

WAYNESVILLE CAREER CENTER

400 GW Lane
Waynesville, MO 65583

2021-2022 Adult Student Handbook

| | |
|------------------------------------|-----------|
| Director's Office | 842-2500 |
| Adult & Community Ed | Ext. 2514 |
| WCC Customer Service Specialist | Ext. 2527 |
| PN Program | Ext. 2515 |
| Cosmetology Office | Ext. 3913 |
| Appointments | Ext. 3924 |

A+ School

Waynesville Career Center is accredited by the Commission of the Council on Occupational Education.

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



*Using technical, academic, and interpersonal experiences, Waynesville Career Center
prepares students for success in a diverse world.*

Students:

We are pleased to have you as a student at Waynesville Career Center; we hope you will help us find truth, to encourage scholarship, and to promote democratic citizenship. Waynesville Career Center strives for excellence in education through its attitude toward scholastic achievement, skill performance, student appearance, and respect for others. We know that no one can give another person an education, but the teachers and staff at Waynesville Career Center will provide the opportunity for each student to achieve his or her highest potential.

*Dr. Traci Pattison
Waynesville Career Center Director*

Disclaimer

The administration is responsible for the operation of the entire school program. Decisions may sometimes deviate from the published procedures because of unusual or extenuating circumstances.

The Waynesville R-VI School District does not discriminate on the basis of race, color, national origin, sex, age, religion, disability or status as a veteran, including a Vietnam-era Veteran, in admission/access to, or treatment/employment in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups.

Any person(s) having inquiries concerning the non-discrimination policies and compliance with the regulations implementing federal legislative requirements is directed to contact the building level principal or the assistant superintendent for personnel services, 200 Fleetwood Drive, Waynesville, MO 65583, (573) 842-2094 (Title IX, Title VI, Title VII and ADA, Age Discrimination Act, Boy Scouts Access), or the director of special services, (573) 842-2007 (Section 504), 200 Fleetwood Drive, Waynesville, MO 65583, or RELAY MISSOURI 800-735-2966.

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CALENDAR

**Practical Nursing, CNA, and Cosmetology will have a different schedule that is given upon enrollment. In the event that Waynesville Schools cancel for inclement weather, ALL classes are cancelled.

Waynesville R-VI School District

2021-2022 School Calendar

| July 2021 | | | | | | |
|-----------|----|----|----|----|----|----|
| Su | M | Tu | W | Th | F | Sa |
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| 25 | 26 | 27 | 28 | 29 | 30 | 31 |

July-FLW Schools/WSGC Closed

| August 2021 | | | | | | |
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| September 2021 | | | | | | |
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| October 2021 | | | | | | |
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| November 2021 | | | | | | |
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| December 2021 | | | | | | |
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| January 2022 | | | | | | |
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| February 2022 | | | | | | |
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| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | | | | | |





| March 2022 | | | | | | |
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| April 2022 | | | | | | |
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| May 2022 | | | | | | |
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| June 2022 | | | | | | |
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| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | | |

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|---|------------------------------|
|  | School Closed |
|  | Early Release/In-service day |
|  | Graduation |

| | |
|---|---|
|  | Teacher In-Service (no school for students) |
|  | Summer School |
|  | First and Last Day of School |
|  | New Student Enrollment |

| | |
|---|--|
|  | New Teacher Meetings |
|  | End of Quarter-Early Release-Records Day |
|  | End of Quarter Grading Period |
|  | District Offices/Buildings Closed |

| | |
|--------------------------------|--|
| Aug 18 | WECC / WSGC Meet the Teacher 4-6 pm |
| Aug 19 | Elementary Meet the Teacher 4-6 pm |
| Aug 25 | Secondary Meet the Teacher 5-7 pm |
| Sept 6 | Labor Day - School Closed |
| Sept 17 | Homecoming - Early Release-Records Day |
| Oct 25 - 28 | Parent/Teacher Conferences |
| Elementary Oct 25/27 4:00-7:30 | Secondary Oct 26/28 3:00-6:30 |
| Oct 29 | School Closed |
| Nov 11 | Veteran's Day - School Closed |
| Nov 24, 25, 26 | Thanksgiving Break - School Closed |

| | |
|------------------|---------------------------------------|
| December 20 - 31 | Winter/Semester Break - School Closed |
| January 17 | Martin Luther Jr Day - School Closed |
| February 21 | President's Day - School Closed |
| March 14-18 | Spring Break - School Closed |
| April 15 | School Closed |
| May 30 | Memorial Day - School Closed |

| School Hours | Full Day | Late Start | Half Day Shutdown |
|----------------|-----------|------------|-------------------|
| WHS/MIDDLE/6TH | 7:30-2:35 | 8:00-2:35 | 12:00 PM |
| ELEMENTARY | 8:30-3:30 | 9:00-3:30 | 1:00 PM |

Waynesville R-VI District Vision Statement

Excel as a student-centered community of learners that embraces diversity, collaboration, and innovation.

Waynesville R-VI District Mission Statement

Prepare and empower individual lifelong learners for opportunities as citizens and leaders.

Waynesville R-VI School District Core Values

- Student learning needs are the priority of our school district.
- Through equity and inclusion, our district enhances the educational opportunities for our diverse community.
- As a school district and community, we commit to high expectations and continuous learning to improve the educational experience for our students.

Collective Commitments

The following actions will be taken to accomplish the vision and mission of the Waynesville R-VI School District:

- Our decisions will be focused on the best interests of students.
- Staff members will act with integrity, while respecting, understanding, and appreciating diversity.
- We will provide opportunities for students to grow as leaders.
- Through professional collaboration, we will implement innovative instructional strategies and assess their effectiveness with continuous evaluation.
- We will collaborate, communicate, and engage with our stakeholders.
- We will prepare students to be college and career ready (PK-12) through rigorous coursework and relevant learning experiences that foster critical thinking.

Waynesville Career Center Vision Statement

Waynesville Career Center is committed to developing a diverse and skilled workforce of lifelong learners.

Waynesville Career Center Mission Statement

WCC provides a relevant learning environment using critical thinking, technology, and career skills to prepare students for success.

The Council on Occupational Education
7840 Roswell Road, Building 300, Suite 325
Atlanta, GA 30350 (1-800) 917-2081
<http://www.council.org>



Central Administration

| | |
|---|----------|
| Dr. Brian Henry Superintendent | 842-2097 |
| Dr. Wm “Billy” Cobb Executive Director (Operational Services)..... | 842-2069 |
| Dr. Trish Adkins Assistant Superintendent (Instructional Services) | 842-2050 |
| Mrs. Hilary Bales Assistant Superintendent (Personnel Services) | 842-2094 |
| Aaron Harrison CFO/ Director of Information Systems..... | 842-2042 |
| Mrs. Marianne Ward Communications & Marketing..... | 842-2040 |
| Dr. Elizabeth Washington Director of Special Services..... | 842-2007 |
| Mr. Kevin Pritchard Director of Buildings & Grounds..... | 842-2099 |
| Mr. Karl Wilking Director of Transportation | 842-2199 |
| Mr. Mike Henson Director of Instructional Media & Technology..... | 842-2052 |
| Courtney Long Director of Student Services..... | 842-2263 |

Waynesville Career Center Administration

| | |
|---|----------|
| Dr. Traci Pattison Director | 842-2500 |
| Mr. John Smith Assistant Director / Post-Secondary | 842-2500 |

WCC Staff

| | |
|-------------------------|--|
| Mrs. Beverly Zadravec | WCC Secretary/VA Official |
| Mrs. Tara Johnson | Finance Secretary |
| Mrs. Haley Ballard | Adult Education Secretary |
| Mrs. Jamie Shelton | Practical Nursing Secretary |
| Ms. Barbara Smith | Counselor |
| Mr. Michael Clutts | Career Resource Educator |
| Mrs. Nancy Musice | Technology Specialist |
| Mrs. Holly Kinsley | Paraprofessional-Health Science/School Nurse |
| Mrs. Sarah Friend | Paraprofessional-Culinary Arts |
| Mr. Chase Den Dekker | Paraprofessional-Library |
| Mr. Kevin Robinson | WCC Service Specialist |
| Mr. Lajos Zadravec | Custodian |
| Mr. Ryan Fitzsimmons | Custodian |
| Mr. Anthony Barbosa | Custodian |
| Mrs. Donna Groves | Advertising Design |
| Ms. Emily Koch | Agriculture Education |
| Mr. Rick Jeter | Auto Collision Technology |
| Mr. Jason Jones | Auto Service Technology |
| Ms. Amy Nichols | Business Education |
| Mrs. Tammy Taylor | Business Education |
| Mr. Bryan Schaffner | Commercial Printing |
| Mr. Shane Strubbe | Computer Hardware and Networking |
| Mrs. Shawneen Hefton | Computer Information Technology |
| Mr. Danny Click | Construction Technology (Carpentry) |
| Mrs. Stacie Parker | Cosmetology |
| Mrs. Patty Russell | Cosmetology Evening Instructor |
| Mr. Jon Dye | Culinary Arts |
| Mr. Travis Prewett | English |
| Mrs. Susan Williamson | Health Science |
| Mr. Randy Roam | HVAC |
| COL Charles Williams | JROTC |
| CSM Steven Tetreault | JROTC |
| 1SG Meghan Fadl | JROTC |
| Mr. James Rehm | Light Duty Diesel Technology |
| Ms. Peggy Arnold | Marketing |
| Mr. Alvin Hoffman | Masonry |
| Mrs. Andrea Wessel | Math |
| Mrs. Audrey McDaniel | Practical Nursing Coordinator |
| Mrs. Carrie Wilson | Practical Nursing Program |
| Mrs. Elizabeth Bouselli | Practical Nursing Program |
| Dr. Shad Hilton | Adjunct Practical Nursing Program |
| Mr. Tim Wallace | Video Production |
| Mr. Adam Rodden | Welding & Manufacturing |

Career And Technical Education

General Philosophy

The Philosophy of the Waynesville Schools emphasizes the importance of assisting youth in the choice of and preparation for a vocation in a free enterprise system in which the economy provides for opportunity, dignity, and identity for all members of the society. According to the Department of Labor, eight out of ten jobs in America do not require a four-year college degree.

WCC Daily schedule will vary depending on the program you are enrolled in.

*Please note lunch schedules may be adjusted each year according to enrollment

Enrollment Information

The Waynesville Career Center is a part of the Waynesville R-VI School District. Adults may enroll in the following programs:

- Advertising Design
- Auto Collision Technology
- Auto Service Technology
- Certified Nursing Assistant
- Commercial Printing
- Computer Hardware and Networking
- Computer Information Technology
- Construction Technology (Carpentry)
- Cosmetology
- Cosmetology Instructor
- Culinary Arts
- HVAC
- Light Duty Diesel Technology
- Masonry
- Nail Technology
- Practical Nursing
- Video Production
- Welding & Manufacturing

All programs require the successful completion of a high school diploma or equivalency diploma (GED or HISET), with the exception of CNA

Tyler SIS Web Access

At the beginning of the school year, students will be assigned Tyler SIS Web Access password and ID's, with directions on how to login. You may request these from the WCC Office at any time during the school year. Students/parents have access to grades and attendance through Tyler SIS and parents can receive E-mail notifications if requested.

Notice of Non-Discrimination

The Waynesville R-VI School District does not discriminate on the basis of sex, age, race, color, religion, creed, national origin, or handicap, as specified by federal and state laws and regulation.

The Waynesville R-VI School District Board of Education is committed to maintaining a workplace and educational environment that is free from illegal discrimination or harassment in admission or access to, or treatment or employment in, its programs, activities, and facilities. Discrimination or harassment against employees, students, or others on the basis of race, color, religion, creed, sex, national origin, disability, age or any other characteristics protected by law is strictly prohibited in accordance with the law. The Waynesville R-VI School District is an equal opportunity employer. Students, employees and others will not be disciplined for speech in circumstances where it is protected by law. The Board also prohibits:

- Retaliatory actions based on making complaints of prohibited discrimination or harassment based on participation in an investigation, formal proceedings or informal resolution concerning prohibited discrimination or harassment
- Aiding, abetting, inciting, compelling, or coercing discrimination or harassment
- Discrimination or harassment against any person because of such person's association with a person protected from discrimination or harassment due to one (1) or more of the above stated characteristics

All employees, students, and visitors must immediately report to the district for investigation and incident or behavior that could constitute illegal discrimination or harassment to the compliance officer. The board designates the following individual to act as the district's compliance officer:

Assistant Superintendent, Personnel Services 200
Fleetwood Drive, Waynesville, Missouri 65583
Phone (573)842-2094, Fax (573)433-2968

Non-English Speaking Students

Applicants whose native language is not English must document their English language proficiency by demonstrating proof of one of the following, and submitted with the student application:

- High school diploma in an accredited public or private school with the United States
- Score of 20 or better on the English portion of the ACT
- Score of C or better in English Composition I at the college level
- Minimum TOEFL iBT passing score of 84, with a minimum speaking score of 26. (Scores are valid for two years after the test date.) Testing is available through the TOEFL website.

Transfer Policy

All students must meet mandatory attendance and grades required for the Waynesville Career Center. All students must satisfactorily complete all aspects of the program. No transfer of credits or clock hours will be accepted from other institutions. Once enrolled students are not permitted to transfer between programs.

The Practical Nursing and Certified Nursing Assistant programs do not accept transfer students. There are no exceptions to this policy.

