

Practical Nursing students in the classroom

2026-2027 Practical Nursing Student Handbook

WACC.WARRENSBURGR6.ORG

WARRENSBBURG AREA CAREER CENTER
205 S. RIDGEVIEW DR
WARRENSBURG, MO 64093
(660) 747-2283

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The Practical Nursing Student Handbook is subject to change. Policies may be updated as deemed necessary by the faculty and administration.

All district policies are accessible via the district website.
https://www.warrensburgr6.org/

Welcome to the Warrensburg Area Career Center Practical Nursing Program

Dear Students,

On behalf of the entire faculty and staff, I am pleased to welcome you to the Warrensburg Area Career Center Practical Nursing Program. As you embark on this rewarding educational journey, we are committed to supporting you every step of the way as you develop the knowledge, skills, and compassion needed to excel in the nursing profession.

Our goal is to provide a high-quality, student-centered education that prepares you to become a skilled, caring, and competent nurse. We are dedicated to fostering a positive learning environment that promotes both personal and professional growth. Our goal is to equip you with the tools to not only succeed in the classroom but also to thrive in the clinical setting, where your expertise will make a real difference in the lives of those you care for.

At Warrensburg Area Career Center, we believe that nursing is a calling, a vocation driven by a desire to serve others. Your dedication, hard work, and commitment to learning will help you reach your full potential, and we are here to guide and support you throughout this transformative journey.

We encourage you to take full advantage of the resources and opportunities available to you, and to approach your studies with a passion for excellence. Together, we will work toward ensuring that you are fully prepared to meet the challenges and rewards of the nursing profession.

We are excited to see you grow and succeed in this program and beyond. Welcome to the Warrensburg Area Career Center Practical Nursing Program!

Sincerely,

Shiralee Beck, RN, BSN, MSCTE
Practical Nursing Coordinator

FACULTY/STAFF INFORMATION

WACC FACULTY/STAFF – ADULT PROGRAMS

Director

Andrew Wakeman, Ed. S.

Administrative Assistant/Financial Aid Coordinator

Kathleen Stockton

Administrative Assistant

Lea Pummill

Placement/Counselor

TBD

Practical Nursing

Shiralee Beck, RN, BSN, MCTE

TBD

Kathy Loyd, RN

Class CA – Hairdressing and Manicuring

Sarah Smarr, Class CA – Hairdressing and Manicuring Program

Integrated Academics

David Richner, Ed. S.

Custodian

Trent Hayes

WARRENSBURG R-VI ADMINISTRATION

Superintendent	Dr. Steve Ritter
Assistant Superintendent	Dr. Troy Marnholtz
Assistant Superintendent	Dr. John Finnane

OFFICE HOURS

Monday thru Friday	7:00 am – 3:15 pm

NURSING FACULTY QUALIFICATIONS

Full time faculty members shall hold a license as a Registered Professional Nurse and have earned a Bachelor of Science Degree in Nursing. In addition, each faculty member shall hold a Vocational Education Teaching Certificate granted by the Department of Elementary and Secondary Education.

PROGRAM DIRECTORY

FACULTY PHONE NUMBERS

Career Center Office	(660) 747-2283
Kathleen Stockton	Ext. 2512
Practical Nursing Instructors	
Shiralee Beck, RN, BSN, MCTE	Ext. 2680
TBD	Ext. 2681
Facility Phone Numbers	
Compass Health Network	(660) 747-7127
Country Club Care Center	(660) 429-4444
E.W. Thompson	(660) 851-0668
George J and Hilda Meyer Foundation, Inc. dba Meyer Care Center	(660) 584-4416
Good Shepherd Community Care	(660) 463-2267
Holden Manor	(816) 732-4138
Johnson County Community Health Services	(660) 747-6121
Missouri Veterans Home	(660) 543-5064
Ridge Crest Nursing Center	(660) 429-2177
Sylvia Thompson Care Center	(660) 826-2118
Warrensburg Manor Care Center	(660) 747-2216
Warrensburg R-VI Schools	(660) 747-7823
Western Missouri Medical Center (WMMC)	(660) 747-2500
Whiteman Air Force Base	(660) 687-1110
WMMC Bone & Joint	(660) 747-2228
WMMC Building Blocks Pediatrics	(660) 262-7415
WMMC Central Family Medicine	(660) 747-5114
WMMC Family/Express Care	(660) 262-7580
WMMC Family Practice Associates	(660) 747-7751
WMMC Family Practice – Knob Noster	(660) 563-5555
WMMC Women's Health Center	(660) 429-2228
WMMC Internal Medicine	(660) 429-2128

The facility list is subject to change.

Missouri State Board of Nursing: Nursing Practice Act and Rules

The following is Section 335.066 RsMo of the Missouri Nurse Practice Act. Graduation from a Practical Nursing Program DOES NOT guarantee the graduate eligibility to take the licensure exam per the following Statutes.

Missouri Revised Statutes

Chapter 335

Nurses

Section *335.066*

August 28, 2018

335.066. Denial, revocation, or suspension of license, grounds for civil immunity for providing information — complaint procedures.

1. The board may refuse to issue or reinstate any certificate of registration or authority, permit or license required pursuant to this chapter* for one or any combination of causes stated in subsection 2 of this section, or the board may, as a condition to issuing or reinstating any such permit or license, require a person to submit himself or herself for identification, intervention, treatment, or monitoring by the intervention program and alternative program as provided in section 335.067. The board shall notify the applicant in writing of the reasons for the refusal and shall advise the applicant of his or her right to file a complaint with the administrative hearing commission as provided by chapter 621.
2. The board may cause a complaint to be filed with the administrative hearing commission as provided by chapter 621 against any holder of any certificate of registration or authority, permit or license required by sections 335.011 to 335.096 or any person who has failed to renew or has surrendered his or her certificate of registration or authority, permit or license for any one or any combination of the following causes:
   1) Use or unlawful possession of any controlled substance, as defined in chapter 195, by the federal government, or by the department of health and senior services by regulation, regardless of impairment, or alcoholic beverage to an extent that such use impairs a person's ability to perform the work of any profession licensed or regulated by sections 335.011 to 335.096. A blood alcohol content of .08 shall create a presumption of impairment;
   2) The person has been finally adjudicated and found guilty, or entered a plea of guilty or nolo contendere, in a criminal prosecution pursuant to the laws of any state or of the United States, for any offense reasonably related to the qualifications, functions or duties of any profession licensed or regulated pursuant to sections 335.011 to 335.096, for any offense an essential element of which is fraud, dishonesty or an act of violence, or for any offense involving moral turpitude, whether or not sentence is imposed;
   3) Use of fraud, deception, misrepresentation or bribery in securing any certificate of registration or authority, permit or license issued pursuant to sections 335.011 to 335.096 or in obtaining permission to take any examination given or required pursuant to sections 335.011 to 335.096;
   4) Obtaining or attempting to obtain any fee, charge, tuition or other compensation by fraud, deception or misrepresentation;
   5) Incompetency, gross negligence, or repeated negligence in the performance of the functions or duties of any profession licensed or regulated by this chapter*. For the purposes of this subdivision, **"repeated negligence"** means the failure, on more than one occasion, to use that degree of skill and learning ordinarily used under the same or similar circumstances by the member of the applicant's or licensee's profession;
   6) Misconduct, fraud, misrepresentation, dishonesty, unethical conduct, or unprofessional conduct in the performance of the functions or duties of any profession licensed or regulated by this chapter, including, but not limited to, the following:
      a) Willfully and continually overcharging or overtreating patients; or charging for visits which did not occur unless the services were contracted for in advance, or for services which were not rendered or documented in the patient's records;

      b) Attempting, directly or indirectly, by way of intimidation, coercion or deception, to obtain or retain a patient or discourage the use of a second opinion or consultation;
      c) Willfully and continually performing inappropriate or unnecessary treatment, diagnostic tests, or nursing services;

d) Delegating professional responsibilities to a person who is not qualified by training, skill, competency, age, experience, or licensure to perform such responsibilities;
e) Performing nursing services beyond the authorized scope of practice for which the individual is licensed in this state;
f) Exercising influence within a nurse-patient relationship for purposes of engaging a patient in sexual activity;
g) Being listed on any state or federal sexual offender registry;
h) Failure of any applicant or licensee to cooperate with the board during any investigation;
i) Failure to comply with any subpoena or subpoena duces tecum from the board or an order of the board;
j) Failure to timely pay license renewal fees specified in this chapter;
k) Violating a probation agreement, order, or other settlement agreement with this board or any other licensing agency;
l) Failing to inform the board of the nurse's current residence within thirty days of changing residence;
m) Any other conduct that is unethical or unprofessional involving a minor;
n) A departure from or failure to conform to nursing standards;
o) Failure to establish, maintain, or communicate professional boundaries with the patient. A nurse may provide health care services to a person with whom the nurse has a personal relationship as long as the nurse otherwise meets the standards of the profession;
p) Violating the confidentiality or privacy rights of the patient, resident, or client;
q) Failing to assess, accurately document, or report the status of a patient, resident, or client, or falsely assessing, documenting, or reporting the status of a patient, resident, or client;
r) Intentionally or negligently causing physical or emotional harm to a patient, resident, or client;
s) Failing to furnish appropriate details of a patient's, client's, or resident's nursing needs to succeeding nurses legally qualified to provide continuing nursing services to a patient, client, or resident;

7) Violation of, or assisting or enabling any person to violate, any provision of sections 335.011 to 335.096, or of any lawful rule or regulation adopted pursuant to sections 335.011 to 335.096;
8) Impersonation of any person holding a certificate of registration or authority, permit or license or allowing any person to use his or her certificate of registration or authority, permit, license or diploma from any school;
9) Disciplinary action against the holder of a license or other right to practice any profession regulated by sections 335.011 to 335.096 granted by another state, territory, federal agency or country upon grounds for which revocation or suspension is authorized in this state;
10) A person is finally adjudged insane or incompetent by a court of competent jurisdiction;
11) Assisting or enabling any person to practice or offer to practice any profession licensed or regulated by sections 335.011 to 335.096 who is not registered and currently eligible to practice pursuant to sections 335.011 to 335.096;
12) Issuance of a certificate of registration or authority, permit or license based upon a material mistake of fact;
13) Violation of any professional trust or confidence;
14) Use of any advertisement or solicitation which is false, misleading or deceptive to the general public or persons to whom the advertisement or solicitation is primarily directed;
15) Violation of the drug laws or rules and regulations of this state, any other state or the federal government;
16) Placement on an employee disqualification list or other related restriction or finding pertaining to employment within a health-related profession issued by any state or federal government or agency following final disposition by such state or federal government or agency;
17) Failure to successfully complete the intervention or alternative program for substance use disorder;
18) Knowingly making or causing to be made a false statement or misrepresentation of a material fact, with intent to defraud, for payment pursuant to the provisions of chapter 208 or chapter 630, or for payment from Title XVIII or Title XIX of the federal Medicare program;
19) Failure or refusal to properly guard against contagious, infectious, or communicable diseases or the spread thereof; maintaining an unsanitary office or performing professional services under unsanitary conditions; or failure to report the existence of an unsanitary condition in the office of a physician or in any health care facility to the board, in writing, within thirty days after the discovery thereof;

20) A pattern of personal use or consumption of any controlled substance or any substance which requires a prescription unless it is prescribed, dispensed, or administered by a provider who is authorized by law to do so or a pattern of abuse of any prescription medication;
21) Habitual intoxication or dependence on alcohol, evidence of which may include more than one alcohol-related enforcement contact as defined by section 302.525;
22) Failure to comply with a treatment program or an aftercare program entered into as part of a board order, settlement agreement, or licensee's professional health program;
23) Failure to submit to a drug or alcohol screening when requested by an employer or by the board. Failure to submit to a drug or alcohol screening shall create the presumption that the test would have been positive for a drug for which the individual did not have a prescription in a drug screening or positive for alcohol in an alcohol screening;
24) Adjudged by a court in need of a guardian or conservator, or both, obtaining a guardian or conservator, or both, and who has not been restored to capacity;
25) Diversion or attempting to divert any medication, controlled substance, or medical supplies;
26) Failure to answer, failure to disclose, or failure to fully provide all information requested on any application or renewal for a license. This includes disclosing all pleas of guilt or findings of guilt in a case where the imposition of sentence was suspended, whether or not the case is now confidential;
27) Physical or mental illness, including but not limited to deterioration through the aging process or loss of motor skill, or disability that impairs the licensee's ability to practice the profession with reasonable judgment, skill, or safety. This does not include temporary illness which is expected to resolve within a short period of time;
28) Any conduct that constitutes a serious danger to the health, safety, or welfare of a patient or the public.

3. After the filing of such complaint, the proceedings shall be conducted in accordance with the provisions of chapter 621. Upon a finding by the administrative hearing commission that the grounds, provided in subsection 2 of this section, for disciplinary action are met, the board may, singly or in combination, censure or place the person named in the complaint on probation on such terms and conditions as the board deems appropriate for a period not to exceed five years, or may suspend, for a period not to exceed three years, or revoke the license, certificate, or permit.
4. For any hearing before the full board, the board shall cause the notice of the hearing to be served upon such licensee in person or by certified mail to the licensee at the licensee's last known address. If service cannot be accomplished in person or by certified mail, notice by publication as described in subsection 3 of section 506.160 shall be allowed; any representative of the board is authorized to act as a court or judge would in that section; any employee of the board is authorized to act as a clerk would in that section.
5. An individual whose license has been revoked shall wait one year from the date of revocation to apply for relicensure. Relicensure shall be at the discretion of the board after compliance with all the requirements of sections 335.011 to 335.096 relative to the licensing of an applicant for the first time.
6. The board may notify the proper licensing authority of any other state concerning the final disciplinary action determined by the board on a license in which the person whose license was suspended or revoked was also licensed of the suspension or revocation.
7. Any person, organization, association or corporation who reports or provides information to the board of nursing pursuant to the provisions of sections 335.011 to 335.259** and who does so in good faith shall not be subject to an action for civil damages as a result thereof.
8. The board may apply to the administrative hearing commission for an emergency suspension or restriction of a license for the following causes:
   1) Engaging in sexual conduct as defined in section 566.010, with a patient who is not the licensee's spouse, regardless of whether the patient consented;
   2) Engaging in sexual misconduct with a minor or person the licensee believes to be a minor. **"Sexual misconduct"** means any conduct of a sexual nature which would be illegal under state or federal law;
   3) Possession of a controlled substance in violation of chapter 195 or any state or federal law, rule, or regulation, excluding record-keeping violations;
   4) Use of a controlled substance without a valid prescription;
   5) The licensee is adjudicated incapacitated or disabled by a court of competent jurisdiction;

6) Habitual intoxication or dependence upon alcohol or controlled substances or failure to comply with a treatment or aftercare program entered into pursuant to a board order, settlement agreement, or as part of the licensee's professional health program;
7) A report from a board-approved facility or a professional health program stating the licensee is not fit to practice. For purposes of this section, a licensee is deemed to have waived all objections to the admissibility of testimony from the provider of the examination and the admissibility of the examination reports. The licensee shall sign all necessary releases for the board to obtain and use the examination during a hearing; or
8) Any conduct for which the board may discipline that constitutes a serious danger to the health, safety, or welfare of a patient or the public.

9. The board shall submit existing affidavits and existing certified court records together with a complaint alleging the facts in support of the board's request for an emergency suspension or restriction to the administrative hearing commission and shall supply the administrative hearing commission with the last home or business addresses on file with the board for the licensee. Within one business day of the filing of the complaint, the administrative hearing commission shall return a service packet to the board. The service packet shall include the board's complaint and any affidavits or records the board intends to rely on that have been filed with the administrative hearing commission. The service packet may contain other information in the discretion of the administrative hearing commission. Within twenty-four hours of receiving the packet, the board shall either personally serve the licensee or leave a copy of the service packet at all of the licensee's current addresses on file with the board. Prior to the hearing, the licensee may file affidavits and certified court records for consideration by the administrative hearing commission.
10. Within five days of the board's filing of the complaint, the administrative hearing commission shall review the information submitted by the board and the licensee and shall determine based on that information if probable cause exists pursuant to subsection 8 of this section and shall issue its findings of fact and conclusions of law. If the administrative hearing commission finds that there is probable cause, the administrative hearing commission shall enter the order requested by the board. The order shall be effective upon personal service or by leaving a copy at all of the licensee's current addresses on file with the board.
11. (1) The administrative hearing commission shall hold a hearing within forty-five days of the board's filing of the complaint to determine if cause for discipline exists. The administrative hearing commission may grant a request for a continuance, but shall in any event hold the hearing within one hundred twenty days of the board's initial filing. The board shall be granted leave to amend its complaint if it is more than thirty days prior to the hearing. If less than thirty days, the board may be granted leave to amend if public safety requires.
    (2) If no cause for discipline exists, the administrative hearing commission shall issue findings of fact, conclusions of law, and an order terminating the emergency suspension or restriction.
    (3) If cause for discipline exists, the administrative hearing commission shall issue findings of fact and conclusions of law and order the emergency suspension or restriction to remain in full force and effect pending a disciplinary hearing before the board. The board shall hold a hearing following the certification of the record by the administrative hearing commission and may impose any discipline otherwise authorized by state law.
12. Any action under this section shall be in addition to and not in lieu of any discipline otherwise in the board's power to impose and may be brought concurrently with other actions.
13. If the administrative hearing commission does not find probable cause and does not grant the emergency suspension or restriction, the board shall remove all reference to such emergency suspension or restriction from its public records. Records relating to the suspension or restriction shall be maintained in the board's files. The board or licensee may use such records in the course of any litigation to which they are both parties. Additionally, such records may be released upon a specific, written request of the licensee.
14. If the administrative hearing commission grants temporary authority to the board to restrict or suspend the nurse's license, such temporary authority of the board shall become final authority if there is no request by the nurse for a full hearing within thirty days of the preliminary hearing. The administrative hearing commission shall, if requested by the nurse named in the complaint, set a date to hold a full hearing under the provisions of chapter 621 regarding the activities alleged in the initial complaint filed by the board.

15. If the administrative hearing commission refuses to grant temporary authority to the board or restrict or suspend the nurse's license under subsection 8 of this section, such dismissal shall not bar the board from initiating a subsequent disciplinary action on the same grounds.
16. (1) The board may initiate a hearing before the board for discipline of any licensee's license or certificate upon receipt of one of the following:
    a) Certified court records of a finding of guilt or plea of guilty or nolo contendere in a criminal prosecution under the laws of any state or of the United States for any offense involving the qualifications, functions, or duties of any profession licensed or regulated under this chapter, for any offense involving fraud, dishonesty, or an act of violence, or for any offense involving moral turpitude, whether or not sentence is imposed;
    b) Evidence of final disciplinary action against the licensee's license, certification, or registration issued by any other state, by any other agency or entity of this state or any other state, or the United States or its territories, or any other country;
    c) Evidence of certified court records finding the licensee has been judged incapacitated or disabled under Missouri law or under the laws of any other state or of the United States or its territories.

    (2) The board shall provide the licensee not less than ten days' notice of any hearing held pursuant to chapter 536.

    (3) Upon a finding that cause exists to discipline a licensee's license, the board may impose any discipline otherwise available.

(L. 1975 S.B. 108 § 12, A.L. 1981 S.B. 16, A.L. 1995 S.B. 452, A.L. 1999 H.B. 343, A.L. 2007 H.B. 780 merged with S.B. 308, A.L. 2013 H.B. 315, A.L. 2018 H.B. 1719)

*Words "chapter 335" appear in original rolls.

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

INTRODUCTION

MISSION STATEMENT

Engaging students in relevant education through career-focused experiences.

PHILOSOPHY

The Practical Nurse Program of the Warrensburg Area Career Center is dedicated to upholding the Warrensburg Area Career Center's mission of engaging students in relevant education through career-focused experiences. The Practical Nursing Program is committed to assisting individuals in developing their talents, reaching their educational goals, and becoming lifelong learners who positively contribute to their community.

The practical nursing curriculum is founded on principles of adult and collaborative learning. Learning is a process that facilitates changes in behavior, the acquisition of knowledge, skills, and attitudes necessary to function in the practical nurse role, and occurs when the individual is challenged and motivated to enhance personal knowledge and refine clinical skills.

