clinical 6.5 Hours	19 No School WV DAY	20
21	22 Clinical 6.5 Hours	23 Clinical 6.5 Hours	24 Clinical 6.5 Hours	25 Clinical 2.5 Graduation	26	27
28	29	30				

Theory Hours 0 Hours (Total Hours to Date = 675 Hours)
Clinical Hours 113 Hours (Total Hours to Date = 675 Hours)
Total Hours to Date = 1350 Hours
Total Days = 217 Days