The Cosmetology Program does not accept transfer students. However, the following exception may apply:

- Students who previously attended the Cosmetology program at the Waynesville Career Center may be permitted to bring in previously completed hours from the Waynesville Career Center program under all of the following conditions:
 - The student left the program in good standing
 - Transfer hours will only be accepted when the student enrolls no later than 180 calendar days after the conclusion of the prior attendance period
 - The student meets all other enrollment requirements
 - Approval must be granted by WCC administration

*The policy above does not apply to high schools students who take Cosmetology at the secondary level.

The Trade and Industry programs do not accept transfer students. However, the following exception may apply:

- Students who previously attended the Trade and Industry programs at the Waynesville Career Center as a high school student may be permitted to finish the program as an adult student under all of the following conditions:
 - The student completed the first half of the program in good standing
 - Transfer hours will only be accepted when the student completes the first half of the program in May as a high school student, and applies for re-enrollment as an adult student, the following August.
 - The student meets all other enrollment requirements
 - Approval must be granted by WCC administration

Holidays and Breaks

The holidays and breaks observed will be the same as those observed by the Waynesville R-VI School District.

School Cancellation/Weather-Related Absences

The WCC adult classes will not be in session when the Waynesville R-VI School District is cancelled for inclement weather. Please listen to the local radio or television stations for cancellations. Students will be notified in advance if and when a make-up day is required. **If the Waynesville R-VI School District is in session and the student is unable to attend class due to inclement weather in the area where he/she lives, the student will still be counted absent for the day.**

Student Health Services

The Waynesville Career Center and/or any clinical facilities to which the students may be assigned do not provide health services for students. **In the event of an illness or accident during the class or clinical/shop setting, neither the school nor the clinical site will assume responsibility.** Illnesses are to be reported promptly to the instructor or preceptor. The student will then be referred to their family physician or will be encouraged to seek assistance at an emergency care facility. It is strongly recommended that all students carry health insurance.

Students at the WCC enrolled in Practical Nursing, Cosmetology, & Certified Nursing Assistant are covered by an accident insurance policy while on school property or at the clinical site. **This is not a general health insurance policy.**

All immunizations must be up-to-date and on file in the department before school starts for those that will be working in a clinical setting. Vaccinations required are the Tdap booster, Hepatitis B series, MMR series, and a current Tuberculosis test dated after June of the year school begins. A flu shot will be required before the given deadline.

Health Record

A continuous health record will be kept for each student during the school year. It will consist of:

- Pre-entrance physical (PN please refer to page 47 in Appendix A)
- Record of current immunizations (Certified Nursing Assistant, Practical Nursing)
- Emergency information (All Programs)

Emergency Information Form

All students must have on record emergency information forms which will contain necessary information should an emergency arise. This form shall include the name of the person to notify and a phone number where the person may be reached.

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

Emergency care and any necessary medical care will be the responsibility of the student. Such care will be at the expense of the student, including testing or ordered medication necessary for compliance with agency policies and procedures.

Clinical Health Care Policy

When in the clinical area, the clinical facilities' health policies will supersede the school's policies and will be followed as such. For further details, see your instructor. This includes random or scheduled drug testing.

Counseling, Guidance, and Placement

A CTE Counselor is available at the Waynesville Career Center Administration Office to counsel students. Hours are from 8:00 a.m. to 2:30 p.m. Monday through Friday. Please call (573)842- 2500 extension 2522 for an appointment.

A Career Resource Educator is available at Waynesville Career Center to assist students who have a documented disability with academic issues. Needs will be determined on an individual basis. Hours are from 8:00 a.m. to 2:30 p.m. Monday through Friday. Please call (573)842-2500 extension 2521 for an appointment. The following website is an excellent resource for students: www.ncld.org/.

The Waynesville Career Center provides assistance to the graduate in job placement in the following manners:

- Assisting with job resume, transcripts, references, and applications
- Notifying graduates of job opportunities as they are made known to the school
- Cooperating with employment services in the area

Student Records/Student Confidentiality

In order to provide students with appropriate instruction and educational services, it is necessary for the Waynesville Career Center to maintain extensive and sometimes personal information about students. These records must be kept confidential in accordance with law, but must also be readily available to district personnel who need the records to effectively serve district students.

The right to inspect and review the student's education records within 45 days from the day the WCC receives a request for access

Students must submit a written request that identifies the records(s) to be inspected. WCC officials will make arrangements for access and notify the student of the time and place where records may be inspected.

Program Syllabus

Students are responsible for reading, understanding, & adhering to the information in their program course syllabus.

Messages & Phones

Students are not allowed to receive personal calls while in the classroom or clinical setting.

Emergency telephone calls for students are to be called to (573) 842-2500 during class time. If an emergency call is received during class time, faculty and staff will ensure that the student receives the information or call immediately.

All emergency calls will be forwarded to the student in the classroom or clinical setting.

*****Cell phones are not allowed during class time.*****

Address Changes

A current address and phone number must be kept on file with the Adult Education Secretary and the financial aid officer at all times. If you should move during the school year, please give your updated address and telephone number to the Adult Education Secretary and financial aid officer as soon as possible.

Parking

Students may park on either side of the Waynesville Career Center. **Daytime students are not allowed to park in the front of the building at any time.** If you are parking in the front of the building you will be required to move your vehicle. During the first two weeks of class you will receive a parking decal to place in your car. Please make sure that you have this decal at all times when parked on school/clinical property. Cars without proper decals are subject to being towed without warning. Cars on school/clinical property are subject to search according to state and federal law.

Tuition & Financial Aid

Payment and Fees

Please see the financial aid officer for specific details about financial aid. The responsibility of financing a student's postsecondary education belongs primarily to the student and/or guardian. Fees include tuition, textbooks, uniforms, classroom supplies, cap, insurance, and other miscellaneous supplies. Fees for textbooks, supplies and fees, if included, are non-refundable.

***Students who have not made financial aid arrangements by the first day of class will not be allowed to begin classes.**

Refund

Refund for Early Withdrawal- Fees and Supplies:

Fees that must be paid to external entities before enrollment as part of a program's application process such as drug screening charges and background check fee are not considered program tuition and are non-refundable.

Fees that must be paid to the school before enrollment as part of the programs application fees and acceptance fees may be partially refunded if these fees are in excess of \$100.00. Students who officially withdraw on or before the first day of classes will be refunded any of these fees paid in excess of \$100.00.

Students who officially withdraw after the first day of their program are responsible 100% of any textbook, supply or fee expenses incurred by the institution.

Refund Schedule for Early Withdrawal- Tuition:

If any student withdraws from his/her program, voluntarily or involuntarily, after (7) seven calendar days of the beginning of the payment period, but before 60% of the hours in the payment period, the student will owe WCC prorated tuition for that payment period and any previous remaining balance due. The tuition will be prorated based on the percentage of hours possible at the time of withdrawal. For example, if there are 450 hours in a payment period and the student withdraws after 225 hours, then the student will owe for half the tuition because they withdrew after half the hours ($225/450=50\%$).

If any student withdraws from his/her program, voluntarily or involuntarily. After 60% of the hours in a payment period, the student will owe WCC 100% of any of the tuition charged for that payment period and any previous remaining balance due.

Refunds for short term programs, such as Certified Nursing Assistant, are prorated. The non-refundable charged are calculated based on the number of hours students have had the opportunity to complete in the course.

For more information, please refer to the WCC Financial Aid Handbook section of this handbook or contact the financial aid office.

Student Consumer Rights Information

The student is responsible for obtaining and completing the proper financial aid application on a timely basis for the type of financial aid desired. The WCC Financial Aid Coordinator is available to provide information, counsel and assistance regarding financial aid matters. It is the student's responsibility to notify and report to the Financial Aid Coordinator immediately any of the following:

- Withdrawal from school
- Name change
- Address change

If student loans have been received, an exit interview must be arranged with the Financial Aid Coordinator when completing the program of study or withdrawing from the school. Failure by the student to complete the exit interview will result in a hold placed on the student's record and refusal of future eligibility to receive federal financial aid awards.

Teach Out Agreement

Career and technical postsecondary accredited programs are required to provide a written agreement that outlines equitable treatment of students if the institution makes a determination to discontinue an educational program before all students enrolled in that program have completed the program. To this end, the Waynesville Career Center will:

1. Provide equitable treatment of students by ensuring that the school the student chooses to attend has the necessary support services, resources that are reasonable in similar content, structure and scheduling and is geographically close to Waynesville Career Center.
2. Be consistent with applicable standards of accreditation and Commission Policies.
3. Ensure the discontinuing program fulfills the mission and to meet all obligations of existing students.
4. Inform students of tuition due at the end of the program being discontinued.
5. Provide students with a timeline on dates the discontinued course(s) will end.
6. Provide, if applicable, a description of how tuition is to be recovered if a refund of fees is warranted.
7. Insure teach out agreements are consistent with COE standards.

Academic Integrity Policy

Academic misconduct is any conduct, whether planned, attempted, or completed, that does, is intended to, or the effect of which would be to improperly distort a student's grades or other student records. Academic misconduct prevents the student from learning the skills required to provide appropriate nursing care and is an offense to the academic integrity of the learning environment and may have the effect of endangering the welfare of clients both now and in the future. ALL forms of academic dishonesty will call for discipline.

Unprofessional and dishonest acts include, ***but are not limited to*** the following:

1. Copying/submitting another person's work
2. Unauthorized taking of someone else's work
3. Using unauthorized notes or equipment (i.e. smartwatches)
4. Stealing an examination or using a stolen examination
5. Allowing another student to have access to your work without specific authorization
6. Falsifying a client's record
7. Plagiarizing any assignment. "Plagiarizing" means using someone else's ideas or words
8. Theft from a patient or associate, supplies/other material or equipment from the school or clinical sites
9. Altering grades on examinations or assignments in any manner
10. Post-examination alterations
11. Leaving clinical site premises while on clocked clinical time
12. Refusing to comply with test security requirements, and any other requirements specifically adopted to protect the academic and clinical integrity of the program

Students in violation of the Academic Integrity Policy, as well as any other unprofessional and/or dishonest acts, will be disciplined using one or more of the following action/s:

1. A zero (0) for the assignment
2. An "F" for the course
3. Place on probation
4. Recommendation of dismissal from the program

The administration reserves the right to take different or additional action as may be appropriate, depending on the nature, severity, and/or frequency of the misconduct.

Grading Scale

The grading scale for adult programs are as follows unless provided in the student appendix to this document and may vary depending based on the program. ****Please see page # 47 for PN grading scale****

| | |
|------------------|----------|
| 100%-90% | A |
| 89%-80% | B |
| 79%-70% | C |
| 69%-60% | D |
| Below 60% | F |

When absent, it is the student's responsibility to make arrangements to complete any missed assignments. Instructor policies for programs may differ and are provided to you in an addendum to this student handbook.

Conduct

Prohibited Conduct – Any of the following violations may result in probation, program dismissal, or denial of initial program acceptance

Academic Dishonesty – Cheating on tests, assignments, projects or similar activities; plagiarism; claiming credit for another person's work; fabrication of facts, sources or other supporting material; unauthorized collaboration; facilitating academic dishonesty; and other misconduct related to academics

Arson – Starting or attempting to start a fire or causing or attempting to cause an explosion

Assault Against Students (Physical or Verbal)

- a) Using physical force, such as hitting, striking or pushing, to cause or attempt to cause physical injury; placing another person in apprehension of immediate physical injury; recklessly engaging in conduct that creates a grave risk of death or serious physical injury; causing physical contact with another person knowing the other person will regard the contact as offensive or provocative; or any other act that constitutes criminal assault in the third or fourth degree.
- b) Knowingly causing or attempting to cause serious physical injury or death to another person, recklessly causing serious physical injury to another person, or any other act that constitutes assault in the first or second degree.

Assault Against Staff Members – Hitting, striking and/or attempting to cause injury to a staff member; placing a staff member in reasonable apprehension of imminent physical injury; physically injuring a staff member.

Bullying and Cyberbullying (see Board policy JFCF) **Bullying** – In accordance with state law, bullying is defined as intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; that substantially interferes with the educational performance, opportunities or benefits of any student without exception; or that substantially disrupts the orderly operation of the school. **Bullying** includes, but is not limited to: physical actions, including violence, gestures, theft, or property damage; oral, written, or electronic communication, including name-calling, put-downs, extortion, or threats; or threats of reprisal or retaliation for reporting such acts.

School Day – A day on the school calendar when students are required to attend school.

Commission of a Felony or Misdemeanor- Commission of a felony or misdemeanor, whether on or off school/clinical property

Cyberbullying – A form of bullying committed by transmission of a communication including, but not limited to, a message, text, sound or image by means of an electronic device including, but not limited to, a telephone, wireless telephone or other wireless communication device, computer or pager. The district has jurisdiction over cyberbullying that uses the district's technology resources or that originates on district property, at a district activity or on district transportation. Even when cyberbullying does not involve district property, activities or technology resources, the district will impose consequences and discipline for those who engage in cyberbullying if there is a sufficient nexus to the educational environment, the behavior materially and substantially disrupts the educational environment, the behavior materially and substantially disrupts the educational environment, the communication involves a threat as defined by law, or the district is otherwise allowed by law to address the behavior. **School Day** – A day on the school calendar when students are required to attend school

Classroom Discipline Problems – When a student is disruptive to the classroom environment

Dishonesty – Any act of lying, whether verbal or written, including forgery.