The faculty believes learning is a lifelong process requiring professional and personal growth. Practical nurses should be educated to deliver patient-centered, culturally competent care using evidence-based practices under the supervision of the registered nurse. Learning experiences in the didactic, laboratory, and clinical components of the practical nursing program serve as the foundation for developing and providing competent nursing care.

The Warrensburg Area Career Center Practical Nursing Program defines nursing as a science and art of integrating knowledge and skills derived from biological, sociological, and behavioral sciences and information technology to deliver client-centered, culturally competent, and holistic care. Nursing is a humanistic art and science in which the nurse participates in collaborative care to facilitate activities that lead to health and healing or a peaceful death by using evidence-based research, implementing the nursing process, and educating the client throughout the lifespan.

The faculty has identified seven competencies/behaviors essential for practical nursing practice: professional behaviors, data collection, identification of client needs, therapeutic communication and interventions, critical thinking, and teaching-learning.

ACCREDITATION

The Council on Occupational Education accredits Warrensburg Area Career Center. The contact information is listed below:

Council on Occupational Education
7840 Roswell Road
Building 300, Suite 325
Atlanta, GA 30350
Phone: (770) 396-3898 or (800) 917-2081

MISSOURI STATE BOARD OF NURSING APPROVAL

The Practical Nursing Program has met the standards for approved programs of Practical Nursing for he years 2022 through 2027.

PLANS AND PROCEDURES

Warrensburg Area Career Center Plans and Procedures are available for review in the main office, the counselor's office, and online at wacc.warrensburgr6.org.

JURISDICTION

The Warrensburg Area Career Center, including its Practical Nurse Program, is under the jurisdiction of the Warrensburg R-VI School District. This program is approved by the Missouri Department of Education and the Missouri State Board of Nursing. The State Board of Nursing licenses professional and practical nurses, establishes minimum standards for nursing schools and approves nursing schools. The WACC Practical Nursing Program has met the State of Missouri's minimum standards and is approved for 2022 through 2027.

In addition to those regulatory bodies, the program also has several committees which serve in an advisory capacity. These committees are:

ADMISSION COMMITTEE: Members are appointed by the Administrator of the Practical Nursing Program with the approval of the Director of the Warrensburg Area Career Center. The functions of the Admissions Committee are to assist in establishing and executing the Practical Nursing Program's admission policies, determine admissions criteria for prospective students, possible interview qualified candidates, and recommend candidates for admission based on established admissions criteria.

ADVISORY COMMITTEE: These committee members are appointed by the Practical Nursing Program Coordinator and faculty. Members will represent various backgrounds in nursing education, practice, patient care, recruitment, public relations, loans, scholarships, and curriculum and policy advice. The committee will meet a minimum of once a year.

FACULTY COMMITTEE: Comprised of the nursing faculty to develop, implement, maintain, and evaluate the curriculum and coordinate educational experiences.

PROGRAM INFORMATION

ESTIMATED EXPENSES AND COST OF ATTENDANCE

The estimated cost of the program is $22,700.00. The Estimated Expenses include tuition, books, and other supplies, which are part of the fees. Arrangements are made with book publishers and other entities, enabling the Practical Nursing Program to purchase textbooks and supplies available to students below competitive market rates.

Students do have the option of purchasing textbooks with the exception of the ATI books and the supplies on their own. Students must meet with the Program Coordinator by the date established in the application packet to get textbook approval. The titles and ISBNs must match what the school is purchasing. If approved purchases must be made by the 1st day of class; no waivers in tuition and fees will be made.

Financial aid eligibility is limited by the cost of attendance for the student's program of study or each academic year of a program longer than one year. As required by law, the Cost of Attendance includes institutional charges, such as tuition and fees, and institutionally determined expense allowances for living costs, transportation, and other allowable expenses. More information and a further breakdown of the Cost of Attendance are available on the WACC Financial Aid website.

https://warrensburgrvimo.sites.thrillshare.com/o/wacc/page/financial-aid

MALPRACTICE INSURANCE

The Warrensburg Area Career Center registers all Practical Nursing Students for professional malpractice insurance. This expense is a part of the tuition and fees.

LENGTH OF PROGRAM

1328 hours/44 weeks

PROGRAM OBJECTIVES

The Objectives of this Program are to prepare each student to:

1. Develop into a competent, safe, professional nurse in both practice and theory.
2. Successfully pass the National Council Licensure Examination for Practical Nurse (NCLEX-PN).
3. Possess entry-level nursing skills for healthcare employment.

To reach the above objectives the school nursing program staff will:

1. Create an environment conducive to the continuous personal, professional, and emotional development of students and faculty.
2. Provide students with the necessary foundation of knowledge in nursing theory, communication, and clinical nursing skills directed toward safe, effective, patient-centered care in a variety of settings.
3. Assist students in developing critical-thinking skills and decision-making abilities.
4. Promote in students a work ethic that includes honesty, reliability, dependability in attendance and punctuality, high standards of performance, and consideration for others.
5. Train students to provide safe, competent nursing care within an ethical/legal framework established by the Nurse Practice Act.
6. Recognize the role, responsibilities, and limitations of the scope of practice for a Practical Nurse.
7. Evaluate and assess student progress at regular intervals to indicate to students their strengths and weaknesses and ways in which they can improve.
8. Contribute to the promotion of self-care and optimal well-being of individuals and society through teaching and role modeling.
9. Provide a meaningful clinical experience through the use of cooperating agencies interested in providing an adequate learning climate as formalized in a written agreement.
10. Participate as a contributing member of the healthcare team.
11. Stimulate community interest and awareness of the school and its functions.
12. Maintain and upgrade nursing skills and knowledge through formal and informal learning opportunities.
13. Demonstrate characteristics necessary for employment.
14. Constantly re-evaluate its program in an effort to provide the best education possible in the practical nursing field.

STUDENT OBJECTIVES

The curriculum of this program is planned to help you, the student, develop the:

1. Ability to apply the scientific principles based on nursing care.
2. Knowledge of the health and illness needs of adults, the elderly, medical-surgical patients, childbearing families, and children to provide safe, caring, and scientific nursing care using the nursing process.
3. Clinical skills utilized by the practical nurse in the health care setting.
4. Ability to integrate principles of human behavior, group behavior, and growth and development into nursing care.
5. Critical-thinking and decision-making abilities required as part of a healthcare team.
6. Attitudes that foster flexibility and adaptability.
7. Skills to establish relationships with patients and co-workers, including the ability to communicate effectively and work cooperatively and independently.
8. Demonstrate employment skills for success including dependability, reliability, and punctuality.
9. Commitment to continuing education.
10. Appropriate code of behavior based on ethical principles emphasizing responsibility and accountability.

ADMISSIONS

ADMISSION REQUIREMENTS

1. Be at least seventeen years of age.
2. Return the completed application immediately so that a file may be opened.
3. Give the THREE enclosed reference forms to the reference persons listed on the application. The reference forms should be mailed by the person preparing them. Please provide the reference with a stamped envelope addressed to the Practical Nursing Program. We recommend that applicants use immediate supervisors, former employers, or others familiar with their work characteristics.
4. Official copy of your driver's license or other state identification card and Social Security card. Bring the original documents to the Career Center, we will make a copy. If mailing you will need a notarized copy of the documents.
5. An official copy of your high school transcripts. Your high school can e-mail or mail an official set directly to the school. If you have attended college, we will need an official copy of those transcripts as well. Official transcripts can be sent to 205 S. Ridgeview Drive, Warrensburg, MO, 64093 or ccarmack@warrensburgr6.org. Applicants with a GED must contact DiplomaSender and request documentation be sent directly to Warrensburg Area Career Center ccarmack@warrensburgr6.org. The applicant can contact DiplomaSender at 855-313-5799 or diplomasender.com.

   If the official transcripts are from a foreign country, the student must have the diploma evaluated to determine if it is equivalent to a U.S. high school diploma before the file is complete. The following companies have been used, ECE, WES, and Spantran.
6. We would like a copy of an vocational education or certification that you have received. (EMT, C.N.A., CMT, HS Health Occupations, other)
7. Pre-Entrance testing: TEAS (Test of Essential Academic Skills). An adjusted total individual score of 58% or greater is preferred. If the class is not full, we will accept a maximum of 25% of the class with a score of 56% on the TEAS. The scores must be within three years of the program deadline, with any exceptions at the discretion of the Program Coordinator and Director. When applying for the WACC PN Program, applicants will be allowed to take the TEAS a maximum of two times for the academic year for which they are applying.
8. Complete the Family Care Safety Registry and mail it with a fee to the Missouri Department of Health and Senior Services before **March 20, 2026**.
9. Complete the MO Highway Patrol MACHS **NAME SEARCH** Background Check and submit the notarized results to the Career Center.
10. Complete the Free Application for Federal Student Aid (FAFSA) at studentaid.gov. Our school code is 014434. You may be eligible for Access Missouri Grant funds if you complete your FAFSA before February 1, 2026.
11. A personal interview may be required.
12. Selection reflects consideration of the potential for the applicant to complete the program and meet the standards to write the NCLEX-PN.
13. An applicant for whom English is a second language shall pass an English proficiency examination and/or demonstrate a working knowledge of spoken English. The Practical Nursing program will use the ETS TOEFL test as an English proficiency examination. **The website is** https://www.ets.org/toefl.
14. The Practical Nurse Program adheres to a policy of nondiscrimination on the basis of sex, religion, race, ethnic origin, age, political affiliation, or disability.
15. Any applicant who appears on the employee disqualification list at the Division of Aging will not be eligible for admission. Persons on this list would not be allowed to complete the program's clinical component.
16. A criminal background check will be required before admission or before any clinical experience. The results could result in denying admission or continuation in the program. Random drug screenings may be required at the faculty or clinical facilities' discretion. Drug Screening will be performed through a local lab. If additional drug screenings are required, the student is responsible for the cost of each test.
17. Approval by the Admissions Committee.

ADMISSION REQUIREMENTS AFTER ACCEPTANCE INTO THE PROGRAM

1. Admission physical by an M.D., D.O., or Nurse Practitioner is required.
2. Applicants will be required to have CPR for Health Care Providers certification through the American Heart Association.
3. Applicants will present evidence of all required immunizations stated in the acceptance letter.
4. A passport, passport card, or Missouri Real ID for students who do not have Whiteman Air Force Base (WAFB) access. The Career Center will make a copy to have on record for the WAFB clinical.
5. No student shall be admitted later than five school days after the program's established entrance date per the Missouri Board of Nursing Minimum Standards.

One class is admitted each July; no students will be admitted later than five days after the established start date.

RE-ENTRY OF A STUDENT

Based on the "State of Missouri Minimum Standards for Accredited Programs of Practical Nursing" - 20 CSR 2200-3.090 – 4D - "Students who are readmitted or transferred shall complete the same requirements for graduation as other members of the class to which they are admitted."

Consideration of re-entry of any practical nursing student is only allowed for the immediate school year following (tuition prorated) withdrawal and/or dismissal. An applicant desiring re-entry in August will follow the standard admission process. The re-entry will be based on:

1. The student resubmits an application on or before the application deadline.
2. Evaluation of previous academic and clinical performance.
3. Evaluation of attendance record before the episode of illness, if applicable.
4. Demonstration of continued interest in nursing.
5. Current references and physical examination by an MD, DO, Nurse Practitioner, or Physician's Assistant.
6. A student success remediation plan developed by the Practical Nursing Coordinator must be completed before re-admission.
7. Competency performance lab with an 80% pass rate.
8. Attendance of New Student Orientation and Math Review courses.
9. All prior tuition and fee balances must be paid before re-entry.

At no time can the number of students in the program exceed 16. A decision to re-admit a student later in the year may be made on the basis of "space available" according to the above criteria. Re-entry students shall meet all criteria of other students in the program, and a planned program shall be set up for the student to fulfill the same requirements for graduation as all other students in that class.

No student will be accepted on a re-entry basis if they have failed more than one academic course. The above terms may be reconsidered at the discretion of the Program Coordinator.

ADVANCED PLACEMENT/TRANSFER CREDIT STUDENT POLICY

The WACC Practical Nursing program does not have an advanced placement/transfer credit policy and/or accept transfer credits.

HEALTH REQUIREMENTS/VACCINATION POLICY

HEALTH REQUIREMENTS/VACCINATION POLICY

To participate in clinical, **ALL** students must complete the necessary health documentation. A current physical exam, including immunization records, **MUST** be on file in the program's office.

Please review the following schedule to be sure your health record and immunizations meet the requirements for clinical participation. (Clinical participation is dependent on proof of the following):

1. Physical exam by MD, DO, Nurse Practitioner, or Physician Assistant indicating any:
   a. Physical / Mental / Emotional limitations
   b. A student will not be allowed in the clinical setting if any limitations will not let them complete the competencies of the clinical rotation.
   c. Students who take any medications that have the potential to alter or affect the central nervous system, such as pain relievers, antidepressants, mood elevators, tranquilizers, or sedatives, must have a current MD written approval upon request.
   d. All Physical Exams must be within six months of the start date and remain current for the entire school year.
2. 2-Step PPD (TB) Skin test for tuberculosis with negative results after June 1, 2026. The tests must be 1 – 3 weeks apart **OR** a QuantiFERON gold blood draw with negative results. If you have a history of positive TB, you must have a chest x -ray within the last five years provided. A tine test and/or a TB blood test is unacceptable. If a positive result is obtained, treatment must be followed by a provider.
3. Measles, Mumps and Rubello (MMR)
   a. Proof of **TWO** MMR doses
      or
   b. Positive titer for Measles, Mumps and Rubella (Blood test). We **MUST** have a copy of the lab report showing immunity.
4. Hepatitis B Series (Started by June 1st) AND a positive (reactive) Antibody titer blood draw after the series is complete. If the draw shows non-immunity, the student must receive a booster or complete the entire series, no titer is needed once the series is completed.
5. Tetanus/Diphtheria/Pertussis - documentation of boosters within the last ten years from the program completion date.
6. Varicella immunization (2 immunizations are required) or immunity proof (blood test, titer). If you do not have documented immunity, you must receive the immunizations.
7. All Healthcare Providers, including student nurses, will require influenza vaccine. You will have the opportunity to receive your vaccine during the flu shot clinic.

PREGNANCY

If pregnancy is suspected or actual, the student must notify the Program Coordinator as soon as possible. Any pregnancy during the school term may result in unsuccessful program completion due to physical restriction and /or inability to meet state-mandated hours and academic or clinical requirements.

LATEX ALLERGY

Any enrolled student with a known latex allergy is required to contact the program coordinator within the first week of school.

STATEMENT OF ESSENTIAL ABILITIES/SKILLS

Nursing is a practice that requires the use of physical, sensory, effective, mental, and communication skills. The faculty in the Practical Nursing Department at the Warrensburg Area Career Center has specified essential requirements and standards critical to students' success in any nursing program. Students must demonstrate the following essential abilities in the classroom and clinical settings to succeed in this program of study.

ESSENTIAL PHYSICAL SKILLS

1. Physical ability to perform fine motor skills involved in palpating muscles, bony prominences, picking up objects with hands, grasping small objects, writing with pen or pencil for a minimum of four hours, typing on a computer for a minimum of four hours, squeezing fingers, and palpating pulses.
2. Physical endurance and mobility may include standing and walking in the clinical and classroom setting for a minimum of eight hours. The ability to perform a full range of motion activities such as standing, walking, bending, turning, twisting the body, reaching arms above the head and below the waist, grasping and squatting, kneeling, and moving quickly to emergency situations within a minimum of an eight-hour time frame.
3. Physical strength involves independently lifting objects/patients weighing up to 25 pounds, moving heavy objects weighing up to 50 pounds, and maintaining upper body strength when handling a patient or performing CPR. Physical strength is required to transport a patient by moving, lifting, or transferring from a wheelchair, bed, stretcher, or exam table. The ability to manipulate, move, or adjust a variety of medical equipment to perform various medical procedures and adapt as needed to meet the environment and patient's needs.

ESSENTIAL PERCEPTUAL/SENSORY SKILLS

1. Ability to monitor and assess patients through the senses of seeing, hearing, touching, and smelling so that correct judgments are made to engage in safe practice.
2. Visual requirements include reading the fine print on a measuring device and computer screens, seeing objects more than 20 feet away, recognizing depths, using peripheral vision, and the ability to monitor patients' conditions and charting in dimly lit conditions.
3. Auditory requirements include hearing monitor alarms, emergency signals, normal speaking levels, and auscultate sounds for basic physical assessment of the patient.
4. Tactile requirements include the ability to palpate vibrations such as pulse, temperature of skin and solutions, and fluctuating temperatures.
5. Smell or olfactory requirements include the ability to detect smoke or noxious odors.

ESSENTIAL EMOTIONAL AND COPING SKILLS

1. Demonstrate the mental ability to focus attention on the task at hand, monitor one's own emotions, perform multiple responsibilities, cope with unexpected situations, and manage strong emotions such as grief or disgust to safely engage in the practice of nursing.
2. Maintain appropriate emotional behavior in emergency situations and adapt rapidly to environmental changes and demands.
3. Demonstrate good judgment and appropriate behavioral skills to complete of all responsibilities involved with patient care.
4. Provide emotional support and engage in appropriate conversation with the patient and the family.
5. Collaborate with others by seeking out information, asking for advice, and sharing with others to function as part of a team.

ESSENTIAL COGNITIVE AND INTELLECTUAL SKILLS

1. Solve problems involving measuring, calculating, reasoning, and analyzing.
2. Perform competently and safely within the guidelines of the Missouri State Board of Nursing Practice Acts.
3. Apply the instructions received from the classroom setting, skills laboratory, and learning projects in the clinical setting.
4. Comprehend, interpret and follow oral and written instructions.
5. Use critical thinking and problem-solving to recognize, assess, and understand conditions of one's surroundings for the purpose of arriving at the appropriate course of action.
6. Gather and assess data, establish priorities, develop a plan of action, and anticipate the needs of the patient.

ESSENTIAL COMMUNICATION SKILLS

1. Communicate in the English language with patients and their families with accuracy, clarity, and efficiency.
2. Communicate appropriately in the professional setting in both verbal and non-verbal communication.
3. Establish and maintain effective communication with all peers, instructors, and co-workers.
4. Read and understand healthcare setting materials such as textbooks, patient records, policy and procedure manuals, and medical supply packages.
5. Obtain accurate health history and assessments through appropriate, clear, and concise communication.

GENERAL INFORMATION

STUDENT CHANGES, NOTIFICATION

1. Please notify the school office, **IN WRITING**, immediately of any change in your name, address, or telephone number.
2. Graduates must remember to notify the State Board of Nursing if changes occur after receiving their license.

DRESS CODE

All students are expected to give proper attention to personal cleanliness and to dress appropriately for school and school functions.

CLASSROOM DRESS CODE

When a student's style of dress or appearance presents a clear and present danger to the student's health and safety or causes an interference with school work, or creates a classroom or school disorder, he or she will be asked to correct the condition. Students who must be sent home will have an unexcused absence added to attendance. Examples of school dress that are not permissible include but are not limited to: 36 (a) clothing and accessories that display offensive statements or pictures with alcohol, tobacco, other drugs, sexual innuendo, weapons or violent themes, inappropriate language, racial slogans or references (may include bandanas) or anything else that could infringe on the rights of others (b) mesh tops, backless/strapless tops, bare midriffs or half shirts, revealing tank tops and ripped or torn clothing which promotes inappropriate exposure, exposure of underwear. Sheer tops must have appropriate school dress beneath. (c) sunglasses, unless specifically ordered by a physician, Refusal to comply will result in consequences.

Students who violate the student dress code shall be required to modify their appearance by covering or removing the offending item, and, if necessary or practical, replacing it with an acceptable item. Any student who refuses to do so shall be subject to discipline, up to and including receiving a counseling statement, conference with the Program Coordinator, and being sent home for the remainder of the day and marked absent. Subsequent offenses will be treated as insubordination.

CLINICAL AREA DRESS CODE (worn on clinical days or as advised)

1. ***Students must dress in accordance with contractual agreements between WACC and the clinical sites.***
2. An agency may refuse educational access to its area if any student does not meet its standards of conduct, appearance, safety, or health.
3. Any student not conforming to the standard dress code and/or proper grooming and hygiene may be asked to leave the clinical or work experience areas and marked absent for the day.
4. Uniforms may only be worn to and from the clinical and lab areas.
5. School uniforms must be worn in clinical.
   a. May wear a long-sleeved shirt under school-ordered scrub top.
   b. School-ordered jacket may be worn over uniform, but no other jackets, hoodies, etc. may be worn.
   c. Uniform must be well-laundered and wrinkle-free.
   d. Name tags are **required** at all clinical sites at all times.
   e. Nursing shoes or athletic shoes should be clean, in good condition and reserved for clinical only. Shoes must have no openings on the tops of the shoes. Avoid highly decorated shoes that may impede your ability to run in an emergency. They should not be worn outside of the clinical experience. Shoes should be presented to the Clinical instructor/program coordinator for approval prior to clinical.
   f. Stethoscope, penlight, bandage scissors, analog watch with secondhand, notepad, I-Pad, and **BLACK** ballpoint pen are required.
   g. Jewelry – no bracelets or necklaces, with the exception of medical alert or spiritual/cultural significance (this must be communicated with instructors PRIOR to the start of clinical) ; plain wedding band (no stones); up to four small post/stud earrings may be worn (this includes facial piercings). **No dangle or hoop earrings are allowed**. No septum piercings are allowed.
   h. Glasses, clear contact lenses, or contacts tinted to natural eye color may be worn.
   i. **Visible tattoos should be covered if they are offensive. Facial tattoos must be covered. Your instructor will advise you on this. Please have this conversation prior to the clinical day.**
6. Grooming and Hygiene
   a. Daily shower – deodorant should be applied. **No** perfume, fragranced personal hygiene products, or aftershave is to be worn.
   b. Shampoo hair – hair must be clean and neat, **pulled back off the face**.
   c. Hair may only be dyed, tinted, or highlighted in a natural hair color.
   d. Short, clean, neatly clipped beards/mustaches are allowed.
   e. Cosmetics – If makeup is worn, it should be in **moderation**.
   f. No smoke odor on breath or clothes.
   g. Fingernails are to be kept trimmed and clean. Nail polish is not allowed. Nail length should not "extend beyond the fingertip." **Applied/artificial fingernails are not allowed**. A student will not be allowed in the clinical setting until nails are trimmed to the proper length. This is a safety issue related to infection control.
   h. **The student who does not abide by this will be barred from clinical, with result in clinical failure.**

CLINICAL DAY INFORMATION

1. Locker space in the clinical facilities is not usually available. It is advisable to leave purses and other valuables in the trunk of your car or at home. (WACC and the clinical facilities are NOT responsible for lost items.)
2. Breaks and meal scheduling is done at the clinical instructor's discretion. Meal breaks are 30 minutes. Breaks are optional and not guaranteed. ***Students are not allowed to leave the clinical building during the day.*** (i.e. you may not leave for lunch/smoking/etc. This also means you may not go to your car.)

3. Photo Identification (this is a patient's right and State law.)
    a. All students must wear a picture ID when participating in the clinical experience.
    b. Students will be furnished with a photo ID before beginning the clinical experience.
    c. Lost picture ID must be replaced before returning to the clinical rotations.
    d. To replace a lost ID, the student is responsible for contacting the program administrative assistant; there will be a $5.00 cost to the student payable at the time of replacement.
4. **Cell phones are not permitted in clinical facilities.**

HOSPITAL VISITATION

Friends and relatives who are patients in the hospital may only be visited during regular visiting hours and according to each facility's visitor policy. Please do so only after your regularly scheduled clinical time.

CLINICAL INTERACTION

Conversations and interactions with patients, families, employees, classmates, instructors, etc. in the clinical setting should be respectful and work-related. Casual and unprofessional conversations are not appropriate in the clinical setting.

STUDENT NURSE ORGANIZATION

Students are required to participate in the Student Nurse Organization, focusing on behaviors and attitudes that reflect professionalism within the nursing discipline. Participation includes activities to support and positively influence the goals of the nursing program and community. Participation includes planning and fundraising.

1. Practical Nurse Student Officers: Students will be elected to represent the Practical Nursing program. Offices held include:
    a. President
    b. Vice-president
    c. Secretary
    d. Treasurer
    e. Historian
    f. Fundraising Coordinator
2. The Student Nurse Organization and its members will abide by the written Constitution and by-laws.

ATTENDANCE POLICY

ATTENDANCE

Attendance is the professional responsibility of each student and is expected at all class sessions. Failure to attend a class may result in poor or inadequate performance on competency assessments. The classes are structured to ensure the student has the knowledge and skill base to pass the course. **Absences may result in failure in the course, resulting in dismissal from the Practical Nursing Program.** Consistent attendance is imperative for students to competently demonstrate basic skills and knowledge commensurate with a safe, effective Licensed Practical Nurse. The grading and evaluation system for the PN program requires that each course be passed with a "C" (80% or passing) in all courses and clinical.

Please refer to the Adult Student & Financial Aid handbook on attendance policies regarding financial aid.

TIME CLOCK

All students must use the time clock at the second set of entry doors under the TV. At the beginning of the day, you must clock in, out and in for lunch, and when you leave at the end of the day.

MAKEUP TIME

Make up time in the morning and/or lunch time must be in 30-minute increments, if a student is staying after class hours the 30-minute increment will not apply.

PLEASE NOTE: You must have 4 scans a day, failure to do so **WILL** result in a loss of ½ hour per missed scan. A grace period will be allotted for the first two weeks of school and the first week back in January after the return from the winter break.

CLASSROOM ABSENCES

1. All absences **REQUIRE** e-mailing or calling the Program Coordinator's office prior to 0800. Leaving a message on the coordinator's answering machine is acceptable (660) 747-2283 Ext. 2680.
    a. It is the student's responsibility to communicate with their instructor regarding missed work related to their absence. Communication through another student is NOT acceptable.
2. Attendance probation will be initiated when a student has reached an absence of two days or 14 hours in a quarter. Each quarter will start over. When a student has reached 5 days or 35 hours they will be on attendance probation for the remainder of the school year. **Students on attendance probation must meet with the Coordinator of the LPN program monthly and after each absence.** The year is divided into four quarters. **If a student exceeds an absence total greater than eight days or 56 hours in the program, the student will be dismissed from the program**. **Exception**: If the student is hospitalized for major illness/surgery, the administration will determine if the student will be allowed to return to school. Days spent in the hospital will not be included in attendance probation. The student must be able to complete make-up work to remain in school.
3. **A NO CALL/NO SHOW** is considered a **CLASSROOM ABSENCE AND FAILURE** for that day. A no call/no show is defined as: when a student fails to show up for their scheduled work without notifying their school they will not be attending within the 4 hours start time. Upon returning to the classroom, the student will receive documentation and remediation with the Program Coordinator.
4. A student absent with a NO CALL/NO SHOW for two days will automatically be dismissed from the program.
5. All attendance records are kept by the administrative assistant and are printed on the official transcript.

CLASSROOM TARDINESS/EARLY DEPARTURE

1. Students are required to be on time and prepared for class.
   a. If a student is unavoidably late, they must notify the Program Coordinator via email or calling (660) 747-2283 Ext. 2680.
   b. Students are required to check in at the main office and clock in upon arrival.
2. If a student finds it necessary to leave school early, they must notify the instructor and the coordinator prior to leaving, check out at the main office, and clock out upon departure.
3. Classroom tardiness/early departures are calculated as follows:
   a. **Tardy = 0 – 15 minutes; Tardy three times per month will equal one half (1/2) day absence. After 6 tardies, the student will be put on attendance probation.**
   b. **Late = 15 to 1 hour = time missed only; if late more than three times per month will equal one half (1/2) day absence.**
   c. **1 to 4 hours = One Half (/2) of a day absence**
   d. **4 to 7 hours = One whole day absence**
      1) Instructors reserve the right to not allow the late student(s) into the classroom until the first break. Arriving late is disruptive to the instructor and classmates.

If a student arrives up to two hours late due to inclement weather or an emergency, WACC will allow the student to have only time missed.

4. All class work missed during absences, tardiness, or early departures, is the responsibility of the **student** to make up.
   a. Students are expected to turn in assignments on days on which they are tardy or have an early departure. If a scheduled test is missed, the test should be arranged for testing as soon as possible.
   b. Following an absence, students are expected to turn in assignments on the first class day they return to class. The homework dates will remain unchanged.
      1) Missed tests cannot be taken during regular class hours. Students may take missed tests before or after school. It is the student's responsibility to make these arrangements with the instructor.

If a scheduled test is missed, the test should be arranged for testing as soon as possible. An automatic 5 % will be deducted from a missed test and subsequent 5 % for every returned school day not taken. The % may be waived if a student is hospitalized. If, upon the first day of return, the test date is scheduled with an instructor, the instructor may waive the subsequent 5 % per day but the initial 5 % deduction will remain. The instructor has the option of giving an alternate competency assessment/exam as a make-up. Attendance at regularly scheduled competency assessments is vital for student success.

An absence from a laboratory experience in which a skill is taught or demonstrated will require the student to make an appointment with the instructor to make up the lab. Laboratory experience must be made up within one week from missed lab experience unless special arrangements are made.

CLINICAL ABSENCES

1. If a student misses more than 4 days of clinical (absence), they will be no longer be able to continue in the program. The only exception is hospitalization.
2. If a student misses any portion of clinical time, that student could be required to complete a clinical make-up assignment or makeup day for hours. This will be assigned by the clinical instructor or the Program Coordinator.
3. Makeup work (from absence) cannot receive more than a minimum passing grade and must be turned in at the agreed-upon due date. Any late work will be a zero and a clinical failure for the week.
4. If, due to illness, a student believes that it is in the best interest of the clinical facility that they not attend, they are to notify the clinical instructor one hour prior to the start of clinical.

5. If a student is missing two consecutive days or more, Students will need to provide a physician's note upon return to the next scheduled class or clinical day.
6. Clinical absence could result in failure of the clinical which would result in dismissal from the Practical Nursing Program.
7. **ALL clinical absences MUST be called in by the student TO THE CLINICAL INSTRUCTOR AND CLINICAL SITE.**
    a. **A NO CALL/NO SHOW** is considered a **CLINICAL INCIDENT/CLINICAL FAILURE** for that day. The student will receive documentation upon returning to the classroom/clinical site and remediation with the Program Coordinator.
    b. A second **NO CALL/NO SHOW** will result in automatic dismissal from the program.

CLINICAL TARDINESS/EARLY DEPARTURES

1. Clinical tardiness is unacceptable; however, we realize that occasionally circumstances occur beyond one's control. Tardiness in the clinical area can disrupt the organization of client assignments. The client is the person who suffers from less than optimum nursing care.
    a. Clinical tardiness/early departures are calculated as follows: **Tardy = 0-15 minutes; Clinical Tardy twice a quarter will equal (=) One Whole Absence. A clinical tardy will roll over and is a yearlong accumulation.**
    b. Arriving at a scheduled clinical site after the 15-minute mark will equal a whole day's absence. A student will be sent home for the day and will receive a zero for the day. Clinical assignments can be assigned for time only. If you come to clinical and are sent home due to not being prepared or unable to fulfill clinical site activities, you will be sent home for the day with a zero. The only exception is if you are ill and sent home by staff. In this case, you may received a make up assignment for the time. You will only be able to received a minimal passing score on that portion.
    c. If a student is going to be unavoidably late for a clinical experience, it is the student's responsibility to notify the clinical site and the clinical instructor.
    d. If no notification is received, a clinical incident form will be given as a warning.
    e. Subsequent clinical tardiness could result in the student being sent to the PN office and a conference with the Program Coordinator.
    f. It is possible to fail a clinical rotation due to repeated tardiness.
    g. **If a student arrives up to two hours late due to inclement weather or an emergency, WACC will allow the student to have time missed only**.
2. Early departures from clinical experiences are not permitted; therefore, early departures will count as absences.
3. Students are expected to turn in clinical paperwork on time. Late clinical paperwork will result in a "zero" for the week, which could result in failure of the clinical course.

Students may not leave the clinical site building to eat lunch or take a break in their car, even if the preceptor leaves the building. **If a student leaves the building, they will receive a written counseling form and possible clinical makeup days at the instructor's discretion. This could also result in a zero for the day.**

MAKEUP WORK

1. The student must make up all class and/or clinical work missed during absences, tardiness, early departures, or family emergencies. It is the responsibility of the **student** to contact the instructor for makeup work (within 24 hours).
    a. Students are expected to turn in assignments on days on which they are tardy or have an early departure. If a scheduled test is missed, the test should be arranged for testing as soon as possible.
    b. Following an absence, students are expected to turn in assignments on the first-class day they return to class.

c. Missed tests cannot be taken during regular class hours. Students may take missed tests before or after school. It is the student's responsibility to make these arrangements with the instructor. If a scheduled test is missed, the test should be arranged for testing as soon as possible. An automatic 5 % will be deducted from a missed test and a subsequent 5 % for every returned school day not taken. The % may be waived if a student is hospitalized. If, upon the first day of return, the test date is scheduled with an instructor, the instructor may waive the subsequent 5 % per day but the initial 5 % deduction will remain. The instructor has the option of giving an alternate competency assessment/exam as make-up. Attendance at regularly scheduled competency assessments is vital for student success.

2. An absence from a laboratory experience in which a skill is taught or demonstrated will require the student to make an appointment with the instructor to make up the lab. Laboratory experience must be made up within one week from missed lab experience.
3. Clinical makeup work cannot receive more than the minimum passing grade and must be turned in at the agreed-upon due date. Any late work will be a clinical failure for the week.

ABSENCE DUE TO MEDICAL EXCUSE

1. If a student has been barred from class and/or clinical experience by a physician, a note from the physician is required stating that the student is medically able to return to class and/or clinical experience.
   a. A student must have a "return to full activity" note from the physician before being allowed to return to the clinical setting.

APPOINTMENTS

1. Make all doctor, dentist, or lawyer appointments **BEFORE** or **AFTER** the regular school day or during holiday or vacation time.
2. In the event of emergency appointments, please notify the Program Coordinator as soon as possible.
3. **Time missed for appointments will be counted as absent time.**

ILLNESS

1. You are responsible for your own healthcare: physician, medication, and hospital bills. **NO** healthcare insurance is provided for students by the school.
2. Absences/tardiness for any reason **MUST** be communicated (called/emailed is appropriate):
   a. On a class day, it is the responsibility of the **STUDENT** to notify the Program Coordinator at (660) 747-2283 Ext. 2680 when they will be tardy or absent from class (you may also email). A voicemail at this extension will be accepted as notification.
   b. On a clinical day, if you feel it is in the best interest of those you care for to call in absent, you must notify the clinical instructor and the clinical site.

****Reported absences/tardiness by another student or family member will **NOT** be accepted for class or clinical.

****Absences/tardiness are also reflected in the final student evaluation. The student's final evaluation is used when giving references to prospective employers. Attendance is printed on the official transcript.

BEREAVEMENT

1. In the event of a death in the immediate family, students will be granted **three days of bereavement leave per school year**. These days are not in excess of the eight-day absence policy**. An obituary notice must be provided upon return to school.** Any hours missed due to bereavement leave must be made up within a week. However, exceptions could be made at the instructor's discretion.
   a. Immediate family shall be defined as a spouse, child, mother, father, brother, sister, mother or father-in-law, grandparents, or other relatives residing in the home.
2. Students are responsible for obtaining and completing missed work. Special arrangements may be made at the discretion of the coordinator and the instructors.
3. Students will only be granted **three total** bereavement days per school year.

INCLEMENT WEATHER/ALTERNATIVE METHOD OF LEARNING

Decisions to close school regarding the Practical Nurse Program will be made in conjunction with the Warrensburg R-VI School District.

1. The faculty will decide on cancellations and email to notify all students quickly regarding school dismissals. Some days it may be necessary for the student to make individual decisions regarding the safety of traveling the distance to school. Communication is key.
2. Students may be given an alternative assignment if school/clinical is canceled. This will be communicated via email. It is the student's responsibility to complete the alternative assignment when assigned. The work must be turned in by the specified due date. If not turned in (complete) by that time, the student will receive an absence for the class period and will not receive hours for that day.
3. The Director and Coordinator will collaborate on when the snow days are made up and notify the students. The calendar is subject to change when making up snow days.
4. Any testing done at home during weather days must be taken on a school issued device due to security software.
5. If WACC is not closed but the student cannot make it in due to the weather they will get an absence for the day but have the opportunity to make up the hours that day. It is the student's responsibility to reach out to the instructor for makeup assignments. The same requirements apply as stated under makeup assignments.

OUTSIDE EMPLOYMENT

1. Outside employment is left to the student's discretion and ability to maintain satisfactory grades. If the student is working and has apparent difficulty with grades, they may be counseled to avoid outside employment to devote more time to studying.
2. The faculty strongly suggests that students do not work during the first 16 weeks of the program.
3. If the student works, it is suggested that work be limited to no more than 16 hours per week and only on days when school is not in session.
4. Students must maintain adequate health and scholastic standing while attending school, and if this is jeopardized, the Coordinator may suggest that the student stop working.
5. **Students are highly encouraged to not work past 7:00 pm the evening before a clinical rotation.**

WARRENSBURG AREA CAREER CENTER
2026-2027 PRACTICAL NURSING STUDENT CALENDAR
1328 HRS/44 WEEKS
School days are 7 hours unless specified
Board of Education Approved on February 16, 2026

July-26

	S	M	T	W	TH	F	S	
1				1	2	X	4	
	5	6	7	8	9	10	11	
	12	13	14	15	16	17	18	
	19	20	21	22	23	24	25	
	26	27	**28**	**29**	**30**	**31**		7

July 28 CPR Class
July 29 & 30 Orientation
July 31 First Day of School
7 Hours Possible

August-26

	S	M	T	W	TH	F	S	
21	2	3	4	5	6	7	1/8	35.5
	9	10	11	12	13	14	15	32
	16	**17**	18	19	20	21	22	35.5
	23	24	25	26	27	28	29	33
	30	31						4

Aug. 17 Date may change
140 Hours

September-26

	S	M	T	W	TH	F	S	
21			1	2	3	4	5	28
	6	X	8	9	10	11	12	28
	13	14	15	16	17	18	19	32.5
	20	21	22	23	24	25	26	32
	27	28	29	30				21.5

Sept. 7 Labor Day
142 Hours Possible

October-26

	S	M	T	W	TH	F	S	
21					1	2	3	14
	4	**5**	**6**	**7**	**8**	**9**	10	26
	11	12	13	14	15	16	17	33
	18	19	20	21	22	X	24	29
	25	26	27	28	29	30	31	35

Oct. 5-9 Finals Week
Oct. 9 End of 1st Quarter
Oct. 23 No School
137 Hours Possible

November-26

	S	M	T	W	TH	F	S	
16	1	2	3	4	5	6	7	36.5
	8	9	10	11	12	13	14	32
	15	16	17	18	19	20	21	36.5
	22	X	X	X	X	X	28	
	29	30						4

Nov. 23-27 Thanksgiving Break
109 Hours Possible

December-26

	S	M	T	W	TH	F	S	
14			1	2	3	4	5	29
	6	7	8	9	10	11	12	36
	13	**14**	**15**	**16**	**17**	**18**	19	21
	20	X	X	X	X	X	26	
	27	X	X	X	X			

Dec. 14-18 Finals Week
Dec. 18 End of 2nd Quarter
Dec. 21-31 Winter Break
86 Hours Possible

January-27

	S	M	T	W	TH	F	S	
19						X	2	
	3	**4**	5	6	7	8	9	32
	10	11	12	13	14	15	16	35.5
	17	X	19	20	21	22	23	28
	24/31	25	26	27	28	29	30	35.5

Jan. 1 Winter Break
Jan. 18 MLK Jr. Day
131 Hours Possible

February-27

	S	M	T	W	TH	F	S	
19		1	2	3	4	5	6	35.5
	7	8	9	10	11	12	13	32
	14	X	16	17	18	19	20	28
	21	22	23	24	25	26	27	35.5
	28							

Feb. 15 Presidents' Day
131 Hours Possible

March-27

	S	M	T	W	TH	F	S	
17		**1**	**2**	**3**	**4**	**5**	6	27
	7	X	X	X	X	X	13	
	14	15	16	17	18	19	20	32
	21	22	23	24	25	X	27	28.5
	28	29	30	31				18

March 1-5 Finals Week
March 5 End of 3rd Quarter
March 8-12 Spring Break
March 26 No School
105.5 Hours Possible

April-27

	S	M	T	W	TH	F	S	
22					1	2	3	14
	4	5	6	7	8	9	10	32
	11	12	13	14	15	16	17	32
	18	19	20	21	22	23	24	32
	25	26	27	28	29	30		35.5

145.50 Hours Possible

May-27

	S	M	T	W	TH	F	S	
20	2	3	4	5	6	7	1/8	33
	9	10	11	12	13	14	15	33
	16	17	18	19	20	21	22	33
	23	24	25	26	27	28	29	36.5
	30	X						

May 31 Memorial Day
135.50 Hours Possible

June-27

	S	M	T	W	TH	F	S	
7			1	2	3	4	5	29
	6	**7**	**8**	**9**	**10**	**11**	12	20
	13	**14**	**15**	**16**	17	**18**	19	18
	20	21	22	23	24	25	26	
	27	28	29	30				

June 8-11 Finals
June 11 End of 4th Quarter
June 14-16 ATI Live Review
June 18 Graduation
67 Hours Possible

School is not in Session
7.5 Hour Day
4 Hour Day
5 Hour Day
6 Hour Day

Please note the calendar is subject to change.