Disrespect to Staff Members-Profanity (Verbal or Written), Disrespectful Language (Threatening or Nonthreatening) or Obscene Gestures – Verbal, written, pictorial or symbolic language or gestures that is directed at any staff member that is in violation of district policy or is otherwise rude, vulgar, defiant, considered inappropriate in educational settings or that materially and substantially disrupts classroom work, school activities, or school functions. Students will not be disciplined for speech in situations where it is protected by law.

Dress Code (see procedure JFCA-AP1 and specific program dress code requirements)

Drugs/Alcohol (see Board policies JFCH and JHCD)

- a) Possession, sale, offering for sale or distribution, or purchase any over-the-counter drug, herbal preparation or imitation drug or herbal preparation.
- b) Possession of or attendance under the influence of or soon after consuming any unauthorized prescription drug, alcohol, narcotic substance, unauthorized inhalants, counterfeit drugs, imitation controlled substances or drug related paraphernalia, including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV or V in section 202(c) of the Controlled Substances Act.
- c) Sale, offering for sale or distribution, or purchase any prescription drug, alcohol, narcotic substance, unauthorized inhalants, counterfeit drugs, imitation controlled substances or drug-related paraphernalia, including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV or V in section 202(c) of the Controlled Substances Act.

Extortion or Theft

Extortion – Threatening or intimidating any person for the purpose of, or with the intent of, obtaining money or anything of value from another person will not be tolerated.

Theft – Stealing from students, school personnel and district buildings will not be tolerated.

Failure to Care for or Return District Property – Loss of, failure to return, or damage to district property including, but not limited to, books, computers, calculators, tools, and other instructional equipment

False Alarms and Bomb Threats (see also "Threats or Verbal Assault") – Tampering with emergency equipment, setting off false alarms, making false reports; communicating a threat or false report for the purpose of frightening or disturbing people, disrupting the educational environment or causing the evacuation or closure of district property.

Fighting (see also, "Assault") – Mutual combat in which both parties have contributed to the conflict either verbally or by physical action

Foul Language, Profanity (Verbal or Written), Disrespectful Language (Threatening or Nonthreatening) or Obscene Gestures (see Board policy AC if illegal harassment or discrimination is involved) – Verbal, written, pictorial or symbolic language or gestures that is directed at any person that is in violation of district policy or is otherwise rude, vulgar, defiant considered inappropriate in educational settings or that materially and substantially disrupts classroom work, school activities or school functions. Students will not be disciplined for speech in situations where it is protected by law.

Gambling – Betting on an uncertain outcome, regardless of stakes; engaging in any game of chance or activity in which something of real or symbolic value may be won or lost. Gambling includes, but is not limited to, betting on outcomes of activities, assignments, contests and games. Possession of gambling devices included, but not limited to, deck of cards, dice or electronic gambling devices.

Harassment, including Sexual Harassment (see Board policy AC)

a. Use of material of a sexual nature or unwelcome verbal, written or symbolic language based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law. Examples of illegal harassment include, but are not limited to, racial jokes or comments; requests for sexual favors and other unwelcome sexual advances; graffiti; name calling; or threatening, intimidating or hostile acts based on a protected characteristic.

b. Unwelcome physical contact of a sexual nature or that is based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law. Examples include, but are not limited to, touching or fondling of the genital areas, breasts or undergarments, regardless of whether the touching occurred through or under clothing; or pushing or fighting based on protected characteristics.

Hazing (see Board policy JFCG) – Any activity that a reasonable person believes would negatively impact the mental or physical health or safety of a student or put the student in a ridiculous, humiliating, stressful or disconcerting position for the purposes of initiation, affiliation, admission, membership or maintenance of membership in any group, class, organization, club or athletic team including, but not limited to, a grade level, student organization or district-sponsored activity. Hazing may occur even when all students involved are willing participants.

Inappropriate Relations with Secondary or Adult Students – Students are prohibited in engaging in inappropriate contact with secondary or adult students. Examples include, but are not limited to, inappropriate physical contact, verbal comments, text messages, and/or messages communicated through social media.

Insubordination – It is the student's responsibility to comply with the rules and regulations of the school and those of the classroom teacher. As well, students are expected to know and obey the general rules set by the principal and staff.

Nuisance Items/Electronic Devices – These items may NOT be used, displayed or heard during class periods either inside or outside the classroom, unless the teacher has given approval for educational purposes.

Cameras, Use of (see Board policy KKB) – Students are prohibited from using camera phones or other electronic devices to take visual or audio recordings or images, whether in digital or other form, during any class or instructional period during the school day, unless the use is part of the instructional program, required by district sponsored class or activity, or otherwise permitted by WCC administration. Students are prohibited from using camera phones/photographic devices in a facility or location at which students or others have a reasonable expectation of privacy/confidentiality. Personal electronic devices are carried at the student's risk. The school assumes no responsibility for their loss or theft, nor will effort be made to search for or retrieve them.

Off-Campus Threats or Vandalism of Property of Teachers, Administrators and Other School Board

Employees – Adult students enrolled at the Waynesville Career Center who commit intentional acts of vandalism of the property of any school board employees

Off-campus Misconduct – incidents of a serious nature that may adversely affect or disrupt the school environment

Off Limits Areas – Students found trespassing in off limit areas

Parking Privileges – Failure to obtain parking permit and/or failure park in designated student parking lot/area

Sexting and/or Possession of Sexually Explicit, Vulgar or Violent Material – Students may not possess or display, electronically or otherwise, sexually explicit, vulgar or violent material including, but not limited to, pornography or depictions of nudity, violence or explicit death or injury. This prohibition does not apply to curricular material that has been approved by district staff for its educational value. Students will not be disciplined for speech in situations where it is protected by law.

Sexual Activity – Consensual acts of sex or consensual simulations of sex including, but not limited to, intercourse or oral or manual stimulation.

Technology Misconduct (See Board policies EHB and KKB and procedure EHB-AP1)

- a) Attempting, regardless of success, to: gain unauthorized access to a technology system or information; use district technology to connect to other systems in evasion of the physical limitations of the remote system; copy district files without authorization; interfere with the ability of others to utilize district technology; secure a higher level of privilege without authorization; introduce computer viruses, hacking tools, or other disruptive/destructive programs onto or using district technology; conducting inappropriate web searches; or evade or disable a filtering/blocking device.
- b) Sale or Distribution of Electronic Devices—Items such as, but not limited to, beepers, pagers, cell phones, any non-school related electronic device.
- c) Violations, other than those listed in (1) or (2) above, of Board policy EHB, procedure EHB-AP1 or any policy or procedure regulating student use of personal electronic devices.
- d) Use of audio or visual recording equipment in violation of Board policy KKB.

Threatening/Tampering Witnesses – Threatening or intimidating any student for the purpose of, or with the intent of, causing him or her to withdraw a complaint, change a statement, or in general prohibit a witness from providing authorities with information. Applies to students both on and off district property if the situation is connected to a district-related incident.

Threats or Verbal Assault – Verbal, written, pictorial or symbolic language or gestures that create a reasonable fear of physical injury or property damage.

Tobacco (Smoking and/or Possession) (see district policy JHCD)– Possession of any tobacco products, electronic cigarettes, or other nicotine-delivery products on district property, or at any district sponsored activity (i.e., clinical sites, field trips, etc.).

Vandalism (see Board policy ECA) – Any student who willfully damages or destroys property

Weapons (see Board policy JFCJ) – Students are forbidden to bring into school or onto school grounds or property any item that is considered to be a weapon. In order to provide for additional safety for students and faculty, it may become necessary to electronically scan and search students, parents/guardians and visitors while on school property or at a school-sponsored event. A weapon is any instrument, which when used in a calculated manner, can inflict bodily injury. Examples of weapons include, but shall not be limited to, guns, knives, chains, metal knuckles and explosives.

- a) Possession or use of a firearm as defined in 18 U.S.C. § 921 or any instrument or device defined in § 571.010, RSMo., or any instrument or device defined as a dangerous weapon in 18 U.S.C. § 930(g)(2).
- b) Possession or use of any weapon as defined in Board policy, other than those defined in 18 U.S.C. § 921, 18 U.S.C. § 930(g)(2) or § 571.010, RSMo.
- c) Possession or use of ammunition or a component of a weapon

Other – any other misconduct that may adversely affect or disrupt the educational environment

Miscellaneous

- 1. Students will furnish their own paper, pencils, black ink pens, and notebooks.
- 2. No eating/drinking in classroom. Certain times may be allowed at the discretion of the instructor.
- 3. Only a black ink pen and a pencil are to be brought to an examination.
- 4. Transportation to and from the clinical sites and scheduled field trips will be the responsibility of the student. The School District & Career Center will have no responsibility for any injuries arising out of private transportation to and from clinical sites or scheduled field trips, regardless whether the student is driving him or herself, riding as a single passenger with another student or non-student, or participating in a car pool.
- 5. At no time should a student's friends/family remain in the school during regular hours or class sessions.
- 6. Except for emergencies, no visitors are allowed during classroom hours or lunchtime. Any visitor must report to the main office and the instructor prior to entering the classroom.
- 7. Computers are available in the classroom or library for student use. A technology agreement will be given to students to sign before usage.
- 8. No student is allowed to use the elevator. If a student has a health issue in regards to walking the steps, then a note is needed from the physician with the reason why and length of time use of the elevator will be required.
- 9. Use of laptops to take notes may be used with the instructor's permission only during class. I-pods, MP3 Players, & smartwatches may not be used during class under no circumstances.

Probation and Warning Policy

Academic: Please refer to the specific program appendix.

Clinical: Please refer to the specific program appendix.

Behavioral:

Students who are placed on probation related to behavioral issues will be issued a counseling statement.

Examples include but not limited to: poor attitude, poor interpersonal relationships, cheating, poor hygiene, lack of initiative, disruptive behavior, sleeping in class, failure to follow school policy, impaired ability to function,

disrespect to faculty or other students, etc. Paperwork dealing with student probation and/or warnings will be placed in the student's file. At the close of the probationary period (when applicable), the student's progress will be re-evaluated by the instructor and or director. At this time, the student will be (1) removed from probation, (2) dismissed from the program, or (3) disciplined as deemed appropriate by administration.

Dismissal

Students who are dismissed from the program will receive a letter from the program director/administrator providing notice of the effective date and reason for dismissal. Those students who receive any financial aid must also complete the dismissal process by meeting with the Financial Aid Officer. Students who owe a balance when they are dismissed must pay that balance immediately or make payment arrangements with the Financial Aid Officer.

Dismissal Appeal Procedure

If the student feels that he/she was dismissed unfairly by the instructor/program coordinator, he/she may submit a written appeal to the Assistant Director. The appeal must be received in the office of the Coordinator/administration no later than 3:30 p.m. on the next working day following the student's receipt of the written notice regarding the original dismissal.

For purposes of this appeal procedure only, the term "working day" shall be any Monday through Friday which the Career Center is open. It shall not include Saturday, Sunday, any state or federal holiday on which the Career Center is closed, and shall not include any day on which the Career Center is closed by the School District for inclement weather or other emergency. A written appeal under this procedure may be delivered in person, by facsimile, or by email. It is the student's responsibility to demonstrate that all deadlines and other requirements established under this procedure have been met. Failure to establish compliance with the deadlines and other requirements will result in dismissal of the appeal.

A review will be held by the assistant director within three (3) working days of the appeal being received. The student may plead his/her case for a maximum of 15 minutes. The student will be notified via letter of the final decision. **Academic and clinical dismissals are not typically heard because grades are awarded in accordance with academic and clinical standards applicable to all students and reflect the professional judgment of the instructors.**

If the assistant director upholds the dismissal of the student and the student disagrees with the Assistant director's decision, the student may appeal to the Director of the Waynesville Career Center. A written appeal must be delivered to the Director no later than 3:30 p.m. on the next working day following the student's receipt of the written notice regarding the Assistant director's decision. The WCC Director will have three (3) working days to review all documentation. The Director will submit his/her decision in writing to the student no later than 3:30 p.m. on the fourth working day following the Director's receipt of the appeal, provided, however, that the Director may extend time for response if in the Director's judgment and sole discretion such an extension is necessary to further consider and/or acquire additional information regarding the appeal. ****The decision of the Waynesville Career Center Administration is final****

Students may utilize this procedure without reprisal. This means that a student will not be subject to adverse action solely because the student has used the appeal procedure. However, students will be subject to discipline for the conduct that is the subject of the appeal and for any and all other unsatisfactory conduct that may be discovered or brought to the attention of the Career Center personnel during the appeal process.

Students who have filed an appeal permitted under this procedure may be permitted to remain in class during the appeals process, until a decision is rendered. If the student chooses not to attend classes the hours missed

will count against the student. However, if the student has been dismissed for a behavioral issue (or other reason warranting removal), and that student's presence in the classroom or clinical area is deemed to be disruptive to the academic process or detrimental to others, the student may not be allowed to attend class or clinical rotations. A decision to remove a student from class and/or clinical pending the resolution of the appeal is final.

Drop/Withdraw Process

Students withdrawing from an adult program must fill out a drop form and submit it to the Instructor/PN Coordinator or main office before withdrawing. If the student chooses to drop/withdraw from the program, the student is responsible for paying any unpaid balance. After completing the drop form, the student **must** meet with the Financial Aid officer to finalize financial aid obligations.

Late Admission Policy

No student shall be admitted later than five (5) days after the established entrance date of the program. Any late admission is dependent upon program enrollments and at the discretion of the administration based on state and federal guidelines.