NOTE: If makeup hours are required, they will be scheduled as needed.

CLASS TIME

1. The classroom schedule is approximately from 0800-1600, Monday through Friday. Please arrive early and be prepared so that we may start class on time. The schedule is subject to change.
2. Classroom instructors are available for student assistance during scheduled student success and on class days before and after class. If not during student success time, please reach out via email to make arrangements before or after class. Respect and communication are key.
3. Class attendance is of the utmost importance since not all of the class material is from the text. Missed classwork is your responsibility as well as assignments due at the time of the missed class.
4. A tentative schedule will be available in each classroom syllabus.
    a. Note the class schedule/assignment locations. It is the student's responsibility to be prepared prior to the beginning of the class lecture. If you were absent and need to receive lecture information, this must be done **BEFORE** the class begins.
    b. Check your student email account daily for announcements.
5. Break periods are scheduled at the discretion of the classroom instructor during morning and afternoon schedules.
6. Classes will begin promptly at the scheduled time. Late to class (or early departure) could result in loss of points for assignments, missed class time, etc. Refer to the tardy/absence policy for more information.
7. Students are responsible for bringing the proper materials to class so they can take notes and participate according to the weekly schedule.
8. Audio or visual recording of lectures is **NOT** allowed unless permission has been obtained from your instructor.

CLINICAL TIME

Clinical time is subject to change according to the availability of clinical staff and facility space.

Students may be required to do day or evening clinical rotations on weekdays. Make-up clinical may be required on the weekend.

1. First-set clinical experiences begin approximately the last week of October and continues until the end of December. A total of 92 clinical hours are necessary to meet program requirements. These may include day or evening clinicals and will be determined depending on the availability of clinical instructors and sites.
2. Second-set clinical experiences begin in January and continues into March. A total of 109 clinical hours are necessary to meet program requirements. These may include day or evening clinicals and will be determined depending on the availability of clinical instructors and sites.
3. Third-set clinical experiences begin in March and continue until the first week of June. A total of 189 clinical hours are necessary to meet program requirements. These may include day or evening clinicals and will be determined depending on the availability of clinical instructors and sites.
    a. Students are expected to be on time and prepared for clinical. (Stethoscope, bandage scissors, pen light, **BLACK BALL point pen**, small notebook, iPad, program-issued name tag (visible, worn above the waist, and proper uniform, including proper shoes.) *Refer to individual Clinical Syllabus for additional requirements.*
    b. Throughout the clinical experience, students are responsible for their own transportation to/from the facilities. All school policies will remain in effect while at the clinical facilities.
    c. Students will be required to submit written reports for the time spent on certain clinical rotations; refer to the individual course syllabus. The reports will be graded and calculated into the clinical grade.

CLASS SCHEDULE
(Schedule is subject to change)

INTRODUCTORY PERIOD

1. Academic Classes
   a. August, September, and Mid-October (8:00 to 4:00)
2. Academic Classes
   a. Mid-October, November, and December
      1) Monday, Tuesday, and Wednesday (8:00 to 4:00)
3. Student Success
   a. August-December
      1) See Calendar
4. Clinical Experience
   a. Mid-October, November, and December
      1) Thursday and Friday (times vary)

NURSING SPECIALTIES

1. Academic Classes
   a. January to Mid-June
      1) Monday, Tuesday, and Wednesday (8:00 to 4:00)
2. Student Success
   b. January to Mid-June
      1) See Calendar
3. Clinical Experience
   a. January to May
      1) Thursday and Friday (times vary)
         a. Hours of specific clinical rotations may vary based on the clinical site. The student will be informed ahead of the scheduled time to allow for planning.
         b. Additional schedules will be provided with classroom and clinical hours.

NOTE: An evening and/or night rotation may be scheduled into the clinical rotation. Students will be given adequate notice. *****Please be aware that the Clinical rotation schedule, times, and/or location may change for various reasons****.** It is your responsibility as a potential nurse to be flexible and adaptable to change.

REMEDIATION POLICY

The purpose of remediation is to identify, remediate, and counsel those individuals who demonstrate behaviors or evidence of difficulties in their courses as early as possible. Remediation is a system of support for the student and is not a disciplinary action. The sole purpose of this program is to help struggling students with remediation efforts designed to assist them in becoming better equipped to be successful nurses. Remediation may be made for any significant areas of weakness. The faculty seeks to ensure that each student successfully completes our program and is ready to enter the profession, having assimilated the necessary knowledge, skills, attitude, and conduct essential for the successful nurse.

Required Remediation:

1. Remediation is required for every exam. Remediation will be given up to 10 assignment/homework points.
2. Students may be referred to for remediation by their instructor due to clinical performance or grades. Remediation could include practicing in the skills lab or alternative written assignments.
3. Students will be required to remediate both the practice and the proctored standardized ATI Proctored Assessment test.
4. Students referred for remediation for any reason and who choose not to comply are at risk for failure in their course or clinical, which will result in dismissal from the program.

CLINICAL HOURS

When the students are in the following clinical facilities, the scheduling may differ and involve an evening and/or night rotation. The students will be informed of schedule changes in advance. These facilities are:

Compass Health Network

Country Club Care Center

E.W. Thompson

George J and Hilda Meyer Foundation, Inc. dba Meyer Care Center

Good Shepherd Community Care

Holden Manor

Johnson County Community Health Services

Missouri Veterans Home

Ridge Crest Nursing Center

Sylvia G. Thompson Residence Center

Warrensburg Manor Care Center

Warrensburg R-VI Schools

Western Missouri Medical Center (WMMC)

Whiteman Air Force Base

Windsor Health Care & Rehab Center

WMMC Bone & Joint

WMMC Building Blocks Pediatrics

WMMC Central Family Medicine

WMMC Family/Express Care

WMMC Family Practice Associates

WMMC Family Practice – Knob Noster

WMMC Women's Health Center

WMMC Internal Medicine

Additional facilities may be added to provide optimal clinical experience. Students will be advised of any additional changes in advance to allow for time organization.

PLANNED CLINICAL EXPERIENCE

(Actual may differ slightly depending on available experiences)

Fundamentals of Nursing

Long Term Care
Acute Care/Simulation Lab

Adult Nursing

Acute Care
Community Health

Maternal & Newborn Nursing

Obstetric Unit
Community Health

Leadership

The above clinical experiences include students participating in medication administration and IV Therapy. All clinical experiences are evaluated on a pass/fail basis using formative and summative evaluation tools. The students will be given the objectives for clinical evaluation prior to the clinical experiences. All objectives must be completed satisfactorily to pass the rotation.

The student is held responsible for their own actions and knowledge in the clinical area. The student must take an active role in learning to be a safe and competent nurse. Therefore, the Warrensburg Area Career Center Practical Nursing program expects the Practical Nursing student to be proactive in acquiring the knowledge of each clinical rotation's policies and procedures, asking questions, and being accountable for their acquired classroom and clinical knowledge. This includes performing procedures and giving medications only when a supervising instructor or approved preceptor is present or the supervising instructor has given the student permission.

PROFESSIONAL CONDUCT

INTERPERSONAL EXPECTATIONS

Disagreement and discussion are a productive part of higher education and are to be expected. There are appropriate and productive ways to handle disagreements and concerns. Remember: question or complain in private; praise in public.

1. Talk with your instructor or classmate positively and professionally.
2. State what your concern is and how you feel about it.
3. Discuss the issue and hear each other's side of it.
4. If you are not able to resolve a disagreement or concern with your instructor, you may contact the nursing Program Coordinator.
5. Be optimistic.

PROFESSIONAL CLASSROOM BEHAVIORS

1. **Avoid side conversations while faculty, guest lecturers, or class members speak**. This behavior infringes on your classmates' learning.
2. Respect those who are teaching. Give them your full attention.
3. Solicit help quickly when you have a problem with class material (a poor test grade, don't understand some of the material, etc.).
4. Please arrive to class 15 minutes before the starting time. If you know you will miss class, please inform your instructor ahead of time and follow the Classroom Absence Policy.
5. Please come to class prepared for the work to be done and in a positive frame of mind so that you are ready to learn. Complete readings and other learning activities. Bring all necessary course materials such as paper, pencil, required books, handouts, and notes.
6. Address any concerns regarding your courses with the instructor (not other faculty) outside of normal class times.
7. When responding to classroom questions, please do not interrupt a fellow student or the instructor. Take your turn. When you respond to another student's comment, please acknowledge the other class member's position and address each other by name.
8. Active participation is necessary for successful performance in any course. If a student chooses not to participate, they may be asked to leave the class and be counted absent for the day.

PHONES/PERSONAL DEVICES

1. Silence your cell phone as you enter the classroom. Please place your cell phone in your bag, locker, or back cubby. NOT in your pocket, desk, or hand. A student may be asked to leave the class if this is not followed. During testing, students will be required to place cell phones and any smart devices in a designated area.
   a. If a device goes off or is found during a test, the student will be asked to leave the class, **AND** a zero (0%) grade may be given for that test; **NO MAKE-UP/RETAKE WILL BE ALLOWED FOR THIS TEST.**
2. **No cell phones, hands-free devices, or smart watches are allowed in the clinical facilities**. These devices **should not** enter clinical facilities. Students who violate the clinical cell phone policy will be issued a counseling statement. A second violation will result in being sent home from clinical with a "fail" for the day and be considered a clinical absence. The time the phone is found during the day is irrelevant.
3. The school's phone number (660) 747-2283 can be given for emergency contact only as well as the clinical site phone number.

KITCHEN AREA

1. Your instructor will inform you of the designated schedule for break times and lunch periods.
2. Make sure to clean up after yourself.
3. The coffee pot must be emptied, cleaned, and unplugged daily.

   If this becomes a problem, a cleaning schedule will be made.

FOOD/DRINK DELIVERIES

Food/drink deliveries are not allowed during school hours.

VISITORS

To ensure the safety and security of our students and staff, routine visitors and children are not permitted in the building without the prior approval of the coordinator and/or instructor. Visitors are not to be elsewhere in the building unsupervised. All visitors must sign-in at the main office following the WACC Visitor Policy.

If a student is having something dropped off to them, this may be done at the main office, and the student may pick it up during a routine break.

LIBRARY

1. There are reference books in the classroom area.
2. You will be shown how to sign out books. They may be borrowed overnight or over the weekend. A sign-out sheet will be provided by the program instructor.
   a. Items that are lost or not returned will be charged to the student's account.
   b. Students can access multiple research engines using the library resources with the district. This link will help direct students to this: https://sites.google.com/warrensburgr6.org/whs-library/research/databases?authuser=0

OFFICES

The instructors and other WACC faculty offices are private. Common courtesy requires knocking before entering and that you do not enter if the instructor or faculty member is not present. If students wish to speak to an instructor, please make an appointment. Students may make an appointment by emailing the request to the instructor. ***Instructors and other WACC faculty do not regularly check e-mail outside of normal work hours.***

USE OF OFFICE/CLASS EQUIPMENT

1. Office equipment is to be used for school-related purposes only.
2. All equipment used in the classroom or skills lab must be returned to its proper place at the end of the class. If it is defective or needs repair, the instructor must be notified. Any person defacing or damaging any equipment will be financially responsible and required to pay for its replacement. Theft is a crime punishable by law; violators will be prosecuted to the fullest extent of the law.
3. Students are not allowed to rest/recline in the lab beds unless permitted.

COMPUTER USE

1. Computers are for **school use** only (not personalized shopping).
2. You may print homework assignments and clinical paperwork as needed using the student printer or at home.
3. Inappropriate use of computers, iPads, or printers will result in loss of computer/printer privileges, counseling statements, and meeting with the instructor.
4. Subsequent offenses will result in disciplinary action.

iPad and INTERNET USE

1. Student tuition and fees include an iPad package.
   a. Students must sign and abide by the student iPad User Agreement Policy.
   b. Student iPads are monitored by the district's Mobile Device Management Program through the Warrensburg R-VI School District. iPads will be released prior to graduation.
   c. The Mobile Device Management Program will be removed from the iPad for students in good standing upon withdrawal, dismissal, and/or program completion
   d. **Students should not use iPads for personal use in the classroom, lab, and clinical settings: i.e., email, shopping, Facebook, Twitter, Tinder, etc.**
   e. **Students are not to be doing work from other classes during any presentation including guest speakers.**
2. The internet capability within this classroom is password protected and should be used for Practical Nursing students and guest speakers only. It cannot be used for personal devices.
3. The students are responsible for utilizing the internet within the classroom for **COURSE WORK ONLY**. **Any personal internet use, such as checking personal email, Instant Messaging, or viewing inappropriate websites, is strictly prohibited and will result in disciplinary action; subsequent offenses will result in dismissal.**
   a. Inappropriate computer/iPad use is any action by a student that includes but is not limited to the following : (1) view, print, or distribute obscene or pornographic material, (2) trespass in another's folder, view/alter work/files, or use another's password, (3) harass, insult, or attack others, (4) damage computer systems and/or computer networks or tamper with hardware and/or software, (5) download games, programs, music files, stream music, (6) violate copyright laws, (7) intentionally waste resources, (8) employ the network for commercial purposes, and (9) bypass or attempt to bypass network filters.
4. Each student must complete a Media and Technology User Agreement/Permission Form to obtain independent use of school computers/iPads.
5. Students will be given access to a school email account.
   a. It is the student's responsibility to frequently check their student email account. Instructors will use email as a primary means of communication.
   b. Student email accounts are for school use only and should not be used for personal use. Warrensburg R-VI reserves the right to monitor these accounts.

TECHNICAL REQUIREMENTS

1. Students must have regular access to a reliable Internet service outside of school.
2. **Students should preplan for a backup Internet option. Internet service being down or unavailable is not cause for late work to be excused.**
3. The browser should support graphics, run JavaScript, and Adobe Flash Player. Students will need Microsoft Word, PowerPoint, and Excel.
4. Quality virus protection software is recommended. This software is especially critical if you are accessing coursework from a computer on a network not protected by regularly updated virus-protection software.
5. Each student will receive a Technical Requirements Form.

PARKING AND TRANSPORTATION

1. Students are to park in the designated area. Do not park on the grass or the faculty parking area.
2. Students must follow all bus cautions, or license numbers will be forwarded to the city police.
3. Students will adhere to affiliated agency rules and regulations for parking while at clinical facilities.
4. **Students will be required to provide transportation to and from school and clinical sites, as well as to and from miscellaneous educational activities. Not having reliable transportation is not an acceptable excuse for absenteeism or missing classroom or clinical time.**
5. Each student must complete a Vehicle Registration Form.

STUDENT PROGRESS/RETENTION

CLASSROOM ACADEMIC STANDARDS

An interim report, counseling statement, shall be issued at midterm for students with failing or marginal performance. Counseling statements may also be issued at any time to identify areas of concern when the instructors and/or Coordinator believe the student's behavior may have consequences regarding attendance, patient safety, or student/program policies and practices.

1. Each course's grade is comprised of components specific to that course and explained in each course syllabus as follows:
   a. Competency assessments (tests) are 80% of the overall course grade.
   b. Assignments are 20% of the overall course grade.

******Assessments and assignments are designed by the faculty. Faculty may revise as they deem necessary for any given course.***

2. Overall grading procedure:
   a. All academic grading is based on a point system.
   b. To compute the letter grade, the total number of points earned by a student is divided by the total number of points possible. This percentage equals a letter grade. Letter grades are assigned according to the following system:

94% – 100% = A
87% – 93% = B
80% – 86% = C
79% or below = F

Rounding to the nearest whole number from 0.5 will occur to determine the grade.

   c. **Clinical grading differs from classroom grading. See Clinical below.**
   d. All course quarter and final averages are rounded to the tenth percent.
   e. Program average on report card and transcript are in a letter grade. However, when determining student rank, the program average is rounded to the tenth or the hundredth as needed.

3. All students are required to maintain at least an 80% average in each course in the program to graduate and be eligible for the licensure exam.
    a. All course requirements must be met before a final grade will be assigned in any course.
    b. Students must submit all assigned work to complete each course. Late work is unacceptable and will result in a zero.
4. Students not meeting the 80% passing criteria may be referred to the Program Coordinator. After a conference with the Coordinator, mandatory remediation may be assigned. Additionally, students may be placed on probationary status. Probationary status will be reviewed for signs of improvement at three and five weeks from the conference. Probationary status may be lifted at the Coordinator's discretion upon successfully completing the course.
    a. If a student is not meeting Satisfactory Academic Progress (SAP) in all courses and clinical areas, they will be placed on Financial Aid Warning. During the warning period, all financial aid will continue until the completion of the current payment period. Funds may be withheld for the second payment period, if after receiving a financial aid SAP warning, the student still does not reach SAP. This information may also be found in the student's financial aid handbook.
5. Students scoring below an 80% on a competency assessment may be required to meet with the faculty member and have a counseling form added to their student file.
    a. A mandatory remediation session may be offered by faculty. If a student fails to attend their assigned student success/remediation, it will be counted as an absence. Students not attending a mandatory session may be dismissed from the program. These sessions will be held at the instructor's discretion. (See Student Success and Remediation policies)
6. Students who wish to withdraw and re-enter due to an individual course average below 80% must comply with the following guidelines:
    a. Failure of one course with all other semester course averages of at least 85% will be required to repeat only that failed course.
    b. Failure of one course with averages less than 85% in other semester courses require repeating the entire semester.
    c. Failure of more than one course in a quarter requires repeating the entire quarter.
    d. Students repeating a course or the entire semester **MUST** do so within one (1) year, or they will be required to reapply to the program.

LABORATORY PERFORMANCE

1. Skills check-offs (for example, in Nursing Fundamentals and Pharmacology I) must be passed with an 80%.
2. The faculty will give a lecture/demonstration of each skill. The student will then have time to practice each competency (skill) in the lab setting.
3. All skills must be passed satisfactorily in the class lab before being performed in the clinical setting.
4. If a student cannot pass a skills lab, they will receive remediation and be allowed to repeat the lab. However, the highest score you can receive will be 80 % after first try. A student will not be able to perform the skill in the clinical setting until all components of the Lab Practicum are completed. Failure to successfully complete the lab competencies will result in dismissal from the program.

CLINICAL SKILLS LAB

The Clinical Skills Laboratory (CSL) makes available the opportunity for the student to learn and practice basic skills in preparation for the administration of quality care to the client. The lab setting contains updated learning resources such as audiovisual equipment, scientific charts and models, and disposable and non-disposable supplies utilized in patient care. The lab can provide a simulated hospital and clinical environment with various equipment and life-size manikins to simulate patient care situations. CSL assignments include activities such as climbing in and out of bed, exposing parts of the body for assessment, and working in close proximity to other students. Recommended dress includes clothing that allows comfort during physical activity and consideration for the modesty of all participants. Uniforms or appropriate clothing such as scrubs are acceptable attire in the CSL. Individual faculty (course sections) may require students in the CSL to wear their uniforms.

All students will do return demonstrations for specific skills. Return demonstrations must be passed in the CSL prior to going into or returning to a clinical setting. If a student fails to demonstrate a procedure accurately, that individual will be afforded additional opportunities to demonstrate the procedure correctly (discuss with the instructor for repeat opportunities). If the student has to complete the skill again, the highest grade they will be afforded with be an 80 %. To facilitate success, the student should schedule and complete adequate practice sessions before each subsequent return skills check off demonstration.