Re-Admission

Students who withdraw or are dismissed from the program due to lack of attendance or for academic reasons may re-apply in the future. Students who are dismissed for clinical failure (PN) or violation of the Academic Integrity Policy and/or other standards of professionalism will not be considered for re-admission.

If a student wishes to re-apply, he/she must complete the entire application process on the same basis as other applicants. All unpaid balances will have to be paid before re-admittance. If re-admitted within 180 days of the student's dismissal date, students are subject to the 180-day remittance rule for financial aid purposes. Please refer to the financial aid handbook for more information.

Students that are re-admitted into the same program are responsible to complete the program in its entirety. All previous hours completed will not be counted towards completion of the program. ****Please see page #11 for transfer policy****

Attendance Policy

Definition of attendance- Attendance is being present and prepared to participate in the program at the designated time scheduled for the day.

Definition of Tardy: The student will not be at their designated place by the designated time.

The student will receive a written counseling statement after the 3rd tardy, and will be placed on probation after the 5th tardy. The program coordinator/instructor can excuse a tardy on a case by case basis. A total of seven (7) tardies may be accrued during the entire program. Any tardy over the stated amount will deem the student academically ineligible to continue in the program. You will be counted tardy up to 7 minutes past the start time. After 7 minutes it will be counted as a no call no show, if the student has not notified the school, as well as a tardy.

Definition of absence- When a student is **NOT** present at the designated time.

Attendance is also considered a mark of professionalism in any job field. An employee is on time and ready for duty at the scheduled time. Students in the Waynesville Career Center are being prepared for the profession and will be held to the standards of the profession.

Example of attendance: Class time begins at 08:00; the student is in the building by 07:45 preparing for class. Or, clinical begins at 06:00 am; the student is at the clinical site by 05:45 preparing for clinical duties.

Definition of unreported absence (no call/no show) - Not reporting you are going to be late or absent. (A student not calling, or not showing up at the designated time). You must call or notify in writing, by the designated time to notify the school, instructor, or secretary and let them know you are either going to be late or absent. In any profession, it is standard for the employee to notify the employer himself or herself for any absence from the job site- rather than having another person call on your behalf. If you still arrive late after calling you will be counted as tardy.

******Students MUST sign in/out of their program office. Failure to do so will result in loss of hours or even dismissal. ******

It is **imperative** that **the student** notify the school at least one hour before class or clinical start times, if the student is going to be tardy or absent. Students arriving late must sign in and **immediately** report to assigned instructor. Each student is required to attend designated field trips, seminars and/or conventions and pre/post conferences along with faculty representative. Students not attending scheduled events will be counted absent.

During the course of the Program, the student is only allowed to miss a total of:

- 40 hours for T&I programs (part time is 20 hrs per school year)
- 60 hours for Cosmetology Program ****See Next Page**
- 60 hours for Practical Nursing
- 4 hours for Certified Nursing Assistant
- 26 hours for Cosmetology Instructor
- 16 hours for Nail Technology

****Prorated hours will be used for any cosmetology transfer student****

The student will receive written warning when his/her absences exceed the following:

| | <u>T&I Programs*</u> | <u>Cosmetology</u> | <u>Practical Nursing</u> |
|-------------------------|---------------------------------|--------------------------------------|---------------------------------|
| 1 st warning | 15 hours | 20 hours | 20 hours |
| 2 nd warning | 30 hours | 40 hours | 40 hours |
| | Dismissed over 40 | **See Below | Dismissed over 60 |
| | <u>Nail Technology</u> | <u>Cosmetology Instructor</u> | |
| 1 st warning | 8 hours | 10 hours | |
| 2 nd warning | Dismissed over 16 | 20 hours | |
| | | Dismissed over 20 | |

****Part time T & I student hours missed, will carry over for the next year.***

***** If it's determined that 1220 hours cannot be completed, mathematically, by the scheduled completion date, the student will be dismissed.***

Any student missing more than the allowable number of hours for that program will be dismissed from the program. If the student feels that he/she had extenuating circumstances, he/she has the right to appeal the absences when he/she has gone over the allowable number of hours. The student should submit in writing to

the Assistant Director a letter stating that they wish to appeal their termination from the program. This letter of appeal must be received no later than 3:30 p.m. on the next business day following the student's receipt of the original dismissal notification.

Please see "Dismissal: Appeals Procedure" for more information regarding how to appeal program attendance.

TIME CLOCK

Waynesville Career Center uses a time clock for adult students to track time. The time clocks are located in the PN office for PN students, the main WCC office for T & I programs, and the classroom for Cosmetology students. Students will be issued one card per year to clock in and out with, if the students lose their card or it becomes damaged a new one can be purchased for \$5.00 in the main office.

Students will be held accountable for clocking in and out at their designated times and area. **Students are prohibited from clocking anyone else in/out and understand that doing so will result in a discipline referral or dismissal from the program.** Students are responsible for reporting any issues that they may have immediately and by not doing so could result in the loss of hours.

Make-up Hours

Practical Nursing

PN students have no scheduled make-up hours. All student clock hours will occur during the scheduled instructional and clinical times outlined in the student handbook and/or course syllabus.

Evening Cosmetology (Class CA-hairdressing & manicuring)

Students have 1280 hours to complete 1220 hours. There are no scheduled make-up hours. However, there are pre-scheduled "Friends and Family" activities that are available for students to earn extra monthly hours. Class cancellations for inclement weather, instructor illness, etc. will not count against student's attendance and will push back the students scheduled completion date.

Trade and Industry Programs

Trade and Industry students have no scheduled make-up hours. All student clock hours will occur during the scheduled instructional and clinical times outlined in the student handbook and/or course syllabus.

Procedure For Absenteeism

When *PN* students are absent, the student must fill out the sign in/sign out log book that is located in the PN office with the PN secretary.

T&I & Cosmetology will need to let the main office know. **(Any physician's excuse or supporting documentation should be kept by the student in case the student must appeal his/her absences and also make sure the secretary has a copy). IT IS THE STUDENT'S RESPONSIBILITY TO NOTIFY THE OFFICE.**

In the event of an unreported absence (no call/no show), the student must meet with the coordinator/assistant director upon returning to class or clinical area. **Three unreported absences will result in dismissal from PN, Cosmetology, and any T&I program. Only one unreported absence from Certified Nursing Assistant for dismissal.**

Adult Student Grievance Policy

Alleged acts of unfairness or any decision made by school personnel, except as otherwise provided for under student suspension and expulsion, which students believe to be unjust or in violation of pertinent policies of the Board or individual school rules, may be appealed to the Career Center Director or a designated representative.

The following guidelines are established for the presentation of student complaints and grievances:

- ▶ The Career Center Director shall schedule a conference with the student and any staff members involved to attempt to resolve the problem.
- ▶ If the problem is not resolved to the satisfaction of the student, a request may be submitted for a conference with the superintendent of schools or designee. The superintendent shall arrange a conference to consider the problem, and to inform participants of the action that will be taken.
- ▶ If the student is not satisfied with the action of the superintendent/superintendent's designee, the student may submit a written request to appear before the Board of Education. Unless required by law, a hearing will be at the discretion of the Board. The decision of the Board shall be final.
- ▶ A copy of the grievance and the grievance resolution will be maintained in the office of the Assistant Superintendent for Instructional Services.

All persons are assured that they may utilize this procedure without reprisal. The Waynesville Career Center is interested in employee concerns and ideas for improving the district. Students are encouraged to discuss concerns with the program instructor and the administrative staff so that issues may be addressed in a timely fashion.

The Waynesville Career Center's accrediting body, the Council on Occupational Education, reviews all written, signed complaints (which include the complainant's mailing address) that allege non-compliant activities and practices of accredited institutions. Complaints alleging violations of standards, criteria, and/or conditions of the Council by institutions are reviewed following a prescribed procedure. This procedure involves obtaining from the complainant a certification that all available institutional remedies have been exhausted or a statement documenting reasons why these individuals in cases of disciplinary action or dismissal, or act as a court of appeals in such matters as admission, graduation, fees and similar points of issue unless the context suggests unethical or unprofessional action. Following is the Council's mailing address, phone number and web address:

The Council on Occupational Education
7840 Roswell Road, Building 300, Suite 325
Atlanta, GA 30350 (1-800) 917-2081
<http://www.council.org>



Dress Policy

The student's name tag is to be worn every day while in class or in the clinical setting. The first name tag will be provided to the student at no charge. Subsequent name tags may be purchased for \$5.00.

Students will be expected to dress in a manner acceptable to the Waynesville Career Center. Appropriate dress for students includes (*check with instructor, some programs require specific attire*):

1. Dress jeans are acceptable. No cutoffs, miniskirts, exposed midriffs, halter tops, tank tops, spandex, leggings or clothing with holes in inappropriate places. When wearing a dress, skirt, shorts or skorts, the hem is to be at the knees.
2. Clothing, hats, jewelry, and other wearing of apparel which displays suggestive language, sexual innuendos, pictures, or advertisements of alcohol, racial slurs, tobacco products or other drugs are not permitted.
3. Chains, necklaces, or other personal effects which could be used as a weapon are not permitted.
4. Footwear shall be clean, in good repair, and worn at all times.
5. Hair must be clean and well groomed.
6. Men must be clean shaven or have a groomed face.
7. Make-up must be in moderation and in good taste.
8. When participating in activities outside the classroom, the dress code will be designated by faculty.
9. Oral and personal hygiene must be maintained on a daily basis (bathing, use of deodorant, mouth care, etcetera).
10. Hats/caps/other head coverings are not to be worn in the building at any time, without prior approval.
11. No loungewear, pajamas, or house shoes are to be worn to school.

STUDENTS WHO DO NOT COMPLY WITH THE ABOVE DRESS CODE WILL BE SENT HOME TO CHANGE. The time spent going home to change counts towards the student's absentee hours.

Drug and Alcohol Policy

The Waynesville R-VI School District is concerned with the health, welfare and safety of the students as well as our patients. Therefore, use, sale, transfer, distribution, possession or being under the influence of unauthorized prescription drugs, alcohol, narcotic substances, unauthorized inhalants, controlled substances, illegal drugs, counterfeit substances and imitation controlled substances is prohibited on any school or clinical site property, as well as in any vehicle on school or clinical site property. This prohibition also applies to any school-sponsored or school-approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district. The use, sale, transfer or possession of drug-related paraphernalia is also prohibited.

For purpose of this policy, the term "under the influence" shall include, but shall not be limited to, recent consumption by the student prior to being present on any school or clinical site property, or in any vehicle on school or clinical site property. The term shall not be limited to the level of consumption, blood alcohol content, or other levels established under law as they pertain to the operation of motor vehicles or other activities.

For the purposes of this policy a controlled substance shall include any controlled substance, counterfeit substance or imitation controlled substance as defined in the Narcotic Drug Act, Section 195.010, RSMo., and

in schedules I, II, III, IV and V in section 202(c) of the Controlled Substances Act, 21 U.S.C. 812 (c).

The school administration shall have the right to conduct searches, which are reasonable in scope, of persons reasonably suspected to be in violation of this policy. Such searches shall be conducted in accordance with the Waynesville R-VI Board Policy. Upon discovery of any prohibited substance, the Waynesville Department of Public Safety will be notified.

Any student who, after given an opportunity to present his or her version of the incident, is found by the administration and/or staff to be in violation of this policy shall be subject to immediate termination from the program and referred for prosecution. Students who are dismissed for violation of the Drug or Alcohol Policy may appeal their dismissal as provided by the appeal procedure. Strict compliance is mandatory. The WCC faculty shall immediately report all incidents involving a controlled substance to the administration.

Students are subject to alcohol and/or drug screening when there is reasonable suspicion that a student may be under the influence of alcohol and/or drugs. The Waynesville Career Center reserves the right to select the alcohol/drug screening lab.

As a condition of performing clinical rotations that are required for the completion of the program, certain clinical sites may require random alcohol/drug test screening. Students should be made aware that this is a policy requirement which that particular clinical site has established for the privilege of performing a clinical rotation at that facility.

Refusal to submit to testing or a positive test result, will result in dismissal from the program.

Harassment

The Waynesville Career Center will not tolerate harassment or bullying in any form. Students who feel that they have been victims of harassment/bullying should report the incident at once to the Coordinator/Instructor. Complaints will be handled in the strictest confidence with protection from reprisals. If, after investigation, an allegation of harassment/bullying is substantiated, immediate and appropriate disciplinary action will be taken. Bullying and student intimidation are prohibited in accordance to the Waynesville R-VI School Board Policy. Bullying is defined as repeated and systematic intimidation, harassment, and attacks on a student or multiple students perpetuated by individuals or groups. Bullying includes, but is not limited, to physical violence, verbal taunts, name-calling, put-downs, threats, extortion or theft, damaging property, or exclusion from a peer group. Bullying may also include cyber bullying or cyber-threats. Cyber-bullying is sending or posting harmful or cruel text or images using the internet or other digital communication devices. Cyber-threats are online materials that threaten or raise concerns about violence against others, suicide, or self-harm. These behaviors are not conducive to a learning environment.

Sexual Harassment

Sexual harassment of students, employees, or others who participate in district programs and activities is strictly prohibited in the Waynesville R-VI School District. A student is any person enrolled in the school district or in district instructional programs. Sexual harassment of students is defined as sexual advances, requests for sexual favors, or verbal or physical conduct of a sexual nature made by a member of the school staff to a student, made by a student to another student, or made by a student to a school staff member when:

1. Submission to such conduct is made either explicitly or implicitly as a term or condition of a student's academic status or progress, or
2. Submission to or rejection of such conduct by a student is used as the basis for evaluating the student's performance within a course of study or other school-related activity, or
3. Such conduct has the purpose or effect of interfering with a student's educational performance or

creating an intimidating, hostile, or offensive educational environment.