All students are encouraged to return to the CSL throughout the program to keep current on all skills. It is the responsibility of each individual student to be able to demonstrate competent nursing practice learned in previous lessons. You will be scheduled for specific CSL periods during Fundamentals and various courses. If you need additional practice time, communicate with an instructor. Please remember to be courteous to all other students utilizing the lab and respect their requirements for quiet and concentration.

SKILLS LAB GUIDELINES

1. There shall be no eating or drinking in the labs during student use, demonstration, or return demonstration.
2. Close-toed shoes are required in the CSL.
3. Access to the doorway in the labs will be maintained at all times. Furniture will not be placed to obstruct the exits.
4. All doors and cabinets shall remain closed when not in actual use.
5. Children or unauthorized personnel are not allowed in the labs at any time. Injury to unauthorized personnel in the lab will not be considered the responsibility of Warrensburg Area Career Center.
6. All students shall practice proper hand washing technique while utilizing the skills lab.
7. Gloves are worn by students and faculty during any contact with body fluids. Gloves are utilized for practice and demonstration of skills. Gloves are utilized for personnel using harsh disinfectants to clean the lab.
8. The lab is not to be used as a social area.
9. Students should report any misconduct occurring in the skills laboratory. Students may be held responsible if misconduct is discovered and was not reported.

SKILLS LAB SAFETY

Medication/Fluid Administration

1. Students will be instructed to practice and return, demonstrating only those skills for which they have had prior instruction and gained familiarity with the content and proper procedure. Students are expected to come to the laboratory prepared according to the prior instruction on the procedure.
2. Students should at all times practice safe techniques while learning in the CSL. Standard precautions should be followed at all times.
3. Needles provided for practice of injections are used in the skills laboratories ONLY when instructors are present for assistance.
4. Students must demonstrate safety precautions while utilizing needles during practice as instructed in class. Any irresponsible use of needles will result in disciplinary action and possible failure to pass that skills lab.

5. Students are to practice injections ONLY on the demonstration inject pad provided in the lab bag and/or manikins provided in the skills lab unless/until otherwise directed.
6. Needles must be recapped only using the scoop technique for practice purposes. Used needles are to be discarded in the sharp's disposal container provided in the skills lab.
7. Needles and other sharp objects must not be discarded in the trash or left out openly in the lab at any time.
8. Students may not practice venipuncture on a lab partner at any time. Administration of saline injections will be performed on lab partner as directed.
9. Placebos (candy pieces, commercially prepared practice-med, and water) will be used for the simulation of oral/topical medications. Old medicine bottles are labeled to use when simulating the preparation of an actual medication order. Do not eat any of these unless directed to do so as they may be for mannequin use only.
10. IV fluids with expired dates may be used for practice and demonstration unless obviously contaminated. These fluids are NOT for internal use, but for practice with manikins only.

IV THERAPY

This course will cover venous access and intravenous (IV) infusion treatment modalities to prepare the SPN to safely perform the functions and procedures inherent in selected intravenous infusion treatment modalities set forth by the LPN/IV Missouri Rule.

1. **The written exam in the IV Therapy course must be passed with an 80% or better to pass the course**.
2. **Students must have one successful iv venipuncture and iv modality success (on real people) by the end of the program in order to become IV certified**.

CLINICAL

Clinical work is on a pass/fail basis. An interim report or counseling statement shall be issued for students with failing or marginal performance. Counseling statements may also be issued at any time to identify areas of concern when the instructors and/or Coordinator believe the student's behavior may have consequences regarding attendance, patient safety, or student/program policies and practice.

1. Overall grading procedure:
   a. Clinical grades are on a pass/fail basis.
   b. Students will be graded using both formative and summative assessment tools.
   c. Failure in clinical will result in dismissal from the program.
2. The evaluation criteria are designated on a 0-5 scale (0 = unacceptable - 5 = Independent Level), determining mastery and independence. A passing standard of 2/5 is required for Fundamental clinical and a 3/5 for all clinical thereafter. The students are evaluated on their progress as they achieve clinical objectives. The daily evaluation is satisfactory, needs improvement, and is unsatisfactory.
   a. Any student needing improvement may be required to meet with the clinical faculty or Program Coordinator and/or perform skills independently for remediation, depending on the area identified by the clinical faculty.
   b. If a student is not prepared for clinical, they may be sent home for the day, resulting in a clinical absence and a failure in clinical for the day. Subsequent offenses could result in dismissal. Professional accountability is critical for success.
   c. Uncivil behavior towards the faculty member, other students, clients, or staff members will not be tolerated. A student may be removed from the clinical area at any time should the faculty feel justified.

d. The above actions will result in the student meeting with the instructor supervising the clinical rotation and reviewing the criteria the student must meet to successfully pass that specific clinical rotation. The criteria will be outlined on the Student Counseling Form. The student may be referred to the Program Coordinator. After a conference with the Coordinator, a probationary status may be assigned.
   1) The probation criteria may include but are not limited to the following:
      a) The student must complete the remediation requirements outlined in their counseling form.
      b) If the student does not meet the required remediation standards, then the student will be dismissed from the PN program.
   2) Probationary status may be lifted at the Coordinator's discretion upon successful completion of the clinical.

e. If the student is considered unsafe by the faculty and/or the agency where the student is placed for clinical practice, that student is removed from the setting. If the student cannot provide safe care for clients or fails to follow ethical/legal guidelines of the profession, then the student will be dismissed.

3. Students not meeting passing criteria may be referred to the Program Coordinator. After a conference with the coordinator, probationary status may be assigned. Probationary status will be reviewed for signs of improvement. Probationary status may be lifted at the coordinator's discretion upon successful completion of the clinical.
4. **A calculation exam will be administered at the beginning of each quarter with a grade entered in the Pharmacology (quarters 1, 2, and 3) and in Pediatrics in quarter 4.** Each calculation exam must be passed with a minimum grade of 80% to receive a passing grade. You cannot pass medications in clinical if you have not passed your math exam. This will affect your grade in both class and clinicals.
5. The importance of mathematical ability for a nursing career:
   a. Passing calculation competency is required to become licensed as a nurse.
   b. Calculating the right amount of medication is critical for proper patient care.
      1) Too little medication is often completely ineffective, and thus the patient health may continue to deteriorate.
      2) Too much medication can overdose a patient with potentially catastrophic consequences.

We care about your success in this component of the nursing program as well as in all other components. We do not want you to be intimidated by mathematical demands (all instructors care about your success and want you to do well with calculations). At the same time, we want you to understand that this component is very important, and we want you to give it the proper attention it deserves. The following will outline how we want to help you as needed.

If the student is unsuccessful on the first attempt, students will be required to follow remediation requirements that correspond with the amount of deficiency on the exam.

Remediation Rubric				
Quarterly Exam	78%-Review what you missed and create a strategy to improve on the make-up exam. Discuss strategy with instructor.	76%-Complete the 78% portion AND practice problems in ATI in the area of deficiency. Review practice with instructor.	Below 76%-Complete all components in the other levels AND after those complete whole practice tests. Review results with Integrated Math instructor.	
After completing the appropriate items above a new exam will be given. The same 80% to pass requirement is in place; however, the grade for successfully passing a make-up exam will be entered as 80% no matter how much of a higher score is obtained.				

6. Remediation and retakes must be done within two weeks. The student will not be able to pass medication in clinical until the grade is passing, and this will affect clinical grades.
    a. If you are unsuccessful more than twice, extensive counseling and remediation will be required with Integrated Math and additional assignments/quizzes will be required.
7. The student demonstrates professional responsibility by completing and submitting clinical paperwork on time. In the real world, a nurse's job is not done until all the paperwork has been accurately and thoroughly completed. The same holds true with all clinical rotations. The clinical paperwork must be accurately and thoroughly completed.
    a. **Clinical paperwork is due at 1200 Monday morning following the clinical rotation unless otherwise specified.**
    b. Late paperwork is unacceptable and will result in a zero.
8. If weekly clinical paperwork is not meeting passing standards, mandatory remediation could be required. If remediation is required, you will have a **maximum** of **ONE WEEK** to return the paperwork for re-grading. Failure to obtain the passing standard with resubmission or not turning in within the acceptable time frame could result in failure of the course.
    a. Remediated paperwork submitted for re-grading, at most, will receive the minimum passing score.
9. Clinical Preceptors are professionals used at clinical sites where no instructor is available. These preceptors are specialists in their clinical area. Students are under their supervision during precepted experiences. As with all clinical situations, students shall act responsibly and professionally. Preceptors will complete a clinical specialties preceptor evaluation form at the conclusion of the clinical day. Preceptors will accompany students throughout the day and may assign tasks to students within the student's scope of practice. Preceptors are responsible for creating a positive learning environment and may send students home if they are unprofessional in dress or conduct. Preceptors may contact clinical instructors throughout the day and communicate through evaluation of student conduct.
10. Clinical Specialties Preceptor Evaluation will be required during precepted clinical rotations and is factored into the clinical grade.
    a. Any student receiving more than one "Does Not Meet" on any Clinical Specialties Preceptor Evaluation could receive a fail for that week.
    b. The student will meet with the instructor supervising the clinical rotation and review the criteria that the student must meet in order to successfully pass that specific clinical rotation. The student may be referred to the Program Coordinator. After a conference with the Program Coordinator, probationary status may be assigned.
        1) The probation criteria may include but is not limited to the following:
            a) The student must complete the clinical rotation at the same site or a different site if available.
            b) The student must pass all criteria on the preceptor evaluation.
            c) If the student receives a "Does not meet" on the 2nd preceptor evaluation, then the student will be dismissed from the PN program.
        2) Upon successful completion of the clinical, probationary status may be lifted at the coordinator's discretion.
            a) Failure to meet the criteria agreed upon by both the student and supervising faculty or Program Coordinator will result in failure of the clinical rotation and may result in dismissal from the PN program.
11. Some clinical facilities are required to have students take a COVID-19 screening test prior to working in the facility. COVID-19 testing may be paid for by the facility, and facilities are required by their local county health department to do the testing. Students will need to submit to testing to complete clinical rotations in these areas. Episodes of testing will differ and be based on the infection percentage rates in each county and determined by the local health department.

CLINICAL EXPECTATIONS/STANDARDS

1. Laboratory skills in Nursing Fundamentals and Pharmacology I must be passed before students may perform these skills in the clinical experience. Students shall be expected to maintain skill levels in the clinical area as required for laboratory performance.
2. Complete program requirements (confidentiality, health, and BLS), mandatory education, immunizations, and facility orientation before beginning the clinical experience.
3. All clinical procedures are performed in accordance with the procedure policy in effect at that institution, maintaining standard precautions learned in the skills lab setting.
4. Seek direction/validation from the clinical instructor/staff. Consult the clinical instructor with questions, unless urgent concern for patient safety, in which case facility staff may be sought. Seek instructor assistance before performing skills.
5. Come **PREPARED** for clinical: required clinical paperwork, name badge, complete uniform including clinical shoes, black ballpoint pen, paper, analog watch, iPad, stethoscope, penlight, bandage scissors, hair, and make-up as described in the student handbook under dress code.
6. Keep instructor and nursing staff informed of resident/client/patient status.
7. Maintain resident/client/patient confidentiality.
8. Administer medications **ONLY** under the approved standard of practice and with the **CLINICAL INSTRUCTOR'S SUPERVISION or APPROVED PRECEPTOR**. Document all administered medications IMMEDIATELY after giving them according to facility policy and procedures.
    a. Medication administration will follow the License Practical Nurse Scope of Practice. Failure to comply will result in dismissal.
9. When documenting:
    a. Complete all written and computer documentation including checklists, accountability sheets, and flow sheets before leaving the clinical unit.
    b. No potential HIPPA information is to be removed from the facility.
10. Give the end-of-shift reports to the appropriate staff nurse or head nurse (not just the assigned CNA/PCA). This report should include any treatments and medications which were or were not given and the reason, any other pertinent data about the care of the patient, including liquid and nutritional intake, voiding and BM, activity, pertinent behavioral observations, the status of supportive modalities (IV, oxygen, indwelling catheter, colostomy, etc.), and any other significant occurrences.
11. Clinical performance is evaluated by clinical instructors in reference to clinical objectives.
12. Clinical evaluations are written at the end of each student's clinical rotation and are reviewed with the student.
13. Clinical incident forms/student counseling forms may be issued at any time to identify areas of concern and/or when the instructors and/or Program Coordinator believe the student's behavior may have consequences, clinical attendance, clinical paperwork, patient safety, or student /program policies and practice.

STUDENT SUCCESS/REMEDIATION

Allocated time throughout the program will be utilized for Student Success (see calendar). Additional time can be mandated by instructors when necessary**.** Students may also utilize this time as one-on-one study time with instructors if prior arrangements are made. This time may be utilized for cohort study sessions within the classrooms, laboratory make-up assignments or test make-up days.

The purpose of remediation is to identify, remediate, and counsel as early as possible those individuals who demonstrate behaviors or evidence of difficulties in their courses. The faculty seeks to ensure that each student successfully completes our program and is ready to enter the profession having assimilated the necessary knowledge, skills, attitude, and conduct essential for the successful nurse.

DEADLINES

The student is responsible for completing all assignments/work on time. Students in attendance **MUST** take tests or perform labs on days that they are scheduled. Following an absence, students are expected to turn in assignments on the first class day they return to class. The homework dates will remain unchanged. Assignments not turned in by the assigned due date and time will receive a zero. All assignments must be turned in to receive a grade in the course. The student will be penalized 5% for each classroom day they do not take the missed test; these points will be deducted from the achieved grade. Additional points may be deducted at the instructor's discretion.

STUDENT PROBATION

The decision for academic probation, clinical probation, or recommendation for dismissal will depend on several factors:

ACADEMIC PROBATION

1. Grades that are failing (below 79.5%) at midterm will receive a counseling statement, and remediation, and will be reassessed weekly.
2. Failure to meet with instructor of failing course, complete any required remediation assigned or, could result in program dismissal.
3. Courses not meeting passing standards at the end of the course will result in dismissal.

CLINICAL PROBATION

1. Inability to correlate classroom theory/lab skills to the clinical situation.
2. Any action in which a student fails to demonstrate safe care or a critical element of care will be documented as an unsafe clinical action. Unsafe nursing practice is defined as any action or inaction which does or has the potential to cause serious harm to the client (i.e., medication error, failure to protect a confused client with the appropriate precautions.)
3. Failure to take basic precautions in the clinical setting (i.e., standard precautions, identifying a patient, inappropriate hand washing) is also considered an unsafe act.
4. Inappropriate behaviors or communication in the clinical setting, not following dress code, unprofessional mannerisms.
5. Interpersonal relationships that interfere with clinical performance (i.e., arguing with peers, instructors, or staff).
6. Unsatisfactory or Incomplete lab performance.
7. Receiving more than one "Does Not Meet" on any Clinical Specialties Preceptor Evaluation.

A student who has committed one of the above acts will receive written documentation (a clinical incident form/student counseling form) at the student conference. A student conference with the Program Coordinator and clinical instructor (if available) will be held within three (3) school days of the incident. The student then will attend and/or complete school remediation as deemed necessary by the coordinator. The student will be reevaluated at the discretion of the coordinator and clinical instructor.

ATTENDANCE PROBATION

Excessive absenteeism is outlined under the Attendance Policy on page 24.

WRITTEN REPORTS

All documentation regarding student progress will be placed in the individual student's file. Students may receive copies of all documentation (if requested) and be informed of any recommendations or actions from the Program Coordinator as requested.

PROGRAM DISMISSAL

In determining whether to issue a warning or a recommendation for dismissal, the nursing faculty will consider the reasons for the disciplinary action. Absence, the impact the unsafe practice could or did have on patient care, the student's level of development in the program, the clinical facility protocol, and the student's grade point average are all taken into consideration in recommending disciplinary action.

ACADEMIC DISMISSAL

1. Students who do not successfully complete all classes of the program with a C or higher will be dismissed from the program. The student may be eligible to re-enroll in the course(s) unsuccessfully completed the next time the course(s) is offered. This is also dependent on the recommendations of the nursing faculty and the conditions of the unsuccessful completion or dismissal.

CLINICAL DISMISSAL

1. Continued unsatisfactory or incomplete lab performance after receiving a counseling statement and remediation.
2. Failure to correct clinical deficiencies after receiving documentation and remediation.
3. Documentation of three unsafe clinical actions.
4. Repeat an unsafe critical incident during clinical rotation after receiving documentation, counseling, and remediation.
5. Failure to call instructors more than once. This is called a no-call, no-show.
6. Prematurely leaving the affiliated health care agency without prior approval from the instructor. This could be considered abandonment of patients in the clinical area.
7. Breach of client confidentiality.
8. **At any point in clinical training, if a student is negligent or unprofessional, they may be dismissed from the program.**

ATTENDANCE DISMISSAL

Excessive absenteeism is outlined under the Attendance Policy on page 24.

CONDUCT DISMISSAL

1. Failure or difficulty meeting any of the "Essential Abilities for Admission and Continuance" in the nursing program as stated in the application packet.
2. Agencies utilized for clinical rotations in the WACC Nursing Program require drug screening and background checks. The student shall submit to such screening and assume the cost. If the results of the testing/screening prohibit the student from entering the agency, it will result in the inability of the student to complete the clinical requirements of the program. The students' dismissal from the WACC Nursing program will follow.
3. Failure to attend required remediation as outlined by the faculty.
4. Failure to attend all Proctored Assessment/ATI test remediation sessions and complete the retest.

The recommendation for dismissal from the nursing program is based on overall academic performance, conduct, unsafe nursing practice, or failure to meet the essential abilities. These areas and will be reviewed by the Program Coordinator and the Director. Written notification will be provided to the student by the Nursing Program Coordinator and the Director. According to the WACC policy, the decision of the Director is final.

The Nursing Service Department of each clinical site retains the responsibility for patient care! Therefore, the Nursing Service Department of each clinical site retains the privilege of requesting the withdrawal of a student from a clinical site if it is felt to be in the best interest of patient care or the clinical site. Some factors that might be considered in this request include background checks, drug screen tests, prior employee history at that institution, or actual client care provided. If such a request occurs by the institution, the student may not be eligible to continue in the nursing program since clinical requirements cannot be met.

In all cases of dismissal/withdrawal, the Program Coordinator will request an exit interview. When the dismissal/withdrawal is found necessary, the student will return books on loan and other materials borrowed. These should be returned to the classroom instructor/coordinator. Student ID badges MUST be returned. The student will be billed for any textbooks and/or materials not returned. Transcripts will not be issued until all outstanding fees have been satisfied.

WITHDRAWAL NOTICE

If a student chooses to withdraw from the program, they must notify the Program Coordinator and the post-secondary administrative assistant in writing.

GRADUATION

GRADUATION REQUIREMENTS

Students MUST meet the following criteria in order to be eligible for graduation:

1. Successful completion of all required theory coursework with a cumulative average of 80% in each course.
2. Satisfactory completion/passing in all clinical rotations.
3. Achievement of 80% on the required drug calculation exams in the first, second, third, and fourth quarters.
4. Satisfactory attendance with all makeup time completed.
5. Completion of all financial obligations to the WACC Practical Nursing Program, including an exit interview with the administrative assistant.

GRADUATE COMPETENCIES

The graduate of this program will be able to:

1. Perform nursing skills required of an entry-level practical nurse with the ability to make nursing judgments and identify basic patient needs based on sound knowledge of normal physiology, pathology, sociology, mental health, and nursing principles.
2. Assess, plan, implement, and evaluate client-specific care through health assessments, care planning, collaborating with members of the health team, monitoring, observing, reviewing, questioning, and revising the effectiveness of therapy and nursing care.
3. Communicate effectively with clients and clients' families, peers, supervisors, and employers in such a way as to make the interaction meaningful, purposeful, and effective.
4. Recognize the importance of continuing education and self-development through participation in professional organizations and taking further education courses.
5. Recognize the role and responsibility of a practical nurse in meeting the various health needs of the community.
6. **There is no guarantee that a graduate will be allowed to sit for the NCLEX-PN, licensure passage, or employment upon completion of this program.**

PASSPORTS

The passport is a portfolio containing formal documents that identify and describe the marketable skills of the vocational completer. It is designed to assist students in making the transition from school to work, job seeking, and career planning by presenting skills and knowledge acquired through non-work and work experiences.

The passport addresses the need to identify and document the employability, occupational, and academic skills of vocational completers. For students, it is a tool to be utilized in any situation that calls for a resume or concise description of an individual's skills and abilities (e.g., when interviewing, job searching, or completing applications). For employers, colleges, and training institutions, it provides information for screening, interviewing, and selecting applicants.

- To be eligible for the Passport, the student must meet the following requirements:
- Earn a 3.5 GPA or higher on a 4.0 scale, in the program.
- Master 90% or higher of all program competencies attempted.
- Attendance percentage of 98% or more.
- Maintain membership in a vocational student organization.
- Receive a positive recommendation from all of the practical nursing faculty.
- Be in continuous good standing with the program requirements throughout the school year.

PERMANENT RECORDS

A permanent record of each student's grades, attendance, achievements, etc. is kept at the Warrensburg Area Career Center.

TRANSCRIPT REQUEST

If you need a copy of your transcripts from the Practical Nursing Program, please complete the transcript request form at https://wacc.warrensburgr6.org/o/wacc/page/wacctranscripts and return it to WACC with the appropriate fee, or you can pay over the phone with a debit or credit card. You may also submit a request in our office. The cost is $5.00 for a cash or check payment and $8.00 for a debit or credit card payment.

Practical Nursing Program
Course Outline 2026 – 2027

First Quarter

Course	Hours
Anatomy & Physiology	92
Personal Vocational Concepts	52
Fundamental Concepts	137
Pharmacology 1	35
	316

Second Quarter

Course	Hours
Adult Nursing 1	50
Mental Health	34
IV Therapy	32
Pharmacology 2	54
Fundamentals Clinical	92
	262

Third Quarter

Course	Hours
Adult Nursing 2	30
Nutrition	28
Maternal Newborn Nursing	56
Pharmacology 3	56
Adult Health Clinical	109
	279

Fourth Quarter

Course	Hours
Adult Nursing 3	64
Pediatrics	60
Nursing of the Elderly	19
Personal Vocational Concepts 2	26
Community/Pediatric Clinical	105
Leadership Clinical	84
	358

Year Long

Course	Hours
Student Success	76

Review Weeks

Course	Hours
Final Summative	37

Total Transcript Hours 1328

Courses on transcript but not included in hours

Course	Hours
Service Learning	39

DESCRIPTION OF ACADEMIC COURSES

ANATOMY & PHYSIOLOGY – 92 HOURS (A & P)

This course is an introductory course that provides the basis for understanding information and skills presented in concurrent and subsequent classes. It provides a clear, practical introduction to human anatomy and physiology with a nursing focus. Students will learn the structure and function of major body systems, how systems interact to maintain homeostasis, and clinical correlations relevant to nursing practice. Emphasis is placed on applying anatomical knowledge to patient assessment, documentation, and basic care decisions.

PERSONAL VOCATIONAL CONCEPTS – 78 HOURS (PVC I – 52 hrs.; PVC II – 26 hrs.)

This course is divided into two courses (first and fourth quarter). This helps students transition into the role of the Practical Nurse while building essential professional skills.

Personal Vocational Concepts I begins with orientation material and a review of study skills, then explores professional attitudes and behaviors foundational to nursing practice. Required topics include ethics, nursing history and trends, vocational relationships, legal aspects of nursing, and the role of the practical nurse. The curriculum also covers health care delivery systems, human behavior, the nurse–client therapeutic relationship, and therapeutic communication techniques.

Personal Vocational Concepts II focuses on career preparation and advancement for the LPN, including job search strategies, the application process, and leadership roles. These are set up as two courses for grading purposes.

FUNDAMENTALS CONCEPTS OF NURSING– 137 HOURS (Classroom – 92 hrs.; Lab – 45 hrs.)

This course introduces core nursing knowledge and hands-on skills needed for safe, competent patient care. Students learn nursing roles and responsibilities, basic assessment, vital signs, medication safety, infection control, patient hygiene, mobility assistance, wound care basics, and documentation. The course emphasizes ethics, legal responsibilities, professional behavior, patient safety, communication, and teamwork. Clinical practice and simulations give students supervised experience applying skills in realistic care settings. Successful demonstration of competency in this course is required to progress in the nursing program. A lab component includes hands-on practice and formal skills testing where students demonstrate competency in clinical procedures and simulations under instructor supervision. Successful demonstration of lab skills and overall course competency is required to progress in the nursing program.

PHARMACOLOGY I, II, & III – 145 HOURS (PHAR I – 35 hrs.; PHAR II – 54 hrs.; PHAR III – 56 hrs.)

Pharmacology I - Medication Administration & Safety
This course teaches hands-on skills for safe medication administration. Topics include medication routes, proper preparation and administration techniques, dosage calculation basics, medication storage and documentation, and strategies to prevent errors. Emphasis is on patient safety, legal/ethical responsibilities, and producing accurate medication records. This includes supervised practice and skills testing for competency in giving medications.

Pharmacology II - Drug Classes & Body System Effects I
This course examines major medication classes and how they affect the cardiovascular, respiratory, and nervous systems. Students learn mechanisms of action, common indications, side effects, contraindications, and basic monitoring parameters. The body systems are subject to be rearranged with pharmacology III. Clinical application and case examples help students relate pharmacology to patient care. Medication math continues to be reinforced in clinical calculations;

Pharmacology III - Drug Classes & Body System Effects II
This course continues the study of medication classes, focusing on the endocrine, gastrointestinal, renal, immune, and musculoskeletal systems. Content covers drug actions, interactions, adverse effects, and nursing considerations for safe administration and monitoring. Case studies and clinical scenarios build critical thinking for medication management. Ongoing medication math practice and assessments are included; math performance from quarters 1–3 contributes to the course grade.

Medication math is integrated throughout; math quiz and test grades from quarters 1–3 count in these courses.

ADULT NURSING I, II, & III – 144 HOURS (NUR I – 50 hrs.; NUR II – 30 hrs.; NUR III – 64 hrs.)

Adult Medical-Surgical I – This course introduces common medical-surgical conditions and the nursing care required for adult patients. Content includes basic pathophysiology, focused patient assessment, common diagnostic tests and lab interpretation, and nursing management principles for acute and chronic illnesses. Emphasis is placed on priority setting, safety, infection control, medication management, and clinical documentation. Clinical experiences and case studies reinforce assessment skills and the connection between pathophysiology, diagnostic findings, and nursing interventions.

Adult Medical-Surgical II - Building on foundational skills, this course covers more complex medical-surgical conditions and multi-system problems. Students study detailed pathophysiology, advanced assessment techniques, and interpretation of diagnostic imaging and laboratory values. Nursing management focuses on care planning, critical thinking for changing patient status, pain management, and complication prevention. Clinical simulations and supervised practicum require students to correlate diagnostic results with nursing decisions and evaluate outcomes.

Adult Medical-Surgical III - This advanced course addresses high-acuity and complex adult medical-surgical patients. Topics include detailed disease processes, advanced diagnostics, comprehensive assessment, and evidence-based nursing management for multisystem failure and recovery. Students sharpen skills in prioritization, interdisciplinary collaboration, discharge planning, and patient education. Clinical rotations and capstone scenarios emphasize application of pathophysiology and diagnostic data to develop and evaluate safe, effective nursing care plans.

MENTAL HEALTH – 34 HOURS

This course provides an introduction to mental health concepts and nursing care for individuals across the lifespan. Students learn common psychiatric disorders, basic psychopathology, therapeutic communication, patient assessment, crisis intervention, and legal/ethical issues in mental health care. Emphasis is placed on the nurse–client therapeutic relationship, trauma-informed care, culturally sensitive approaches, medication basics, and community resources. Clinical simulations and supervised practicum develop skills in assessment, de-escalation, care planning, and collaboration with interdisciplinary teams to promote safety and recovery.

IV THERAPY – 32 HOURS (Classroom – 18 hrs.; Lab – 14 hrs.) (start here)

This practical, competency-focused course introduces Missouri LPN students to safe, evidence-based peripheral IV therapy within the scope of practice defined for Licensed Practical Nurses in Missouri. The course covers vein assessment and selection, aseptic technique for peripheral IV insertion and securement, initiation and maintenance of IV fluids, administration of compatible IV medications and bolus fluids per facility policy and standing orders, monitoring and early recognition of complications (e.g., infiltration, phlebitis, infection, air embolism), and accurate documentation and patient education. Emphasis is placed on patient safety, infection prevention, legal and ethical considerations specific to Missouri practice, and effective communication with the interdisciplinary team. In order to be "IV certified," the student must have a successful Intravenous initiation and a medication administration on a live person during the school year.

A written final will be administered after the completion of the course. The final must be completed at eighty percent (80 %) or better to pass the course. The final will consist of fifty (50) multiple-choice items.

FUNDAMENTALS CLINICAL – 92 HOURS

This clinical course relates the concepts learned in Fundamentals of Nursing, Pharmacology I, A & P, and PVC to the clinical setting. The learner will apply the basic nursing skills learned such as providing nursing care, performing a physical assessment, practicing communication techniques, and performing technical skills in the clinical setting. Documenting care provided will also be expected.

NUTRITION – 28 HOURS

A clear, practical introduction to nutrition fundamentals and principles for LPN students. Topics include nutrients, digestion and metabolism, and basic dietary guidelines. The course covers health promotion and patient education, nutritional assessment and documentation, and nutrition in clinical practice (including safe feeding techniques and working with dietitians). Common disorders addressed include but are not limited to: malnutrition, obesity, diabetes, and dysphagia with guidance on therapeutic diet modifications and when to escalate care. Emphasis is on simple, patient-centered teaching, cultural sensitivity, and skills LPNs use daily. Enteral and Parental nutrition are also covered.

MATERNAL & NEWBORN NURSING – 56 HOURS

This is an advanced course that covers the aspects of the physiological process of fertilization, development, and delivery of human infants. The focus of the course is to utilize base knowledge about the interrelationship of other body systems in identifying nursing responsibilities during pregnancy, labor, and delivery, the postpartum period, and in caring for newborns. Complications in each area are also discussed briefly.

ADULT HEALTH CLINICAL – 109 HOURS

This clinical course applies the basic nursing concepts to the clinical site setting. The learner will provide nursing care for clients, families, and groups with health alterations; document assessments, interventions, and progress toward client outcomes; monitor IV therapy via peripheral access; correlate common lab tests used to diagnose disorders; and differentiate the roles of the nurse in specialty care areas. This includes clinics in OB as well. (across the lifespan)

PEDIATRICS – 60 HOURS

Nursing of the Child is an advanced course. The first unit incorporates the principles of growth and development into the illnesses of children and ultimately into the care of the hospitalized child. The remaining units present various disease processes associated with each group. Nursing care is related to the age and development level of the child as well as the disease process.

NURSING OF THE ELDERLY – 19 HOURS

This course builds on earlier nursing classes and focuses on caring for older adults. Students explore attitudes toward aging and common myths, learn about the growing elderly population and stages of later life, and review how aging affects the body. The course covers how to assess older clients, typical chronic and acute health problems in older adults, and practical nursing care. Topics include restorative nursing, teaching strategies for older patients, community resources and long-term care, and caring for confused clients and those with Alzheimer's disease. Emphasis is on respectful, person-centered care and skills needed to support older adults in many settings.

COMMUNITY CLINICAL – 105 HOURS

This clinical experience is designed to introduce the student to the concept of rural community/clinic health nursing, and to the roles and responsibilities of the LPN. Practical nurses in primary care in the family practice or community clinic setting are responsible for the assessment, planning, intervention, education, and evaluation of implementations intended for the prevention of a disease or health risk along with health promotion and restorative health of the client. A rural clinic health client can vary from a very young infant to a geriatric population, from pregnancy and family systems to promoting the health and wellness of an entire community.

The student will be responsible for basic nursing tasks such as obtaining and recording vital signs, assessing the holistic needs of the client as it relates to the client's complaint, nursing documentation, administration of medications (supervised only), as well as applying the nursing process to many aspects of the client's care. This includes care in women's health as well.

LEADERSHIP CLINICAL – 84 HOURS

This clinical course is designed to provide the student with an opportunity to participate in the leadership role of the LPN in a long-term care (LTC) facility as well as develop skills in research, preparing, and sharing written and oral presentations related to nursing care. It will also provide the student with experiences commonly given to a newly employed LPN. Students will exhibit professional nursing roles by providing safe and effective care to residents in LTC. It focuses on integrating and applying knowledge of a client's diagnosis, treatment, and nursing process through an oral and written care study. The course utilizes research models and frameworks to guide the student in the pursuit of researching patient problems. During this course, the student will be applying the concepts of Evidence based practice to case scenarios and building on their nursing research skills. Oral presentation skills are emphasized by presenting a client-related oral report in a clinical conference or classroom setting.

SERVICE LEARNING – 39 HOURS

Service learning is a critical element that assists in bridging the classroom and the community by engaging learners in the application of their skills, knowledge, and problem solving ability. The purpose of Service Learning in the nursing educational setting is to assist in solving community problems and enhance the common good through selfless giving, create autonomy in the student through independent decision-making, engage the student in actions that will produce tangible consequences, and provide the student with responsibility and accountability for assisting with change within their community.

STUDENT SUCCESS – 76 HOURS

Student Success is developed to help students **define, clarify, and achieve** their academic, personal, and professional goals. Students must be actively involved in the learning process to be successful. Student Success focuses on the student's internal and external issues in order to help them prosper in the academic realm of the Practical Nursing program.

Allocated time throughout the program will be utilized for student success (see calendar). Additional time can be mandated by instructors when necessary**.**

Students may also utilize this time as one-on-one time with instructors if prior arrangements are made. This time may be utilized for study sessions within the classrooms, laboratory make-up assignments, test makeup days, or a makeup day for snow days.

FINAL SUMMATIVE – 37 HOURS

A focused, practical review course designed to consolidate key knowledge and skills from the academic year. Students will revisit core concepts, clinical skills, and critical thinking strategies essential for safe nursing practice. The course emphasizes high-yield content, application through case scenarios, and preparation for clinical evaluations and licensing exam-style questions. This is to assist in NCLEX planning and may include special guest.

SIMULATION POLICY

Simulation is an important part of the Warrensburg Area Career Center Practical Nursing Program. It helps students practice skills, build clinical judgment, and prepare for real patient care. Simulation methods include:

- Low-fidelity manikins for basic skills practice and competency checks
- Virtual simulation used in classroom and clinical settings
- Role-play and unfolding case studies
- High-fidelity simulation for realistic clinical scenarios

High-fidelity simulation (SCEs) assumes students come prepared — having reviewed risk factors, assessments, diagnostics, interventions, medications, patient teaching, and expected outcomes — so class time focuses on application and decision making.

During simulations, students may be assigned roles (e.g., family member, medication nurse, charge nurse, UAP, recorder, lab tech). Each SCE is followed by a debriefing to answer questions, connect the experience to clinical practice, and reinforce learning. After high-fidelity simulations, students complete a learner evaluation to help faculty improve the program.

Virtual simulation supplements learning for topics not often seen in clinicals and is used in courses such as Fundamentals, Pharmacology, and Maternity. It may also be used to make up missed clinical days.

Grading: Each simulation includes a provided scoring guide that explains expectations and how performance will be evaluated.

STANDARDIZED TESTING & ATI

STANDARDIZED TESTING

In order to identify weaknesses and to prepare for state board examinations each student will take the Standardized Achievement Tests during the program. The expense for these examinations is a part of the miscellaneous fees and expenses.

1. At the completion of most courses, standardized testing will provide the student with an assessment of their knowledge in a given area. These scores relate to the student's ability to successfully complete the NCLEX examination.
2. The student scoring at risk or high risk for failure on a Proctored Assessment test will be required to complete the remediation plan developed by the instructor and retake an assigned test. If a student is required to retake a Proctored Assessment more than one time, the student will be responsible for the cost of the exam.
    a. **Failure to attend any session, complete the remediation plan, or retake the Proctored Assessment will result in dismissal from the program.**
3. The chosen standardized testing programs are ones that have reliability and validity and are nationally normed. Students may use the results to guide their review for the NCLEX exam.

ATI POLICY

1. Assessment Technologies Institute (ATI) offers resources designed to enhance student academic and NCLEX success.
2. ATI is an integral part of our curriculum and is evidence-based.
3. The comprehensive program offers multiple assessment and remediation activities. These include assessment indicators for academic success, critical thinking, and learning styles. Online tutorials, online practice testing, and proctored testing over the major content areas of nursing are available. These ATI tools, combined with the nursing program content, assist students to prepare more efficiently, as well as increase confidence and familiarity with nursing content.
4. Data from student testing and remediation can be used for the program's quality improvement and outcome evaluation.
5. ATI information and orientation resources can be accessed from your student home page. **It is highly recommended that you spend time navigating these valuable orientation materials found on your ATI student home page.**
6. Each student must complete an ATI Agreement Form.
7. At the end of the program all students will take the PN Comprehensive Predictor. This assessment will give the student an overall percentage of predicted ability to pass the NCLEX. Students whose prediction is below 90% will be required to do the focused review and retake the Comprehensive Predictor before graduation. Students will be counseled on appropriate NCLEX review courses to improve their probability of passing NCLEX on the first attempt.

MODULAR STUDY

ATI provides review modules in all major content areas. Students are encouraged to use these modules to supplement coursework. These may be assigned during the course and/or as part of active learning/remediation following assessments.

TUTORIALS

ATI offers many unique online tutorials. The tutorial **Nurse Logic** for instance teaches nursing students how to think like a nurse, how to take a nursing assessment, and how to make sound clinical decisions. **Learning System** offers practice tests in specific nursing content areas that allow students to apply the valuable learning tools from **Nurse Logic**. Features are embedded in the **Learning System** tutorial such as hint buttons, a talking glossary, and a critical thinking guide to help students gain an understanding of the content. Other tutorials may be available and will be assigned as appropriate.

ASSESSMENTS

Assessments will help the student identify what they know as well as areas requiring active learning/review. There are practice assessments available to the student and proctored assessments that will be scheduled during courses.

ATI Proctored Assessment	Scheduled
PN Critical Thinking Entrance	End of PVC I (Q1)
PN Mental Health	End of mental health (Q2)
PN Maternal Newborn	End of Maternal Newborn (Q3)
PN Pharmacology	End of Pharmacology III (Q3)
PN Fundamentals	End of Adult Health II (Q3)
PN Management	End of PVC II and Leadership Clinical (Q4)
PN Adult Medical Surgical	End of Adult III (Q4)
PN Nursing Care of Children	End of (Q4)
PN Critical Thinking Exit	End of Program (Q4)
PN Comprehensive Predictor	End of Program (Q4)
Capstone	PVC II (throughout)

ATI ACTIVE LEARNING/REMEDIATION

ATI's Active Learning/Remediation is a process of reviewing content in an area that was not learned or fully understood as demonstrated on an assessment. It is intended to help the student review important information to be successful in courses and on the NCLEX. The student's test report called their **individual performance profile** will contain a listing of the **topics to review.** From assessing test results, the student can remediate **topics to review** by using a **focused review** which contains links to ATI review modules, media clips, and active learning templates.

The instructor has online access to detailed information about the timing and duration of time spent on the assessment, 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.

ATI GRADING RUBRIC

CMS AND CBC GRADING RUBRIC

PRACTICE ASSESSMENT	
4 POINTS	
Complete Practice Assessment A Remediation *Minimum 1-hour Focused Review on initial attempt ***For each topic missed, complete an active learning template (5) as part of the required remediation process. *** Take Post Study Quiz (if available) and complete an active learning template for each topic missed	**Complete Practice Assessment B** Remediation *Minimum 1-hour Focused Review on initial attempt ***For each topic missed, complete an active learning template (5) as part of the required remediation process. *** Take Post Study Quiz (if available) and complete an active learning template for each topic missed

STANDARD PROCTORED ASSESSMENT			
Level 3 = 4 points	**Level 2 = 3 points**	**Level 1 = 1 point**	**Below Level 1 = 0 points**
Remediation = 2 points: • Minimum 1-hour Focused Review ***For each topic missed, complete an active learning template as part of the required remediation process. *** *1 Template	**Remediation = 2 points:** • Minimum 2-hour Focused Review ***For each topic missed, complete an active learning template as part of the required remediation process. *** *3 Templates	**Remediation = 2 points:** • Minimum 3-hour Focused Review ***For each topic missed, complete an active learning template as part of the required remediation process. *** *5 Templates	**4 Remediation = 2 points:** • Minimum 4-hour Focused Review ***For each topic missed, complete an active learning template as part of the required remediation process. *** *7 Templates
10/10 points	**9/10 points**	**7/10 points**	**6/10 points**
No retake required	***No retake required***	**Retake required/recommended**	**Retake required/recommended**

ATI POLICY

STUDENT ACKNOWLEDGEMENT

Initial all and sign below:

_____ I have received a copy of and have read and understand Warrensburg Area Career Center's ATI Assessment and Review Policy.