4. Such conduct has the effect of favoring another student.

Whether a student voluntarily submits to sexual advances or requests is irrelevant for purposes of this policy. Sexual harassment of a student by an employee, another student, or another person associated with the operation of the school district or its programs and activities may include such things as sexually oriented jokes, remarks, cartoons, pictures, or letters; pressure for sexual activity, whether written, verbal, or through physical gestures; and physical contact such as patting or pinching.

Students who believe that this have been victims or have witnessed sexual harassment should report the incident to any teacher, guidance counselor, or school administrator. The staff member who receives the complaint will promptly inform the administrator who is designated to investigate such reports, or the next level administrator who is not subject of the complaint.

There will be no adverse action taken against a person for making a complaint of sexual harassment when the complainant in good faith believes sexual harassment has occurred or is occurring or for participating in or cooperating with an investigation or such complaint. Adverse action would include any form of intimidation, reprisal, or harassment such as suspension, expulsion, termination, and change of educational conditions, loss of privileges or disciplinary action. Any individual who retaliates against an employee, student, or other person who in good faith reports, testifies, assists or participates in an investigation or hearing related to sexual harassment complaint will be subject to discipline.

The appropriate administrator shall provide for a thorough, prompt investigation of the incident, and the investigation and written report shall be completed within a reasonable period of time. The district shall take disciplinary action where appropriate, up to and including suspension and/or expulsion of the student; suspension and/or termination of the employee; or such action as the district has the authority to take against other persons, in order to ensure that further sexual harassment does not continue. No person who is the subject of a complaint shall conduct such an investigation. If the superintendent is the subject of a complaint, an investigation will be conducted by an individual authorized by the Board. Any student found to have violated this policy by committing an act of sexual harassment or retaliating against a complainant or participant in the investigation shall be subject to disciplinary action including, but not limited to, suspension or expulsion. Confidentiality will be preserved consistent with applicable laws and the responsibility to investigate and address such complaints.

If investigation of a student complaint results in reasonable cause to suspect that the student has been subjected to abuse or neglect of a student under the age of eighteen (18), the matter will be reported in accordance with the Waynesville R-VI Public School Board Policy, Reporting Abuse. Students who believe that their complaint has not been satisfactorily resolved may file a grievance at the appropriate level.

Bullying
HB1583

Bullying – In accordance with state law, bullying is defined as intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; that substantially interferes with the educational performance, opportunities or benefits of any student without exception; or that substantially disrupts the orderly operation of the school. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft, or property damage; oral, written, or electronic communication, including name-calling, put-downs, extortion, or threats; or threats of reprisal or retaliation for reporting such acts.

Cyberbullying – A form of bullying committed by transmission of a communication including, but not limited

to, a message, text, sound or image by means of an electronic device including, but not limited to, a telephone, wireless telephone or other wireless communication device, computer or pager. The district has jurisdiction over cyberbullying that uses the district's technology resources or that originates on district property, at a district activity or on district transportation. Even when cyberbullying does not involve district property, activities or technology resources, the district will impose consequences and discipline for those who engage in cyberbullying if there is a sufficient nexus to the educational environment, the behavior materially and substantially disrupts the educational environment, the communication involves a threat as defined by law, or the district is otherwise allowed by law to address the behavior.

School Day – A day on the school calendar when students are required to attend school.

Please report any instances of bullying to instructor and/or building administration immediately.

Incidents may also be reported on the Tiger Tip Line:

<https://www.waynesville.k12.mo.us/Page/9592>

Transcripts

An academic transcript will be issued when requested, in writing, for students and graduates who have paid all tuition and fees.

Students who have a balance with Waynesville Career Center or have not completed their required exit counseling online, will not receive a transcript until all financial obligations have been met.

Information required to issue a transcript includes:

1. Name of student when enrolled in the program
2. Year of graduation
3. Name and complete address to school or agency to receive transcript
4. Student or graduates' signature

Gratuities

Students are not permitted to solicit or accept tips or gratuities from any source. This includes clients, clients' families, friends, or staff of any clinical facility for services rendered in the course of clinical. Students accepting tips or gratuities are subject to disciplinary action.

No Tobacco/Smoking Policy

The Waynesville Career Center has adopted a **NO TOBACCO/SMOKING** policy. Students may only smoke off the school grounds. No tobacco/smoking is allowed in the healthcare facility or on the grounds of the facility during any clinical/jobsite experiences. Electronic Cigarettes, tobacco products and any nicotine delivery products are not acceptable and the same rules will apply.

Computer Lab Rules

Computers are available for the students to use in the Computer Lab located in the Library. Please check with this faculty or staff before using the computers in the lab as there may be a class utilizing them.

1. No food or drinks allowed in the computer lab, library, or conference rooms.

2. If you are the last person in the lab, please remember to shut down the computer at the end of the day.
3. There is a printer available for all computers in the lab.
4. Students entering the lab should always check with the faculty or staff before entering the lab.

If there are any problems, please contact tech support in the library for assistance.

Internet Policies, Procedures, and Permission

A formal user agreement will be signed and placed in the student's permanent file.

MISUSE of Computers- Students found misusing computers and/or entering unauthorized programs are subject to disciplinary actions (including termination) and cost of repairs.

ELECTRONIC RESOURCE POLICY STATEMENTS

In the environment of a global network, it is impossible to control all materials. The Waynesville School District believes that the valuable information and interaction available on this worldwide network far outweighs the possibility that users may procure materials that are not consistent with the educational goals of the District.

Student access to the electronic network and resources within the Waynesville School District is a **privilege**, not a right. Students may not impose themselves on others, **access private files**, even if those files are unprotected, attempt to break the security system, illegally copy software, or use computer supplies frivolously. The use of the network is a privilege which may be revoked by the building systems administrator at any time for abusive conduct. Abusive conduct includes, but is not limited to, the placing of unlawful information on or through the computer system or the use of **obscene**, abusive, or otherwise objectionable language or images in either public or private files or messages.

Students will accept the responsibility for keeping all pornographic materials, inappropriate text files, or files dangerous to the integrity of the network from entering the schools via the Internet or other electronic devices. Violations will be dealt with in accordance with Infractions Policy. A student in violation of this policy may be disciplined by Behavioral Warning, Behavioral Probation and/or termination from the program.

Vandalism will result in cancellation of student privileges and the vandal will be subject to termination from the program. Vandalism is defined as any malicious attempt to harm or destroy data of another user, or other networks. This includes, but is not limited to, the uploading of computer viruses and password violations.

- The network cannot be used to facilitate illegal activity.
- The network cannot be used for commercial or profit purposes.
- The network cannot be used for product advertisement or political lobbying.
- Network accounts are to be used only by the authorized owner of the account for the authorized purpose.
- Copyrighted material must not be placed on the computer system without the author's permission.
- Users shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent other users on the network.
- Users shall use computers, search engines for educational (not personal) purposes only. For example, students should not be accessing personal email accounts using the school's computer.

Absolutely NO CHAT ROOMS ALLOWED. No social websites are allowed either (i.e. Facebook, Twitter, Instagram, etc.).

Campus Security

The Waynesville Career Center makes every effort to ensure the safety of all students, employees, and visitors. Students are briefed on the school's security procedures during the adult student orientation process. The Waynesville R-VI School Resource Officer will report incidents or emergencies to the appropriate local agencies. Any criminal actions to include but not limited to sexual misconduct should be reported to WCC administration immediately.

The building is locked during business hours to promote a safe learning environment. The Waynesville Career Center is not responsible for students' items that are lost or stolen. Personal vehicles parked on campus should be locked at all times.

In the event of an emergency or threat to the health and safety of students, employees, and visitors, the Waynesville Career Center will follow predetermined procedures to maximize the safety of the aforementioned groups. Practice drills are scheduled and conducted during the school year.

The Director and Assistant Director are responsible for the emergency responses at the Waynesville Career Center. The Assistant Superintendent for Operational Services oversees the safety and security for the school district and develops written procedures to comply with all applicable Federal and State laws and regulations.

Campus security contact information:

WCC Director: (573)842-2500, Ext 2510

WCC Asst. Director: (573)842-2500, Ext 2514

School Resource Officer: (573)842-2400, Ext 2419

Criminal Offenses at Waynesville Career Center 2019-2020

| | | | |
|-------------------|---|--------------------------------------|---|
| Murder | 0 | Forcible or Non-Forcible Sex Offense | 0 |
| Robbery | 0 | Aggravated Assault | 0 |
| Burglary | 0 | Motor Vehicle Theft | 0 |
| Liquor Possession | 0 | Weapons possession | 0 |
| Drug Possession | 0 | Hate Crimes | 0 |
| Arson | 0 | Stealing | 0 |
| Dating Violence | 0 | Negligent Manslaughter | 0 |
| Domestic Violence | 0 | Stalking | 0 |

2019-2020 Completion & Placement Rates

| Program | Total Adults Enrolled | # of Program Completers | % Completing Program | Employment in Related Field | Employment Not Related | Continuing Education | Licensure earned |
|-----------------------------|-----------------------|-------------------------|----------------------|-----------------------------|------------------------|----------------------|------------------|
| Advertising Design | 0 | 0 | 0 | 0 | 0 | 0 | N/A |
| Auto Collision | 0 | 0 | 0 | 0 | 0 | 0 | N/A |
| Auto Service Technology | 0 | 0 | 0 | 0 | 0 | 0 | N/A |
| Certified Nursing Assistant | 5 | 4 | 80% | 4 | 0 | 0 | 4 |
| Commercial Printing | 0 | 0 | 0 | 0 | 0 | 0 | N/A |

| | | | | | | | |
|-------------------------------------|----|-----|------|----|---|---|-----|
| Computer Information Technology | 0 | 0 | 0 | 0 | 0 | 0 | N/A |
| Computer Hardware and Maintenance | 0 | 0 | 0 | 0 | 0 | 0 | N/A |
| Construction Technology (Carpentry) | 0 | 0 | 0 | 0 | 0 | 0 | N/A |
| Cosmetology | 8 | N/A | N/A | 0 | 0 | 0 | N/A |
| Cosmetology Instructor | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Culinary Arts | 0 | 0 | 0 | 0 | 0 | 0 | N/A |
| HVAC | 0 | 0 | 0 | 0 | 0 | 0 | N/A |
| Masonry | 1 | 1 | 100% | 1 | 0 | 0 | N/A |
| Nail Technology | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Practical Nursing | 34 | 25 | 74% | 23 | 2 | 0 | 18 |
| Video Production | 0 | 0 | 0 | 0 | 0 | 0 | N/A |
| Welding & Manufacturing | 1 | 1 | 100% | 0 | 0 | 1 | N/A |
| Campus Totals | 49 | 31 | 76% | 28 | 2 | 1 | 22 |

2019-2020 Adult Student Population by Gender

| Gender | Male | Female |
|----------------------|-------------|---------------|
| # of Students | 3 | 46 |
| Percentage | 6% | 94% |

2019-2020 Adult Student Population by Race

| Hispanic | American Indian or Alaska Native | Asian | African American | Native Hawaiian or Pacific Islander | White/Caucasian | Non-Resident Alien | Two or More | Unknown |
|-----------------|---|--------------|-------------------------|--|------------------------|---------------------------|--------------------|----------------|
| 4 | 2 | 1 | 3 | 0 | 38 | 0 | 0 | 1 |
| 8% | 4% | 2% | 6% | 0 | 78% | 0 | 0 | 2% |

APPENDIX A

Practical Nursing

Full Approval Status by the MSBON

Practical Nursing

Introduction

The Waynesville School of Practical Nursing is located at 400 G.W. Lane in Waynesville, Missouri. It is affiliated with the Waynesville Career Center. The nursing program offers a diploma in practical nursing. The parent institution, Waynesville R-VI School District, is a public education organization.

The Waynesville School of Practical Nursing was established in 1973. The first class graduated with 18 students in 1974. In subsequent years, 25 students were accepted into the program. In 1990, a request was made to the Missouri State Board of Nursing to increase the enrollment to 30 students. As of 2004, the school is approved to accept 36 students into the program each year.

This handbook is to be used as a guide for orientation and during your enrollment as a student practical nurse. Please retain this handbook. The faculty will refer to it frequently. Please use it as a reference to answer questions that you may have about the program.

Should issues or concerns arise during the school year, the Nursing Coordinator and the Administration of the Waynesville Career Center will reserve the right to exercise final authority.

Waynesville School of Practical Nursing Mission Statement

We are dedicated to providing comprehensive education and employment preparation to the adult student enrolled in the Waynesville School of Practical Nursing.

Waynesville School of Practical Nursing **Statement of Philosophy**

The Waynesville School of Practical Nursing derives its philosophy and purposes from the mission statement of the parent organization, the Waynesville R-VI School District. Therefore, the Waynesville School of Practical Nursing faculty collectively accepts the obligation to community service, continuing education, academic excellence, and the provision of educational opportunities.

Nursing is a profession concerned with assisting the client system to maintain, attain, or regain optimal health; also, offering support and the preservation of dignity when death of the system is imminent. Nursing assistance is required when the client system experiences actual or potential environmental stressors. A nurse plays the role of communicator, provider of care, health care team member, and educator and coordinator of care in order to assist the client system. The nursing process and a body of knowledge derived from nursing theory and other disciplines are used to identify client system needs and develop interventions to promote optimal health.

The educational program is planned and organized to assist the student to reach his/her potential. Theory and practice are integrated to emphasize the relationships of facts, concepts, skills, and the mind-set required in the performance of practical nursing. The program is based on the premise that each patient/resident is a unique individual who is worthy of being treated in a professional and holistic manner.

The program begins with basic concepts in theory and practice, and then advances to the more complex as the student progresses. The program also encourages the student to broaden his/her views and look to the future.

The ultimate goal is to assist the student in gaining knowledge, skills, and the ability needed to acquire the type of employment and/or continuing education that he/she desires.

The practical nurse provides nursing care in compliance with the Missouri Nurse Practice Act.

We believe in non-discrimination regarding sex, age, race, color, religion, creed, national origin, or disability, as specified by federal and state laws and regulation.

Missouri Nurse Practice Act: Definition of a Practical Nurse

A licensed practical nurse or practical nurse is a person licensed pursuant to the provisions to 335.096 to engage in practice of practical nursing. Practical nursing is the performance for compensation of selected acts for the promotion of health in the care of persons who are ill, injured or experiencing alterations in normal health processes. Such performance requires substantial specialized skill, judgment and knowledge. All such nursing care shall be given under the direction of a registered professional nurse. For the purposes of the 335.016, the term direction shall mean guidance or supervision provided by a person licensed by a state regulatory board to prescribe medications and treatments or a registered professional nurse, including, but not limited to, oral, written or otherwise communicated orders or directives for patient care. When practical nursing care is delivered pursuant to the direction of a person licensed by a state regulatory board to prescribe medications and treatments or under the direction of a registered professional nurse, such care may be delivered by a licensed practical nurse without direct physical oversight.

Faculty/Staff

All practical nursing instructors are within jurisdiction and governance of the Waynesville R-VI School District and the Missouri State Board of Nursing.

The Coordinator of the program is a registered professional nurse with a Bachelor's Degree in Nursing. The administrative duties include the following: planning, directing, organizing, reporting, coordinating, recruiting, and evaluating the program. The Coordinator will also participate in the teaching of the students as indicated. The Coordinator directs the staff development through planned meetings and conferences, helping the faculty be aware of changing trends in curriculum and in teaching methods. The Coordinator reports to the advisory committee on the status of the program, as well as to the Waynesville Career Center Administration.

Registered Nurse Instructors are employed on a full-time basis. Their assignments are to teach the assigned classes, supervise students' practice in the cooperating agencies, evaluate and record work of students, participate in the counseling and guidance of students, and assist with administrative duties as planned.

The following are the faculty of the Waynesville School of Practical Nursing:

Audrey McDaniel, RN, BSN, MSN
Coordinator/ Instructor

Elizabeth Bouselli, RN, BSN
Instructor

Dr. Shad Hilton
Adjunct Instructor

Carrie Wilson, RN, BSN
Instructor

Jamie Shelton
PN Secretary

Program Objectives

The objectives for the Waynesville School of Practical Nursing are to:

1. Apply nursing concepts and critical thinking based on the physical, psychological, socio-cultural, spiritual, and developmental aspects of individual client systems across the life span.
2. Demonstrate professional growth by acquiring knowledge and skills through continuing education.
3. Utilize the nursing process in order to give safe, prudent nursing care to the client.
4. Demonstrate competency in the performance of clinical nursing skills and critical thinking in the process of coordination of care.
5. Interact professionally with peers, faculty/staff, and members of the healthcare team.
6. Adhere to the code of ethics for Practical Nurses.
7. Complete the requirements for application for licensure by the Missouri State Board of Nursing and National Council Licensure Examination for Practical Nurses.

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

The Missouri State Board of Nursing recognizes the serious implications the spread of HIV (the virus that causes AIDS) or HBV (Hepatitis B virus) has on the health, safety, and welfare of the public, and the Board's mandated responsibility to the public for assuring safe and competent nursing care.

Mandated by the State Board of Nursing, all licensed nurses and nursing students shall immediately implement and adhere to the universal precautions recommended by the Centers for Disease Control in the care of **all** clients.

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

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

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

It is the position of the Missouri State Board of Nursing that all licensed nurses and nursing student(s) with HIV or HBV are entitled to reasonable accommodations in accordance with the standards established by the Americans with Disabilities Act and other applicable law.

Student Files

Each student may review his/her program file. The file will be reviewed in the Program coordinator's office in the presence of the Program Coordinator. Files are secured and maintained as required by the Missouri State Board of Nursing.

*****Pre-Entrance physical is due no later than August 20, 2021.***

Mailboxes and Bulletin Boards

Mailboxes and bulletin boards: Each student is responsible for checking the bulletin boards and his/her mailbox. A student is NOT to take anything out of a mailbox other than his/her own mailbox.

Mailboxes should be checked before 8:00 a.m., at the beginning of each break, and before leaving each day.

Written messages to students from staff will be put in the student's mailbox. When a response from a student is requested, this should be done in a **timely** manner set by each instructor.

Lunch and Scheduled Breaks

While in the classroom, a 30 minute lunch will be scheduled every day from 11:30 a.m. to 12:00 p.m. The lunch break can be reduced if and when the time is needed for class. Any other breaks will be at the discretion of the instructor. The student can eat at school in the commons or leave the premises for lunch.

Tuition Funding

State and federal funds, along with student tuition, provide the means for financial support for this program. Required workshops and seminars must be attended when scheduled. Convention fees are included in your tuition.

Please note: When you successfully complete the Waynesville School of Practical nursing and the Missouri State Board of Nursing approves you to take the NCLEX Licensure Examination, a fee of \$200.00 will be required and is not covered by financial assistance related to the Waynesville School of Practical Nursing.

Code of Ethics for the Practical Nurse

1. The primary responsibility of the nurse is to conserve life, promote health and maintain the dignity of those which are dying.
2. The nurse is a teacher of health, actions, knowledge and manner.
3. The practical nurse will be trustworthy, honest and reliable.
4. The spiritual needs of all clients will be respected.
5. The nurse will maintain highest degree of confidentiality concerning medical care of clients and families.
6. The practical nurse will do only what is authorized by the nursing process and complies with the nurse practice act.
7. The practical nurse will respect authority and learn to take constructive criticism.
8. The practical nurse will always put the client's welfare before all else.
9. The practical nurse will be adaptable and work well as a team with other including but not limited to clients, families, licensed practical nurses, registered nurses, nurse assistants, physicians, therapists and other health care team members.
10. The practical nurse must know the legal responsibility as enumerated in the Missouri Nurse Practice Act.

Probation and Warning Policy

Probation is the status given to a student during which time deficiencies must be removed or corrected. This occurs when the student's **cumulative** academic average falls below the required 80%, the student's cumulative average in clinical falls below 80%, or the student does not meet the behavioral expectations and requirements of the program.

Types of Probation:

Academic: Students will be placed on academic probation using an "Academic Probation Action Plan" when the student's cumulative average falls below 80% in any course. The student will be on academic probation until the student's grade in the course reaches 80%, or the course ends without the student attaining a grade of 80% and the student is dismissed. This will be done at the teacher's discretion.

Clinical: Any student with a cumulative average of below 80% in the freshman or senior clinical rotation, after two clinical sites, will be placed on clinical probation until the student achieves an 80% in the clinical course or the clinical rotation ends and the student is dismissed from the program.

Attendance Policy

Attendance in the Clinical Setting: Attendance and punctuality in the clinical setting is the mark of a professional. Students who are ill or who become ill will be sent home at the discretion of the clinical instructor. When the student is going to be absent or tardy from clinical, the student is to notify his/her clinical instructor no later than the designated reporting time. The clinical instructor will give the students the number to reach them for clinical during clinical orientation. Entrance to Ft. Leonard Wood is required by the student.

The student is only allowed to miss 16.0 hours of clinical in the freshman rotation and 16.0 hours of clinical in the senior rotation. **Clinical hours missed count towards your overall 60.0 hours allowed to be missed.** Clinical hours cannot be made up. Please see the clinical handbook for makeup assignments.

Students are to refrain from calling instructors at home except for emergencies and to report absence/tardy from clinical.

During the course of the Program, the student is only allowed to miss a total of 60.0 hours of school. The student will receive written warning when his/her absences exceed the following:

20 hours: 1st warning

40 hours: 2nd warning

50 hours: 3rd warning

Any student exceeding 60 hours of absence will be dismissed from the Waynesville School of Practical Nursing. If the student misses more than 16.0 hours in his/her freshman or senior clinical rotation, the student will be dismissed from the Waynesville School of Practical Nursing.

Please make sure to read & understand the attendance policy starting on page 22

Procedure for Absenteeism

When **PN** students are absent, the student must fill out the sign in/sign out log book that is located in the PN office with the PN secretary. **(Any physician's excuse or supporting documentation should be kept by the student in case the student must appeal his/her absences). IT IS THE STUDENT'S RESPONSIBILITY TO NOTIFY THE OFFICE.** In the event of a known absence, students have the option of filling out an Absence Notification and Approval Sheet.

In the event of an unreported absence (no call/no show), the student must meet with the coordinator/assistant director upon returning to class or clinical area. **Three unreported absences will result in dismissal from PN.**

Uniform Policy

Uniforms will be worn with pride and dignity. The student represents the school while in uniform. Appropriate dress for the students while at clinicals, field trips, seminars, or any other place that the uniform is requested to be worn, includes (Applies to white uniform or while in polos):

1. Each student will possess two (2) uniforms. The uniforms must be kept neat, clean, ironed, and in good repair at all times. Students not following these rules will be sent home by the instructor and time will accrue for the absence.
2. School approved lab jackets with the school patch can be worn if the student wishes.
3. White, non-canvas shoes are to be worn. Crocs are not allowed. Shoes must have a back and be in good repair. The student is required to purchase his/her own shoes for clinical.
4. White socks without designs will be worn with uniform, and should cover the ankle when sitting.
5. Uniforms are to be worn on duty in the clinical areas.
6. Uniforms must not be worn as street clothes except when traveling to and from the clinical area and/or classroom.
7. Acceptable jewelry includes a wedding band and a watch w/second hand. NO pierced jewelry is allowed when wearing uniforms or when attending seminars/meetings, including spacers in facial piercings. If you have body jewelry, it must be removed. (No Smartwatches or fit bits)
8. Hair must be clean, well groomed, and off the collar. Students with facial hair must be clean shaven.
9. Hands will be clean with no nail polish. Acrylic or other fake nails are not allowed. Nails must be short.
10. All artwork on the body must be covered, with the exception of hands.
11. Appropriate flesh-colored or white underwear must be worn. No thongs or other inappropriate underwear is allowed.
12. When traveling to fieldtrips/seminars: student will wear clean blue school polo shirt and full-length black pants and proper shoes and socks. Student may also wear a black lab coat or black sweater over their uniform (at coordinators discretion). The Uniform Policy is to be observed while in blue/black uniform.
13. Hair color that is not natural looking and/or disruptive to the academic process, inconsistent with a professional appearance and demeanor, or does not comply with the requirements of clinical sites is not allowed.
14. White long sleeve shirts must be worn under uniform to cover body art.

Students may not wear their school name tags at any time when they are not at school or at their designated clinical site. What to bring to clinical: name tag, watch with a second hand, bandage scissors, hemostats, stethoscope, gait belt, protective eye wear, blood pressure cuff, penlight, ballpoint pen (black), and a small note pad.

Standards Required for Graduation

The student will not be allowed to participate in the graduation ceremony if the standards set forth below have not been met. This prohibition shall apply even if the student has filed an appeal that has not been finally decided. To participate in the graduation ceremony, the student must have:

1. Demonstrated consistent safety and competency in each clinical area.
2. Successful completion of each theory and clinical area.
3. Demonstrated satisfactory attendance and punctuality record.
4. Complete remediation plan, if applicable.
5. Paid **all** tuition and fees prior to graduation.
6. Made application to take the National Licensure Examination (NCLEX-CAT PN) and Missouri State Board of Nursing and pay appropriate fees.
7. Attended an exit interview with PN Coordinator to fill out end the year paperwork for completion of student file.
8. Complete all exit paperwork for the Financial Aid Director and Work Connections, if appropriate.
9. Completed all evaluations as assigned.

At the graduation ceremony, students who have successfully completed the program will receive the school diploma, school pin, and lamp.

Program Outcome Criteria

Upon completion of the program, the Graduate Practical Nurse will be able to:

1. Display responsibility in directing and delivering nursing care in compliance with the Missouri Nurse Practice Act.
2. Utilize the nursing process in planning, providing, and evaluating individualized care that meets the patients/client's basic needs.
3. Exhibit effective interpersonal relationships with patients/clients, families, and members of the healthcare team.
4. Participate as a resourceful member of the healthcare team to meet the patient's/client's physical, psychosocial, emotional, cultural and spiritual needs throughout the life span.
5. Participate in educational and professional activities which will enhance intellectual, technical, and professional growth.

Prerequisite for State Board Examination

The following are required by the Missouri State Board of Nursing prior to the candidate being considered eligible to take the NCLEX (state board licensing examination):

1. Graduate from a state accredited practical nursing school
2. Complete a notarized application for Missouri State Board of Nursing
3. Criminal background fingerprinting
4. Official final transcript
5. A completed application to the authorized testing center and a certified check or postal money order for the authorized fee (not included in tuition)
6. Compliance with the Missouri Nurse Practice Act, Section 335.066 as stated:

In compliance with the State of Missouri Nurse Practice Act, section 335.066, "Denial, revocation, or suspension of license, grounds for, civil immunity for providing information."