_____ I understand that it is my responsibility to utilize all of the review modules, tutorials, and online resources available from ATI, as designated by Warrensburg Area Career Center.

_____

Student Printed Name

_____ _____

Student Signature Date

HEALTH AND SAFETY

There are Emergency/Crisis Plans & Procedures in the classroom.

FIRE AND TORNADO PRECAUTIONS

FIRE

Fire drills will are held periodically during the school year. Instructors will inform the students of the evacuation card posted in the classroom. The signal for a fire will be announced over the intercom. The students are instructed to:

1. Not talk and stay calm. Wait for the command over the intercom that we need to exit the building for a fire or a fire drill.
2. Walk quickly from the room to the assigned safety area.
3. When at the assigned safety area, remain quiet for the roll call.
4. Stay with your group.
5. Do not return to the building until the all-clear is announced.
6. If you are the first to exit from the room, hold the door open until the last person is out and then close the door.
7. If the exit is blocked, stand quietly and wait for instructions.

TORNADO

Tornado drills are held periodically during the school year. Instructors will inform the students of the procedure to be followed. The signal for a tornado will be announced over the intercom**.** The students are instructed to:

1. Walk rapidly to the assigned area of safety.
2. Maintain silence.
3. Follow the instructions of the person in charge and as directed on the tornado procedure posted in the classroom.

HEALTH/ACCIDENTS

1. The student is encouraged to practice good health habits such as eating properly, getting enough rest, and avoiding exposure to illness. In the course of this program, the student may be exposed to communicable diseases and potential injuries. Each person is responsible for applying the procedures and principles of self-protection by using appropriate safety practices, including but not limited to, body substance techniques and body mechanics.
2. It is recommended that each student carry Health Care Insurance. The school or affiliating agencies will not assume responsibility for this, nor will the school or clinical facility be responsible for any illness or injury occurring while the student is present or going to or from any activity required by the Practical Nurse Program of this school.
3. The Warrensburg R-VI School District recognizes that some students may require medications for chronic or short-term illnesses to enable them to remain in school and participate in their education. Any prescribed medication must have the student's name, date, name of the physician, name of the medication, time to be administered, and dosage to be given clearly displayed. The student must inform the Program Coordinator when they have been prescribed medication.
    a. **Only the daily dose of the prescribed medication should be brought with the student in the original prescription bottle. The bottle must be kept locked in the student's assigned locker until the required dose is needed.**
4. Non-prescription medications must be carried in an originally labeled container and kept locked in the student's assigned locker.
5. Failure to comply with this policy will result in an investigation and could result in dismissal.

ACCIDENT PROCEDURES

1. All accidents involving injury to you, the student, during program hours must be reported to the instructors at once. First aid will be given and an incident report form must be filled out.
   a. If appropriate, an accident claim form must be filed within 24 hours of injury.
   b. Reporting every accident, however slight, is very important for your protection.
2. While a student in the program, all injuries received outside of program hours must also be reported to the instructors as soon as it is appropriate so that the safety of all (the student, other students, instructors, and those we care for in the clinical settings) is maintained.

SMOKING POLICY

DEFINITIONS

Imitation Tobacco Product

Any edible or non-edible non-tobacco product designed to resemble a tobacco product intended to be used by children as a toy. Imitation tobacco products include, but are not limited to, chocolate cigarettes, bubble gum cigars, shredded bubble gum resembling chewing tobacco, pouches containing flavored substances packaged similarly to snuff, and shredded beef jerky in containers resembling snuff tins.

Smoking/Vaping

Inhaling, exhaling, burning or carrying any lit or heated cigar, cigarette, pipe or any other lighted or heated product that contains, is made of, or is derived from a natural or synthetic form of nicotine, tobacco or other plants and that is intended for inhalation. Smoking/Vaping also includes carrying or using an activated electronic smoking device.

Tobacco Product

Any product, whether synthetic or natural, that contains, is made of, or is derived from tobacco or nicotine that is intended for human consumption by chewing, smoking, absorbing, dissolving, inhaling, snorting, sniffing or ingesting by any other means.

Any component, part or accessory of a tobacco product including, but not limited to, cigarettes; electronic smoking devices; cigars; little cigars; cheroots; stogies; perique's; granulated, plug cut, crimp cut, ready rubbed, and other smoking tobacco; snuff; snuff flour; Cavendish; plug and twist tobacco; fine cut and other chewing tobacco; shorts; refuse scraps; clippings, cuttings and sweepings of tobacco; and other kinds and forms of tobacco.

Tobacco-Related Devices

Ash trays, rolling papers, wraps or pipes for smoking and any components, parts or accessories of electronic smoking devices.

Vapor Product

Any noncombustible product containing nicotine that employs a heating element, power source, electronic circuit or electronic, chemical or mechanical means, regardless of shape or size, that can be used to produce vapor from nicotine in a solution or other form. Vapor product includes any electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe or similar product or device and any vapor cartridge or other container of nicotine in a solution or other form that is intended to be used with or in an electronic pipe or similar product or device. Vapor product does not include any alternative nicotine product.

The WACC smoking policy is as follows:

1. No person is permitted to use, possess, vape, distribute, or sell tobacco/tobacco products at any time, including non-school hours, on school property, grounds, or at any school-sponsored event or activity off campus. Products may include, but are not limited to, cigarettes, cigars, chewing tobacco, snuff, matches, lighters, vaping products, similar items, and look-alike items.
    a. Clinical - Area hospitals have a smoke-free policy. No smoking is permitted inside the buildings or on hospital grounds (which includes parking lots.)
    b. Classroom - NO SMOKING in or near the school building is permitted. School property boundaries include the parking lot and driveway leading to Ridgeview Drive.
    c. Smoking is prohibited in your private vehicle until off school property.
    d. We would remind you of the health hazards related to smoking and ask you to think of the example you set for others as a member of the healthcare team.
    e. Students should refrain from subjecting others to third-hand smoke. In turn, students should be free of smoke odor on their breath or clothing in the clinical and classroom setting.
    Use of a breath mint or mouthwash before returning to class or clinical areas will be appreciated by the individuals with whom you come in close contact.
    f. Turning in paperwork/notebooks/folders to an instructor that smell heavily of smoke is prohibited.
        1) First offense could result in a warning and/or counseling. Subsequent offenses could result in an instructor's refusal to grade paperwork which could result in a **zero**.
2. **Practical Nursing students may not smoke, vape, or chew tobacco in the school building, on school grounds, or at any clinical sites. You may not have any of these products in the building.**

Failure to adhere to the smoking policy will result in dismissal from the Practical Nursing Program.

SUBSTANCE ABUSE

The following policy is set forth in order to:

1. Maintain a working, learning, and clinical education environment that is safe and healthy for students, faculty, staff, and the patients we care for.
2. Ensures a positive reputation of the Warrensburg Area Career Center Practical Nursing Program and its graduates within the community.
3. Minimize the number of accidental injuries to persons or property.

All students and program faculty members are prohibited from being under the influence of alcohol, or illegal drugs during classroom/clinical hours. The unlawful manufacture, distribution, dispensing, possession, or use of an illegal or controlled substance while in a WACC vehicle, on WACC property, or at a WACC-sanctioned activity is strictly prohibited. Possession of prescription drugs, on campus or at clinical sites, by any person other than the one for whom it was prescribed is prohibited. Such drugs will be used only in the manner, combination, or quantity prescribed.

An alcoholic beverage is any beverage that may be legally sold and consumed and has an alcoholic content in excess of 3% by volume. A drug is any substance capable of altering an individual's mood, perception, pain level, or judgment. A prescription drug is any substance prescribed for individual consumption.
Failure to comply with the policies and procedures outlined in the Warrensburg R-VI Policies and the Practical Nursing Student Handbook may result in immediate dismissal from the program.

Drug testing will be arranged by the Program Coordinator and will not be announced ahead of time.

The nursing program will adhere to the clinical sites' requirements for drug and alcohol testing. Drug screenings will be performed on all admitted students prior to the start of clinical education in the fall. Random drug/alcohol tests may be requested periodically throughout the year. Drug testing may be required if the student is involved in an accident at the clinical site, observed using a prohibited substance, exhibit a severe and prolonged reduction in productivity, or for any other reasonable cause. If the initial testing is positive, a second test may be required to determine the exact substance. Additional tests will be performed at the student's expense. If the results of testing prohibit the student from entering the clinical site, the student may be dismissed from the program due to the

student's inability to complete a clinical course. Any student who fails to submit to required testing will be subject to discipline, including dismissal. A positive result will require the student to meet with the Nursing Program Coordinator. The positive test could result in immediate dismissal as described above or referral to substance abuse counseling and repeated drug screens. The Program Coordinator will utilize clinical site guidelines and institutional policies in decision-making. Consultation with the clinical coordinator, program coordinator, and administrator will take place prior to any final course of action**. Random drug and alcohol screenings may be required if inappropriate drug or alcohol use is suspected by the faculty in the classroom or clinical area or any clinical facility.**

FIREARMS/WEAPONS

1. Students are not allowed to possess any firearms while on school district property, this includes your private vehicle while on school property.
    a. A weapon is any firearm whether loaded or unloaded; any chemical substance, device, or instrument designed as a weapon or through its use capable of threatening or producing bodily harm or death; or any device or instrument that is used to threaten, strike horror, or cause bodily harm or death.
2. Any violation of this policy will result in dismissal from the program.

RECORD OF CONVICTION

1. A student who has a record of conviction for a misdemeanor or felony before admission to this program or while attending this program should be aware that licensure will be delayed and may be denied by the Missouri State Board of Nursing.
    a. It is in the student's best interest to communicate with the Program Coordinator if any of the above incidents have occurred.
2. An investigation by the Missouri State Board of Nursing will be made to determine the candidate's suitability for licensure, including personal interviews, review of court records (i.e., subsequent probation/parole), and information gathered from persons who know the student personally (including faculty).

VIOLATIONS/POLICIES

The following is a list of specific violations of rules/regulations which constitute cause for disciplinary action. The Program Coordinator and WACC administrator retain discretion to reduce or augment the recommended penalties enumerated below if mitigating or exacerbating factors and/or the student's anecdotal record of prior offenses warrant the consideration. It is impossible to identify all types of offenses and penalties. If a student is insubordinate or disorderly in a manner not specifically enumerated below, it will be treated within the context of the overall policy.

CONFIDENTIALITY

1. All information obtained by the nurse/student nurse regarding patient/client information is considered confidential. This information is protected by the Health Insurance Portability and Accountability Act of 1996 (HIPAA). Clients have the right to expect that you share information about them only with healthcare providers who are actively involved in promoting their health. Any breach of confidentiality by a nursing student is grounds for **immediate dismissal from the program.** All students are required to sign a confidentiality form that will be placed in their student files.
2. Students are ethically obligated to treat certain information about patients or clients in any of the clinical settings as confidential. As a student nurse, your relationship with patients and clients gives you access to information that is considered private. Any information you receive that is of a personal nature and has no direct bearing on the patient's treatment or well-being should be considered confidential. Unless the information you have received may cause harm to the person or others, it should be withheld and considered private. This privacy includes any and all network and social media such as, but not limited to, text messages, Facebook, Twitter, etc.
3. Sharing information with other healthcare personnel who are a part of the patient's healthcare team is appropriate as long as the information is relevant to the care of the patient. The accessing or the releasing of

information to anyone other than persons directly associated with caring for the patient, without permission, is a violation of the patient's right to privacy.

4. Students who do not maintain patient confidentiality will be dismissed. Documented hospital record misuse is a reason for immediate dismissal.
5. As a student you will use client records to gather the information that will assist you in planning and implementing their care. This information needs to be properly disposed of (shredded) when no longer needed for its intended use. Clinical papers should contain only client initials and no identifying information, such as an address, medical record numbers, etc.
6. A breach of confidentiality may result in disciplinary and/or legal action.

HIPAA CONSIDERATIONS

1. Students must adhere to HIPAA (Health Insurance Portability and Accountability Act) while in the clinical settings. HIPAA requires healthcare providers (and student nurses) to protect patient privacy. Students will have access to mobile devices. Use of cameras or video functions will NOT be tolerated in the clinical settings. When students use an EHR for documentation, the "Clinical Descriptor" will NOT contain the patient's name or identifying information.

PROHIBITED SUBSTANCE POLICY

In the Practical Nursing Student Handbook, please see Substance Abuse under Health and Safety.

ACADEMIC HONESTY

1. Students are to do their own work unless advised that collaboration is acceptable. This means that you may use facts from other sources if you re-write them in your own words. Any time you quote directly from another source or paraphrase substantially, you must cite the source you use. When you take a test, you are expected to keep your eyes on your own test and protect your test from being copied by a classmate.
2. All forms of dishonesty including cheating on any written or oral assignment/test, plagiarism, knowingly furnishing false information to the school, forgery, or alteration or use of documents and instruments or identification with intent to defraud will result in an administrative referral and disciplinary hearing. Repeated offenses will be treated as insubordination.

The most common forms of academic dishonesty are cheating and plagiarism. Examples of cheating and plagiarism are provided in this policy as a means of helping to define expectations. The examples are not exhaustive and should not be viewed as such.

CHEATING

Cheating may include using any unauthorized information, such as a copy of an examination before it is given, or personal electronic devices not allowed by the instructor. Inappropriate behavior could consist of collaborating with others on assignments without the consent of the instructor or collaborating with others to enable cheating. Other forms of dishonest behavior may include having another person take an exam for you, fabricating information such as data for a lab report, submitting material that is not yours as part of your course performance, or communicating with anyone other than a proctor or instructor during an exam.

PLAGIARISM

Plagiarism is the use of another person's words or ideas without giving that person appropriate credit. Academic work is evaluated on the assumption that the work presented is the student's own. Plagiarism may include directly quoting the words of others without proper credit given to them and/or without using quotation marks or other accepted notations to identify the borrowed words. An additional example of plagiarism includes representing an idea or strategy as a student's own when it comes from someone else. Plagiarism can also be simply using any prior work produced by the student for another course without prior approval from the current instructor.

GENERATIVE AI

A form of plagiarism is the unauthorized usage of generative AI content. Generative AI platforms produce content based on artificial intelligence models. Use of generative AI for coursework when not authorized by the instructor is considered academic dishonesty and will follow the penalties for cheating. Students should follow the course or departmental policies for AI usage and consult the instructor about the utilization of generative AI on specific assignments. When approved, use of AI tools in an assignment requires citation.

PENALTIES AND CONSEQUENCES

Penalties for violating academic integrity in a class may include a zero grade on the assignment, a failing grade in the course, or any other course/school-related sanction the instructor and administration determine to be appropriate for the cheating incident such as suspension from Warrensburg Area Career Center. The penalty for Plagiarism are as follows: first offense, a grade of zero on the assignment; second offense, failing grade in the class which will result in dismissal from the Practical Nursing program.

When these incidents occur, it is unpleasant for all of us; so, before you become involved in such a situation, think about what you are doing and ask yourself, "Is it worth it?"

Failure to comply with the policies and procedures outlined in the Warrensburg R-VI Policies and the Practical Nursing Student Handbook may result in immediate dismissal from the program.

PROFESSIONALISM

"Professional behavior is manifest in a person, acts and attitudes including elements of what we wear, how we perform, and how we think – if we make our thoughts and beliefs public….It is how others see nursing that is so important to the nursing profession. And it is how others see us in our behavior to each other as well as to our clients that defines us as professionals." Veronica D. Feeg, Copyright, 2001. Pediatric Nursing and Jannetti Publications, Inc. used with permission of the publisher.

Therefore, how one presents him or herself either elevates or diminishes their professional image in the eyes of others. We expect candidates to maintain the highest standards of professionalism in the classroom, all clinical settings, any campus building or property, the community, and in related public settings.

Candidates must:

1. Possess the ability to reason morally and practice nursing in an ethical manner.
2. Be willing to learn and abide by standards of practice for nursing.
3. Possess attributes that include compassion, empathy, altruism, integrity, honesty, responsibility, and tolerance.
4. Be able to engage in patient care delivery in all settings.
5. Be able to deliver care to all patient populations including, but not limited to, children, adolescents, adults, developmentally disabled persons, medically compromised patients, and vulnerable adults without waiver, hesitation, or prejudice.

THE AMERICAN NURSES ASSOCIATION (ANA) CODE FOR NURSES DEFINES PROFESSIONALISM AS FOLLOWS:

1. The nurse in all professional relationships, practices with compassion and respect for the inherent dignity, worth, and uniqueness of every individual unrestricted by consideration of social or economic status, personal attributes, or the nature of health problems.
2. The nurse's primary commitment is to the patient, whether an individual, family, group, or community.
3. The nurse promotes, advocates for, and strives to protect the health and safety, and rights of the patient.
4. The nurse is responsible and accountable for individual nursing practice and determines the appropriate delegation of tasks consistent with the nurse's obligation to provide optimum patient care.
5. The nurse owes the same duties to self as to others, including the responsibility to preserve integrity and safety, to maintain competence, and to continue personal and professional growth.

6. The nurse participates in establishing, maintaining, and improving healthcare environments and conditions of employment conducive to the provision of quality healthcare and consistent with the values of the profession through individual and collective action.
7. The nurse participates in the advancement of the profession through contributions to the practice, education, administration, and knowledge development.
8. The nurse collaborates with other health professionals and the public in promoting community, national, and international efforts to meet health needs.
9. The profession of nursing as represented by associations and their members is responsible for articulating nursing values, maintaining the integrity of the profession and its practice, and for shaping social policy.

UNPROFESSIONAL BEHAVIORS

1. Profanity/Abusive Language: use will lead to
    a. Verbal warning, counseling statement, and instructor conference. The student may be asked to leave the classroom/clinical.
    b. Program Coordinator and/or Administrator referral, and subsequent offenses will be treated as insubordination.
    c. Verbal warning, counseling statement, and instructor conference. The student may be asked to leave the classroom/clinical.
2. Disruptive Behavior: "A deliberate action that negatively affects the education of others; a behavior which causes an interruption in a class activity." Initiating, encouraging, or joining this behavior will lead to
    a. Verbal warning, counseling statement, and instructor conference. A student may be asked to leave the classroom/clinical.
    b. Program Coordinator and/or Administrator referral, and subsequent offenses will be treated as insubordination.
3. Lateral Violence: "Lateral violence refers to acts that occur between colleagues, where bullying is described as acts perpetrated by one in a higher level of authority and occur over time. The acts can be covert or overt acts of verbal or non-verbal aggression. Relational aggression is a type of bullying typified by psychological abuse. Behaviors include gossiping, withholding information, and ostracism. Behaviors can extend outside the workplace and can occur in person or in cyberspace" (Dellasega, C. 2009). Initiating, encouraging, or joining this behavior will lead to
    a. Verbal warning, counseling statement, and instructor conference. A student may be asked to leave the classroom/clinical.
    b. Program Coordinator and/or Administrator referral, and subsequent offenses will be treated as insubordination.
4. Insubordination: Refusing to follow a staff member's direction, talking back, being deliberately or socially rude, expressing disrespect toward any WACC employee, or becoming argumentative with any WACC employee. Violation of school policies and/or regulations which are insubordination, and repeated offenses which by themselves would not warrant dismissal but collectively indicate that further attendance by the student is not in the best interest of the student or the school (and are therefore "treated as insubordination"), will result in dismissal from the program.