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 over treating 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 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.

Please Note:

*** Graduation from our program does not ensure applicant eligibility for licensure in Missouri.**

***Any student who has engaged in conduct identified in subparagraphs (1) through (15) above must have the approval of the Missouri State Board of Nursing before the applicant may take the licensing examination.**

(As a reminder, each applicant was provided a copy and an explanation in the application packet. Each applicant had the opportunity to read and ask questions. The copy is signed and maintained in the student's permanent file).

Grading

100%-92% A

91%-84% B

83%-80% C

Below 80% F

*****FINAL GRADES WILL NOT BE ROUNDED*** (Example: 91.99=B, 79.99=F, 76.99=F)**

In addition, nursing achievement exams may be administered during the course work and at the end of each designated course counting towards grades.

Make-up of Assignments and Tests for Classroom Theory:

When absent from class, the student is responsible for contacting the instructor(s) regarding missed material. Absence from class will be made up in a manner recommended by the instructor. It is recommended the student contact the instructor(s) prior to returning to class. Assignments may be reading, written, study questions, charts, graphs, projects, audiovisual, or computer-assisted study.

If a test is not taken when scheduled, make-up tests are to be taken at 7:00am (before class starts) on the day the student returns to the classroom or clinical setting. Quizzes cannot be made up in original format.

The student is to contact the instructor to schedule a time to make up the test. If the student does not take the test on the first day the student returns to the classroom, the student will receive a "0" for the test grade. If you feel that you have an extenuating circumstance, this will be reviewed on a case by case basis. **This extenuating circumstance determination may not be appealed.** Documentation may be required.

EXAMS CANNOT BE RETAKEN. If you do not complete your exam or you accidentally skip pages or miss pages you do not get to retake the exam. BE VERY CAREFUL AND BE THOROUGH WHEN COMPLETING ALL OF YOUR EXAMS.

All homework and assignments/activities (including clinical assignments/activities) must be turned in on the date assigned by the instructor to earn full credit. If absent from class, the student must turn in at **0800** on the day he/she returns to class to earn full credit.

Should assignments/activities not be turned in on the assigned due date, a zero (0) will be earned by the student, and an incomplete is given for the class until the assignment is turned in.

No tests will be made up during class lecture time.

Once an assignment is turned into the assigned instructor, it is considered complete. Assignments will not be returned to be completed if already turned in.

Classroom Theory

The student must make a cumulative average of 80% in each course to continue in the program and meet the requirements to apply for the licensure examination.

At the completion of each course, the student will be issued his/her grade. **Students are responsible for monitoring their own grades throughout the coursework.** Students may meet with faculty at any point during the course to inquire about their grades.

Clinical Setting

The freshman clinical experience will be conducted from December of each year and go into March of each year.

The senior clinical experience will begin with a pinning ceremony in March signifying the student's transition from the freshman to senior nursing student. The senior clinical rotation will be conducted from mid-March through June.

Each student will be graded objectively on each clinical day in the freshman and senior rotation. Each instructor uses a clinical grading rubric for each individual student. Daily grades will be recorded based on the rubric. The student is required to have a cumulative average of 80% at the completion of the freshman clinical rotation and an 80% at the completion of the senior clinical rotation to continue on in the program. Students must complete the assignments with a passing score or an incomplete will be received for that clinical rotation. The original grade will remain a zero. Any student who does not achieve a cumulative 80% at the end of the freshman or senior clinical rotation will be dismissed from the program.

A student may be placed on Clinical Probation at the discretion of the Nursing Coordinator and Clinical

Instructor following unsatisfactory ratings in any of the evaluation criteria. The student will be notified of the unsatisfactory rating by the instructor and will receive a written letter of clinical probation. Counseling will be done at that time to assist the student to improve his/her clinical performance. Students must have all assignments completed before moving on to the next clinical location.

Reminder: You must have a cumulative average of 80% in each course (including clinical courses) to pass the course. Failure to meet these requirements will result in dismissal from the program.

Classroom and Clinical Hours

Level One: Monday, Tuesday, Thursday, Friday 0800-1600
Wednesdays 0800-1500

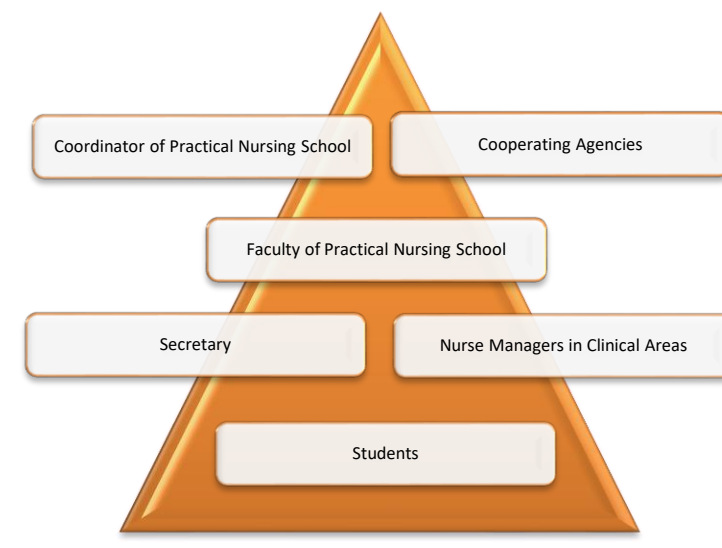
Level Two: Monday-Friday 0800-1600

Clinical: Tuesday and Wednesday 0600-1430; this may vary depending on the clinical setting and instruction.

After-Hours in Clinical Setting

Students are not allowed to be in the nursing departments of clinical facilities after school hours while wearing school uniform and nametag. The student is not allowed to practice student nurse duties in the absence of an instructor or outside of scheduled clinical rotations. A student that is practicing student nurse duties in the absence of an instructor or outside of approved clinical rotations will be immediately **terminated** from the nursing program.

Waynesville School of Practical Nursing Administrative and Organization Chart of Program Personnel and Cooperating Agencies



Organization of the Educational Program

The length of the program is structured to meet the *Minimum Standards of Accredited Programs of Practical Nursing*.

The first 16 to 17 weeks “Introductory Classes” (Level One):

- I. Classroom Instruction (Lecture and group discussion)
 - A. Methods include but are not limited to the following: instruction in theory, instruction in laboratory or clinical procedures, return demonstrations, group study activities, skills lab
 - B. Teaching Aids include but are not limited to the following: PowerPoint presentations, digital visual presenter, videos, anatomical charts, manikins, computer-assisted study, and skills lab supplies
- II. Pre-Clinical Experience
 - A. Scheduled periods of clinical practice in the skills lab

Theory: 0800-1600 Monday through Friday

Level Two (Remainder of Program):

- I. Classroom Instruction (Lecture and group discussion)
 - A. Methods include but are not limited to the following: instruction in theory, instruction in laboratory or clinical procedures, return demonstrations, group study activities, skills lab
 - B. Teaching Aids: PowerPoint presentations, digital visual presenter, videos, anatomical charts, manikins, computer-assisted study, skills lab supplies, Kahoot, Nearpod

Clinical Experiences will be in:

Medical/Surgical Nursing
Care of the Mother and Newborn
Long-Term Care Facilities
Medications
Pediatrics
IV Therapy
Mental Health
Life Span ICU

Specialty areas that the student may be scheduled for include:

Operating/Recovery Room
School Nursing
In Patient Adolescent treatment facility
Same Day Surgery
Intensive Care Unit
Emergency Room
Labor & Delivery
Physician Offices
Clinics

Clinical Practice: 0600-1430 on Tuesday and Wednesday

Exceptions to this schedule will occur in selected clinical practice sites, special workshops, and/or meetings. This schedule could be subject to change to allow flexibility to meet *Minimum Standards*.

All students will be required to hold current CPR certification from the American Heart Association for the BLS. This must remain current until date of graduation. The student must become certified in this program by **August 20, 2021**, or they will not be allowed to start class and will receive a loss of hours.

Instructor Office Hours

Instructor Office Hours are available to students who have specific questions, comments, or need help with course/clinical work. When the student wants to meet with an instructor, the student is required to make an appointment on the designated office hour sign-up sheet. Please bring all necessary books/paperwork with you when you meet with the instructor. Office hours for each instructor are as follows:

Level One:

Audrey McDaniel: Monday-Friday 0700-1445 and Monday-Friday 1200-1230

Elizabeth Bouselli: Monday-Friday 0730-1515 and Monday-Friday 1530-1600

Carrie Wilson: Monday-Friday 0815-1600 and Monday-Friday 1500-1530

Level Two:

Audrey McDaniel: Monday-Friday 0700-1445 and Monday-Friday 1200-1230

Elizabeth Bouselli: Monday-Friday 0730-1515 and Monday-Friday 1530-1600

Carrie Wilson: Monday-Friday 0815-1600 and Monday-Friday 1500-1530

If you have signed up for an appointment time but cannot make it, please remove your name from the list so that someone else can use your spot if needed.

Students who have failed a test or are on academic/clinical probation must sign up to receive help and fill out the required paperwork for the course in which he/she is having difficulty. If the student does not sign up and meet with the designated instructor or does not show up to meet with the instructor after signing up, this will be documented. **It is imperative that the student take initiative and responsibility for his/her learning.** The instructors are here for your success!!!

Curriculum Sequence
Level One: August 20, 2021 to December 17, 2021

| | | |
|---|-------------------|-----------------------|
| Basic Nursing subjects are taught during this time. | UNIT HOURS | CLINICAL HOURS |
| Freshman | | |
| Personal and Vocational Concepts | 54 | 20 |
| Fundamentals of Nursing I | 69 | 50 |
| Fundamentals of Nursing II | 70 | 50 |
| Anatomy and Physiology I | 45 | 4 |
| Anatomy and Physiology II | 45 | 4 |
| Calculations/Pharm | 40 | 8 |
| Human Growth and Development | 87 | 20 |
| Medical Surgical I | 79 | 55 |
| Medical Surgical II | 33 | 50 |

Level Two: January 3, 2022 to June 30, 2022

Senior

| | | |
|---------------------------|-----|-----|
| Pharmacology | 52 | 23 |
| Medical Surgical II | 46 | 95 |
| Medical Surgical III | 79 | 100 |
| Nutrition | 48 | 12 |
| Maternal Child Nursing | 122 | 40 |
| Leadership and Management | 18 | 7 |

| | | |
|----------------------|------------|------------|
| <i>Totals</i> | 887 | 538 |
|----------------------|------------|------------|

Course Curriculum

Personal and Vocational Concepts

This course is designed to introduce the student to the foundations of modern practical nursing. In this course, the student explores the educational and professional responsibilities of the practical nurse. As the course progresses, it moves from simple information to more complex issues. These issues deal with psychological, emotional, and spiritual needs. Cultural diversities in relation to healthcare delivery are also explored. The importance of recognizing each person as a unique being and methods of developing therapeutic communication skills that allow for the development of effective interpersonal relationships is stressed. This course also allows the student to begin to understand the legal and ethical issues in healthcare and prepares them to make decisions, as graduates, in compliance with the Missouri Nurse Practice Act and the IV Therapy Rules in order to practice as responsible nurses within their community.

Fundamentals of Nursing I

Fundamentals are the basic foundation course for a nurse's education. Concepts of the nursing processes that teach the student how to problem solve and assess patient condition is the focus throughout the course. The student learns how to perform technical nursing procedures, document patient condition and responses to medical treatment, and the application of communication methods that create effective communication with the patient, family, and members of the health care team.

Fundamentals of Nursing II

Fundamentals II will be a continuation from Fundamentals I to form the basic foundation course for a nurse's education. Concepts of the nursing processes that teach the student how to problem solve and assess patient condition is the focus throughout the course. The student learns how to perform technical nursing procedures, document patient condition and responses to medical treatment, and the application of communication methods that create effective communication with the patient, family, and members of the health care team.

Anatomy and Physiology, I and II

This class includes a lab section as well. This course is designed to give the students an understanding of the structure and function of the human body in health and disease. An understanding of each body system and their function, along with the interactions and relationships between each body system is necessary for the nurse to comprehend. The principles of human anatomy and physiology are a significant element to the foundation of nursing.

Math and Pharmacology

This course is designed to introduce the student practical nurse to math and medications. It is intended to motivate the student nurse to determine proper dosage, along with administering and monitoring medication with concern for safety, precision, and attention to important physiologic factors. The importance of integrating patient education about medications into the treatment plan, as well as description of the nursing process and its relationship to medication, administration is emphasized.

Life Span (Growth and Development)

This course builds on Erickson's levels of personality development and Maslow's Hierarchy of Needs. The development of individuals as they change and grow throughout the life span is addressed in this course and throughout the nursing program including influences of biological, cognitive, and social processes. This course expands the students' knowledge across the life span using various different resources and exercises.

Freshman Clinical

Clinical experience is available at acute care facilities, long-term care facilities, and community-based agencies. Assignments are made on an individual basis depending on the requirements of the students and their level of progress. Clinical experiences are under the supervision of the faculty. Pre and post clinical conferences are held as scheduled by the faculty. Conferences are patient-centered utilizing the nursing process for care of specific clients in selected nursing situations.