GRIEVANCE PROCEDURE WITHIN THE PROGRAM

1. Verbal communications shall be made directly to the instructor involved in the grievance.
2. Unresolved grievances may then be taken directly to the Program Coordinator after a reasonable time has been permitted for corrective action. The chain of command will be followed.
3. Grievances not resolved in the informal stages may be formally presented under the following procedures:
    a. Student may appeal in writing, no later than five working days after the occurrence/incidence which caused the student to write the grievance, to the Program Coordinator. The student must sign the written grievance. The written grievance must include the following information: Date of filing, description of grievance along

with the name of the staff member(s) involved. Upon receipt of the formal grievance, the Program Coordinator will:

1) Forward copies of the grievance to the Career Center Director and Superintendent/Assistant Superintendent of Schools as well as to the staff member(s) involved.
2) Make a decision and notify the student, Career Center Director, Superintendent/Assistant Superintendent, and staff member(s) of that decision.

b. Student may appeal the decision of the Program Coordinator to the Director of the Warrensburg Area Career Center no later than five working days after receiving the written reply from the PN Program Coordinator. The student must contact the Director and schedule a conference to present a written appeal to the Program Coordinator's decision. Notification of the action taken by the WACC Director will be given in writing to the student, Program Coordinator, Superintendent/Assistant Superintendent and other staff member(s).
c. Student may appeal the decision of the Warrensburg Area Career Center Director no later than five working days after receiving the written reply of the Director of the Warrensburg Area Career Center. Appeal is made to the Superintendent/Assistant Superintendent of the Schools. The student must contact Superintendent/Assistant Superintendent to schedule a conference to present a written appeal to the WACC Director's decision. The Superintendent/Assistant Superintendent will then notify the student as to when written notification of the decision shall be expected by the student, WACC Director, Program Coordinator, and other staff member(s) involved.
d. Student may appeal the decision of the Superintendent/Assistant Superintendent to the Warrensburg Board of Education by notifying the Superintendent/Assistant Superintendent of their intent no later than five working days after receiving a written reply from the Superintendent/Assistant Superintendent. The Superintendent/Assistant Superintendent will then notify the Board of Education of the request for the hearing. The student will then receive notification on further actions to be taken by him/her and by the Board of Education from the Superintendent/Assistant Superintendent of the Schools.
e. Attendance during the appeal process is at the discretion of the Practical Nursing Program Coordinator and the WACC Director.

4. If you are not satisfied with the actions of Warrensburg R-VI School District, you may appeal to:

Council on Occupational Education
7840 Roswell Road
Building 300 Suite 325
Atlanta, GA 30350
Phone: (770)396-3898 or (800)917-2081

PROHIBITION AGAINST ILLEGAL DISCRIMINATION, HARASSMENT, AND RETALIATION

WARRENSBURG R-VI DISTRICT POLICY AC

GENERAL RULE

The Warrensburg R-VI School District Board of Education is committed to maintaining a workplace and educational environment that is free from illegal discrimination, harassment and retaliation in admission or access to, or treatment or employment in, its programs, services, activities and facilities. In accordance with law, the district strictly prohibits discrimination and harassment against employees, students or others on the basis of race, color, religion, sex, national origin, ancestry, disability, age, genetic information or any other characteristic protected by law. The Warrensburg R-VI School District is an equal opportunity employer.

The board also prohibits:

1. Retaliatory actions including, but not limited to, acts of intimidation, threats, coercion or discrimination against those who:
   a. Make complaints of illegal discrimination or harassment.
   b. Report illegal discrimination or harassment.
   c. Participate in an investigation, formal proceeding or informal resolution, whether conducted internally or outside the district, concerning illegal discrimination or harassment.
2. Aiding, abetting, inciting, compelling or coercing illegal discrimination, harassment or retaliatory actions.
3. Discrimination, harassment or retaliation against any person because of such person's association with a person protected from discrimination or harassment in accordance with this policy and law.

As used in this policy, "discrimination, harassment or retaliation" has the same meaning as "illegal discrimination, harassment or retaliation" and is limited to acts prohibited by law. All employees, students and visitors must immediately report to the district for investigation any incident or behavior that could constitute discrimination, harassment or retaliation in accordance with this policy. If a student alleges sexual misconduct on the part of any district employee to any person employed by the district, that person will immediately report the allegation to the Children's Division (CD) of the Department of Social Services in accordance with state law.

Sexual Harassment Reporting and District Response

Sexual harassment is prohibited under this policy and policy ACA, but policy ACA applies only to a narrower category of sexual harassment under Title IX, as defined in the federal regulations. All sexual harassment reports must be made to the Title IX coordinator identified in policy ACA and evaluated for policy ACA applicability. If a sexual harassment report is made to any other district employee, the report must be promptly referred to the Title IX coordinator for intake. Incidents of alleged sexual harassment that are not investigated under policy ACA may be referred for processing under this policy.

Additional Prohibited Behavior

Behavior that is not unlawful or does not rise to the level of illegal discrimination, harassment or retaliation might still be unacceptable for the workplace or the educational environment. The district encourages students, employees and the public to report such behavior so that it can be promptly addressed, but the grievance process in this policy is reserved for allegations of illegal discrimination, harassment and retaliation.

Boy Scouts of America Equal Access Act

As required by law, the district will provide equal access to district facilities and related benefits and services and will not discriminate against any group officially affiliated with the Boy Scouts of America, the Girl Scouts of the United States of America or any other youth group designated in applicable federal law.

School Nutrition Programs

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the district is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by the USDA. These programs include the National School Lunch Program, the Special

Milk Program, the School Breakfast Program and the Summer Food Service Program.

Any person or representative alleging discrimination based on a prohibited basis has the right to file a complaint within 180 days of the alleged discriminatory action with the USDA Office of the Assistant Secretary for Civil Rights or the district's compliance officer using the process outlined in policy EF.

Interim Measures

When a report is made or the district otherwise learns of potential discrimination, harassment or retaliation, the district will take immediate action to protect the alleged victim, including implementing interim measures. Such interim measures may include, but are not limited to, altering a class seating arrangement, providing additional supervision or suspending an employee pending an investigation. The district will also take immediate steps to prevent retaliation against the alleged victim, any person associated with the alleged victim, or any witnesses or participants in the investigation. These steps may include, but are not limited to, notifying students, employees and others that they are protected from retaliation, ensuring that they know how to report future complaints, and initiating follow-up contact with the complainant to determine if any additional acts of discrimination, harassment or retaliation have occurred.

Consequences and Remedies

If the district determines that discrimination, harassment or retaliation have occurred, the district will take prompt, effective and appropriate action to address the behavior, prevent its recurrence and remedy its effects.

Employees who violate this policy will be disciplined, up to and including employment termination. Students who violate this policy will be disciplined, which may include suspension or expulsion. Patrons, contractors, visitors or others who violate this policy may be prohibited from district property or otherwise restricted while on district property. The superintendent or designee will contact law enforcement or seek a court order to enforce this policy when necessary or when actions may constitute criminal behavior.
Students, employees and others will not be disciplined for speech in circumstances where it is protected by law.
In accordance with law and district policy, any person suspected of abusing or neglecting a child will be reported immediately to the CD.

Definitions

Compliance Officer – The individual responsible for implementing this policy, including the acting compliance officer when performing duties of the compliance officer.

Discrimination – Conferring benefits upon, refusing or denying benefits to, or providing differential treatment to a person or class of persons in violation of law based on race, color, religion, sex, national origin, ancestry, disability, age, genetic information or any other characteristic protected by law, or based on a belief that such a characteristic exists.

Grievance – A verbal or written report (also known as a complaint) of discrimination, harassment or retaliation made to the compliance officer.

Harassment – A form of discrimination, as defined above, that occurs when the school or work environment becomes permeated with intimidation, ridicule or insult that is sufficiently severe or pervasive enough that it unreasonably alters the employment or educational environment.

Behaviors that could constitute illegal harassment include, but are not limited to, the following acts if based on race, color, religion, sex, national origin, ancestry, disability, age, genetic information or any other characteristic protected by law or based on a belief that such a characteristic exists: graffiti; display of written material, pictures or electronic images; name calling, teasing or taunting; insults, derogatory remarks or slurs; jokes; gestures; threatening, intimidating or hostile acts; physical acts of aggression, assault or violence; theft; or damage to property.

Sexual Harassment – A form of discrimination, as defined above, on the basis of sex. Sexual harassment is unwelcome conduct that occurs when a) benefits or decisions are implicitly or explicitly conditioned upon submission to, or punishment is applied for refusing to comply with, unwelcome sexual advances, requests for sexual favors or conduct of a sexual nature; or b) the school or work environment becomes permeated with intimidation, ridicule or insult that

is based on sex or is sexual in nature and that is sufficiently severe or pervasive enough to alter the conditions of participation in the district's programs and activities or the conditions of employment. Sexual harassment may occur between members of the same or opposite sex. The district presumes a student cannot consent to behavior of a sexual nature with an adult regardless of the circumstance. "Sexual Harassment under Title IX" is a subset of this definition, and the district's response to qualifying allegations is set forth in policy ACA.

Behaviors that could constitute sexual harassment include, but are not limited to:

1. Sexual advances and requests or pressure of any kind for sexual favors, activities or contact.
2. Conditioning grades, promotions, rewards or privileges on submission to sexual favors, activities or contact.
3. Punishing or reprimanding persons who refuse to comply with sexual requests, activities or contact.
4. Graffiti, name calling, slurs, jokes, gestures or communications of a sexual nature or based on sex.
5. Physical contact or touching of a sexual nature, including touching of intimate parts and sexually motivated or inappropriate patting, pinching or rubbing.
6. Comments about an individual's body, sexual activity or sexual attractiveness.
7. Physical sexual acts of aggression, assault or violence, including criminal offenses (such as rape, sexual assault or battery, and sexually motivated stalking) against a person's will or when a person is not capable of giving consent due to the person's age, intellectual disability or use of drugs or alcohol.
8. Gender-based harassment and acts of verbal, nonverbal, written, graphic or physical conduct based on sex or sex stereotyping, but not involving conduct of a sexual nature.

Working Days – Days on which the district's business offices are open.

Compliance Officer

The board designates the following individual to act as the district's compliance officer:

Assistant Superintendent for Student Services
201 S. Holden St., Warrensburg, MO 64093
Phone: 660-747-7823 Fax: 660-747-9615

In the event the compliance officer is unavailable or is the subject of a report that would otherwise be made to the compliance officer, reports should instead be directed to the acting compliance officer:

Superintendent
201 S. Holden St., Warrensburg, MO 64093
Phone: 660-747-7823 Fax: 660-747-9615

For matters within the scope of this policy, the compliance officer or acting compliance officer will:

1. Coordinate district compliance with this policy and the law.
2. Receive all grievances regarding discrimination, harassment and retaliation except as provided in policy ACA.
3. Serve as the district's designated Title VI, Section 504 and Americans with Disabilities Act (ADA) coordinator as well as the contact person for compliance with other discrimination laws.
4. Forward reports of sexual harassment and otherwise assist in Title IX compliance as directed in policy ACA.
5. Investigate or assign persons to investigate grievances; monitor the status of grievances to ensure that additional discrimination, harassment and retaliation do not occur; and recommend consequences.
6. Review all evidence brought in disciplinary matters to determine whether additional remedies are appropriate and recommend which interim measures should be implemented.
7. Determine whether district employees with knowledge of discrimination, harassment or retaliation failed to carry out their reporting duties and recommend disciplinary action, if necessary.
8. Communicate regularly with the district's law enforcement unit or other law enforcement point of contact for the district to determine whether any reported crimes constitute potential discrimination, harassment or retaliation.

9. Oversee discrimination, harassment or retaliation grievances, including identifying and addressing any patterns or systemic problems and reporting such problems and patterns to the superintendent or the board.
10. Seek legal advice when necessary to enforce this policy.
11. Report to the superintendent and the board aggregate information regarding the number and frequency of grievances and compliance with this policy.
12. Make recommendations regarding changing this policy or the implementation of this policy.
13. Coordinate and institute training programs for district staff and supervisors as necessary to meet the goals of this policy, including instruction in recognizing behavior that constitutes discrimination, harassment and retaliation.
14. Periodically review student discipline records to determine whether disciplinary consequences are applied uniformly.
15. Perform other duties as assigned by the superintendent.

To view Policy AC in its entirety, including the steps to take to file a grievance with the district's Compliance Officer, use the following link:
https://simbli.eboardsolutions.com/Policy/ViewPolicy.aspx?S=36031084&revid=LEGon2R5suZdOjJT5AqHFQ==&ptid=amIgTZiB9plushNjl6WXhfiOQ==&secid=&PG=6&IRP=0&isPndg=false.

NOTICE OF NONDISCRIMINATION

The Warrensburg Area Career Center and Practical Nursing Program does not discriminate on the basis of race, color, national origin, sex, age, or handicap in admission or access to, or treatment or employment in, its program and activities. Any person having inquiries concerning the Warrensburg R-VI School District's compliance with the regulations implementing Title II, Age Discrimination Act, Title VI, Title IX, and Section 504 is directed to contact Dr. John Finnane, 201 S. Holden Street, Warrensburg, MO 64093, (660)747-7823. Dr. jOHN Finnane has been designated by the Warrensburg R-VI School District to coordinate the institution's efforts to comply with the regulations implementing Title II, Age Discrimination Act, Title VI, Title IX, and Section 504.

SERVICES FOR STUDENTS WITH DISABILITIES

The facilities at Warrensburg Area Career Center are accessible to individuals with physical disabilities. In most areas, workstations can accommodate individuals with special needs.

Students with a disability in the Practical Nursing (PN) program may request an academic adjustment and/or auxiliary aid through the following process:

1. The student shall initially make his/her request in writing to the PN Program Coordinator, identifying the disability and type of accommodation being requested for the specific disability.
2. The student must take the following actions and provide the following type(s) of documentation to support his/her request:
    a. Written request to the Program Coordinator.
    b. Documentation from a licensed physician (MD, DO) or Psychiatrist that will support and reflect the need for the accommodation and advice on the type(s) of accommodations.
    c. Proof of previous assistance/accommodation provided for the same disability request.
3. Academic adjustments, auxiliary aids, or other accommodations that constitute a significant alteration to the content and operation of the program may require specific, additional documentation to preserve the integrity of the program and protect patient health and safety.
4. Once the written request and supporting documentation are received, the Program Coordinator will respond to the student and his/her request in writing within two weeks.
5. If the Warrensburg Area Career Center denies the request, the Center will explain the reasons for the denial in writing to the student and notify the student of the right to appeal or grieve the denial.
6. The Practical Nursing Program's grievance process can be found in the student handbook.

7. If the request is granted, the Program Coordinator will be responsible for communicating the student's entitlement to the academic adjustment or auxiliary aid to the PN instructors orally.
8. The PN instructors cannot unilaterally deny approved academic adjustments or auxiliary aids, nor may students be asked or required to negotiate with instructors or staff about the provision of academic adjustments or auxiliary aids that the Warrensburg Area Career Center has approved.
9. If an instructor has concerns or disputes the provision of an approved academic adjustment or auxiliary aid, the instructor may provide a written dispute with the rationale to the Program Coordinator. If the concern/dispute is not resolved at this level, then the instructor shall submit a written concern/dispute to the Director of the Warrensburg Area Career Center. If the concern/dispute is not resolved at this level, then the instructor may submit in writing his/her concerns/dispute with the rationale to the Assistant Superintendent of the Warrensburg R-VI School District. The Assistant Superintendent, Career Center Director, Program Coordinator, and instructor disputing the adjustment will meet no later than two weeks after the Assistant Superintendent has received the written concern/dispute to determine a resolution. During this time of concern/dispute by an instructor, the academic adjustments and auxiliary aids shall continue to be provided to the student.

MOSBN POSITION PAPER

If the student intends to request accommodations/auxiliary aids on the NCLEX examination, he/she will be responsible for the following as stated by the Missouri State Board of Nursing's position paper regarding requests for modifications from disabled candidates. The following information can also be found on the Missouri State Board of Nursing's website
efaidnbmnnnibpcajpcglclefindmkaj/https://www.ncsbn.org/public-files/SummaryofModificationstoNCLEX.pdf

The accommodation request process is located at https://www.pearsonvue.com/us/en/test-takers/accommodations.html

REQUESTS FOR MODIFICATION FOR DISABLED CANDIDATES

The Americans with Disabilities Act has encouraged nurses, educators, employers, and regulators to identify the essential abilities needed by nurses to practice safely. The nurse must be aware of the abilities required for safe nursing practice and of any personal limitations with respect to these abilities. The nurse should either make or request the accommodation needed to practice nursing safely.

https://pr.mo.gov/boards/nursing/RequestsforExamModifications.pdf

PROGRAM STATISTICS

Year	Number Admitted	Number Graduated	Number Pass Boards on First Attempt	Number Completers Placed
2001-2002	29	23	20 (91%)	100% *2 passed on 2nd attempt
2002-2003	29	22	20 (91%)	100% *2 passed on 2nd attempt
2003-2004	27	18	17 (94%)	100% *1 passed on 2nd attempt
2004-2005	30	27	25 (93%)	100% *2 not passed
2005-2006	28	24	23 (96%)	100%
2006-2007	28	27	24 (89%)	100% *3 passed on 2nd attempt
2007-2008	27	21	21 (100%)	100%
2008-2009	26	19	19(100%)	100%
2009-2010	26	19	18 (95%)	95%
2010-2011	22	16	14 (88%)	100% *2 passed on 2nd attempt/1 passed on later attempts
2011-2012	18	15	13 (87%)	87% *1 student failed/1 student did not test
2012-2013	25	20	19 (95%)	100% *2 passed 2nd attempt/1 student has failed and has not retested
2013-2014	25	19	16 (84%)	95% *2 passed 2nd attempt/1 student has failed and has not retested
2014-2015	23	22	21 (95%)	96% *1 passed on 2nd attempt
2015-2016	22	11	10 (91%)	91% *1 student has failed and has not retested
2016-2017	20	14	14 (100%)	100%
2017-2018	11	9	7 (78%)	89% *2 student failed
2018-2019	19	16	14 (88%)	94% *1 passed on 2nd attempt/1 student has not tested
2019-2020	18	15	14 (93%)	100% *1 passed on 2nd attempt
2020-2021	10	8	2 (25%)	75% *4 passed on 2nd attempt/1 student passed on 3rd attempt
2021-2022	19	15	13 (87%)	100% *2 passed on 2nd attempt
2022-2023	9	7	6 (86%)	86%
2023-2024	8	8	7(87.5%)	75% *2 passed on 2nd attempt
2024-2025	16	13	13 (100%)	100%

Revised 02/23/2026

ANNUAL NOTIFICATION TO PARENTS AND EMPLOYEES

To Parents and Employees:

Asbestos is an issue we have been dealing with for many years. The Asbestos Hazard Emergency Response Act of 1986 (referred to as AHERA) was enacted by Congress in 1987. AHERA was enacted to determine the extent of and develop solutions for any problems schools may have with asbestos.

We continue to have our facility inspected by the Asbestos Program Manager and their representatives. In addition, a certified Inspector inspects the facility every three years as required by AHERA. All areas at this time are in good condition (non-friable) and show no change.

A copy of the asbestos management plan is available for your inspection in our administrative offices during regular office hours. Our Asbestos Program Manager will answer all inquiries regarding the plan.

We will continue to implement the asbestos management plan. We are intent on not only complying with but also exceeding federal, state, and local regulations in this area. We plan on taking whatever steps are necessary to ensure your children and our employees have a healthy, safe environment in which to learn and work.

Sincerely,

Mr. Lyle Kreisel
Director of Facilities
Asbestos Program Manager
Warrensburg R-VI School District
(660) 747-7823

WARRENSBURG AREA CAREER CENTER
PRACTICAL NURSING STUDENT HANDBOOK
STATEMENT OF UNDERSTANDING

I, _____, certify that I have read and understand the student handbook located at https://warrensburgrvimo.sites.thrillshare.com/o/wacc/page/practical-nursing.

There is a copy of the student handbook located in the office that I may access at any time.

My signature below demonstrates that I agree to comply with the standards and rules set forth therein. I understand that failure to comply with the policies established and set forth by the Warrensburg R-VI Board of Education may result in disciplinary action and/or dismissal from the Warrensburg Area Career Center programs of study.

Disciplinary, technology usage, and attendance policies are found within the handbook.

Student Name Student Signature

Date