Nutrition

This course addresses the basic principles of nutritional needs throughout the life cycle and in the application of these principles, the maintenance and restoration of health. The diet therapy component prepares the practical nurse student to work with individuals with alterations in nutritional needs. An overview of the basic information needed to make valid decisions to maintain wellness, prevent disease, and support diet therapy is addressed. Nutrition is a course designed to provide students with knowledge of the principles governing healthy dietary patterns and the relationship between dietary practices and various disease states. An understanding of nutrition is an integral component in the art and science of nursing compromised patients and assisting individuals to achieve their highest level of wellness.

Medical-Surgical Nursing I

This course is designed to teach students to care for the medical-surgical patient and is an introduction to the basic concepts of nursing care of adults. The nursing process will be used in an in-depth study of disease processes associated with the various body systems. The emphasis is on meeting the needs of the whole client. This course enhances the student's ability to assess, implement, and evaluate nursing interventions as they apply to medical or surgical patients.

Successful students will assimilate the care needs of the client in conjunction with his/her disease process or surgical interventions.

Medical-Surgical Nursing II

This course is designed to teach students to care for the medical-surgical patient and is an introduction to the basic concepts of nursing care of adults. The nursing process will be used in an in-depth study of disease processes associated with the various body systems. The emphasis is on meeting the needs of the whole client. This course enhances the student's ability to assess, implement, and evaluate nursing interventions as they apply to medical or surgical patients. Successful students will assimilate the care needs of the client in conjunction with his/her disease process or surgical interventions.

Medical-Surgical Nursing III

This course is a continuation of Medical-Surgical Nursing II, including Mental Health/ Psychiatry. Medical-Surgical Nursing III is a further expansion of nursing care of the adult to include management and leadership concepts with an emphasis on meeting the needs of the whole client. This course enhances the student's ability to assess, implement, and evaluate nursing interventions as they apply to medical or surgical patients. Successful students will assimilate the care needs of the client in conjunction with his/her disease process or surgical interventions.

IV Therapy

This course prepares the student to perform limited IV therapy treatments utilizing the knowledge, skills, and competencies required to perform such therapy safely and in accordance with current Missouri Rule CSR 2200-6.020. This class is an 80% pass-fail class as required by the Missouri State Board of Nursing. Students learn to start, monitor, and discontinue IV therapies in the lab portion consisting of eight (8) hours clinical. Hours are in Fundamentals II & Medical-Surgical II.

Maternal & Child

Maternal and Child Nursing is a course designed to introduce the student to the concepts and principles of caring for the adult and pediatric client. Emphasis is placed on the holistic approach to care that includes: physiological, psychosocial, and psychological components in diverse care settings. This course enables the student to meet the needs of the client receiving this specialized care. This course provides an education on the physiological, psychosocial, and psychological components of care for this special population. A body system approach to understanding the unique health needs of the client are presented to the student. Simple and complex health related issues associated with antepartum, intrapartum, and postpartum periods are addressed throughout the course that will prepare the student for a specialized role in the field of maternity and newborn nursing. The student has the opportunity to apply the concepts of this course during the maternity/newborn clinical portion of the program. The nursing process will be used in an in- depth study of disease processes associated with the various body systems with emphasis on etiology, diagnosis, sign/symptoms, medical and surgical treatments and nursing considerations.

Leadership and Management

This course introduces the student to the various styles of leadership. Emphasis is placed upon the importance of leadership skills essential in functioning professionally with clients, family, significant others, and members of the healthcare team. Concepts of productive management are integrated in the learning process which allows the student to develop effective leadership skills. A focus is placed on problem solving and decision-making techniques to prepare the student for a leadership/management role within the various healthcare settings.

Senior Clinical

Clinical experience is available at acute care facilities and community-based agencies. Assignments are made on an individual basis depending on the requirements of the students and their level of progress. Clinical experiences are under the supervision of the faculty. Pre and post clinical conferences are held as scheduled by the faculty. Conferences are patient-centered utilizing the nursing process for care of specific clients in selected nursing situations.

Syllabus

A course syllabus will be given to each student for each subject at the beginning of each course of study, freshman clinical, and Senior clinical. Each student is responsible for keeping the syllabus intact and bringing it to each assigned class/clinical.

Extra Credit

No extra credit assignments will be offered or accepted in any subject, classroom or clinical.

Perfect GPA Award

An award will be given at the end of the year to student(s) who have completed the program with a perfect 4.0 GPA. Other academic achievement awards may be presented at the discretion of the program.

Study Room

Books in the study room may be checked out by the Practical Nursing Students for one (1) week with the program secretary of the nursing program. Books must not leave the study room unless they have been checked out.

Reference books and Periodicals may not be checked out and must not leave the study room so they are accessible to all students. Books must be returned within seven (7) days from the date checked out. This will assist us in keeping a record of all books. Replacement of lost or damaged books will be the responsibility of the student. **All study room books must be returned or paid for before the student is issued an official transcript and diploma.**

No food or drinks are permitted while using the study room.

Students may NOT change clothes in the study room.

Students may utilize the study room Monday through Friday from 0700 to 1800, unless the building closes early. The study room is a place for discussion, while the kitchen area is to be a quiet place after tests.

Skills Lab Rules

The skills lab is open to the students. Prior to utilizing the skills lab, please get permission and sign in using the lab sign-in book. The rules of the skills lab are as follows:

1. Keep the lab neat and clean at all times
2. Please use proper handling techniques when utilizing the manikin (do not place on floor, keep parts covered up appropriately)
3. Do not sit or lay in the beds unless using them as a part of your procedure
4. Make the bed up in the required style when done with the bed
5. Over bed tables go at the foot of the bed or across the middle of the bed
6. Leave the bed in a low, flat position
7. Remove and put away all procedure supplies when you are done
8. Do not put books or personal items on the bed or leave them in the lab
9. No shoes on the bed
10. Linen is to be put back into the cabinet when practice is complete
11. NO food or drink in the lab area allowed
12. It may be necessary to sign up for specific beds at specific times; proper procedures must be followed

STATE Student Organizations

The student organization is a required part of the Practical Nursing Program. Its purpose is to advance the welfare of its members in the following ways:

1. To give the students a respect for nursing and a desire to keep abreast of current development in the nursing field.
2. To give each student a voice in the decision-making and organizations of the student extracurricular activities.
3. To develop leaders, and help others among the members to be capable of handling important responsibilities in the field of nursing, both now and in the future.

Each class is responsible for its own officers: President, Vice-President, Secretary, and Treasurer and for revision of rules and procedures. Regularly scheduled meetings shall be held monthly or with the permission of the PN Coordinator. Agendas need to be posted one week prior to the meeting. The minutes of the meeting will be posted and a copy given to the PN Coordinator to be filed in the office. Committees include the cleanup committee, kitchen committee, laboratory committee, library committee, graduation committee, and any other committee that may need to be formed during the school year. When a decision is to be made by student vote, the result of that vote shall be binding on **all students**.

Also, each student will become a member of the state LPN organization known as **MLN**, for a one-year membership; the current school year.

Constitution of the Waynesville School of Practical Nursing – School Organization

ARTICLE I. NAME

SECTION I. The official name of this organization shall be the “Waynesville Practical Nurse Student Organization”.

ARTICLE II. MEMBERSHIP

SECTION I. This organization shall consist of Student Practical Nurses enrolled and in good standing in the Waynesville School of Practical Nursing.

ARTICLE III. PURPOSE

SECTION I. To give each student a voice in the decision making and organization of student affairs.

SECTION II. To help develop leadership capabilities of the student.

ARTICLE IV. MEETINGS

SECTION I. One regular meeting each month. Special meetings may be called at the discretion of the executive committee with the approval of the coordinator and sponsors.

SECTION II. All meetings shall be conducted under the procedures of **Roberts Rules of Order**.

SECTION III. A quorum shall consist of two-thirds (2/3) of the active members of the organization. A quorum shall be necessary to convene the organization for regular business sessions.

ARTICLE V. OFFICERS

SECTION I. The officers of this organization shall consist of a President, a Vice-President, & a Secretary, and each shall exercise the usual duties of the office to which he/she has been elected.

SECTION II. The officers of the organization shall be nominated and elected by ballot at the first organization meeting of the school year. A plurality vote of the active members present at the meeting shall be necessary to elect officers, and all elected officers must know **Robert Rules of Order**.

SECTION III. An officer may be removed by the coordinator and sponsors because of grades, job attitudes, failure to attend to elect duties, or by two-thirds (2/3) vote of the Membership.

SECTION IV. The President, with the consent of the executive committee shall appoint the standing committees as needed.

ARTICLE VI. AMENDMENTS

- SECTION I.** This constitution may be amended at any meeting posted for that purpose.
- SECTION II.** Amendments shall be made by two-thirds (2/3) vote of the active membership a quorum is present.
- SECTION III.** Only such amendments shall be made as are in keeping with this constitution and the purpose for which this club was organized.

ARTICLE VII. RULES, REGULATIONS, AND BY LAWS

- SECTION I.** This organization shall adopt such rules, regulations, and by laws as it finds necessary from time to time in the proper conduct of the business of this organization.

A. Duties of the officers

PRESIDENT: Shall preside at all meetings and if unable to attend the Vice-President will assume responsibilities of the President. The president shall preside at all executive committee meetings. He/she shall perform the duties usually evolving from that office. He/she shall call all meetings on the advice of the executive committee. He/she shall be an ex-officio member of all the committees.

VICE-PRESIDENT: Shall preside on the president's absence and take over all duties when called upon. He/she shall serve as chairman of the executive committees in the President's absence. He/she shall help the President select the standing committees with the approval of the executive committee.

SECRETARY: Shall call the role, take minutes of all meeting and read same at each meeting. He/she shall serve as the presiding officer when the President and Vice-President are absent. He/she shall send out all notices, and take charge of all organization correspondence.

B. Duties of the Standing Committee

PROGRAM COMMITTEE: The purpose of this committee is to provide educational material at each meeting. The President with the consent of the executive committee shall appoint a chairperson to head this committee for a one-year term. The chairperson shall appoint an individual or individuals to present these programs.

Waynesville School of Practical Nursing Parliamentary Procedure

1. The Objective of Parliamentary Procedure

- a. Accomplish the objectives for which the group is organized.
- b. Expedite business
- c. Insure justice and equality to all
- d. Maintain order

2. Procedures and Rules for Handling Main Motions

a. Steps in Making a Motion:

1. Member obtains the floor and is recognized
2. Member states motion - - "I move that..."

b. Seconding a Motion:

A member may not be required to obtain the floor. A member merely says - - "I second the motion". In most cases the name of the individual seconding a motion, as well as the name of the individual making the motion is recorded in the minutes of the meeting.

A second merely implies that the individual agrees that the motion should come before the group.

c. Stating the question (motion) by the Chair (President):

"It is moved and seconded that ... (or to)..."

This normally places the motion before the group. Until the Chair states the motion, no debate (discussion) or other motion is in order.

d. Steps in debating the question:

1. The chair opens the question to debate by saying, "Is there any discussion?"
2. Speakers must obtain the floor by receiving recognition from the Chair and also addresses remarks to the Chair.
3. The Chair should not enter into debate or interrupt the speaker unless the rules are not followed or disorder arises.
4. Remarks must be confined to the question.
5. Amendments may be introduced.

e. Process of amending:

1. Inserting or adding
2. Striking out
3. Striking out and inserting

f. General procedure for handling an amendment:

1. Member is recognized and states --- "I move to amend the pending question by..."
2. Another member must second the motion to amend the pending question.
3. The Chair disposes of the amendment in the same manner as another motion.
4. After the Chair has put forth the question the Chair states "The amendment is (or is not) adopted. The pending question is repeated as it reads after being changed by the amendment. The amended motion must still be voted on.

g. An amendment must always be pertinent to the motion it amends.

General Order of a Business Meeting:

1. Call to order
2. Reading of the minutes by the secretary
3. Report of the treasurer
4. Committee reports
5. Unfinished business
6. New business
7. Adjournment
8. Program

Benefits of Participation in Student Organization:

- A. Prepares the student for an active role in professional associations.
- B. Stimulates the student to take an active part in community projects.

Reviewed 2010, 05/2011, 03/2019

Introduction to Robert's Rules of Order

The WCC-School of Practical Nursing has designated ***Robert's Rules of Order*** as the authority on matters relating to parliamentary practice and the conducting of all official Class meetings.

Following is a very brief summary of how ***Robert's Rules of Order*** is applied to meetings.

The final authority for resolving questions of procedure will be ***Robert's Rules of Order Newly Revised, 10th Edition***.

What Is Robert's Rules of Order?

It is a set of rules for conducting meetings that allow participants to be heard and to make decisions without confusion. It is often referred to as parliamentary procedure.

Why is Parliamentary Procedure Important?

Because it is a time-tested method of conducting business at meetings and public gatherings. It can be adapted to fit the needs of any organization. Today, Robert's Rules of Order Newly Revised is the basic handbook of operation for most clubs, organizations and other groups. So, it's important that everyone know the basics.

Organizations using parliamentary procedure usually follow a fixed order of business. Below is the format generally followed.

1. Call to order
2. Roll call of members present.
3. Welcome
4. Approve agenda
5. Approve minutes of previous meeting(s)
6. Reports/Committee Assignments
7. Communications/Open Forum
8. Old Business
9. New Business
10. Adjournment

Class members express themselves by discussing and making motions. A motion is a proposal the entire Class members take action on. Class members can:

1. Make motions (*move to adopt items on the agenda*).
2. Second motions.
3. Debate motions.
4. Vote on motions.

There are three basic types of motions:

1. Main Motions:
The purpose of a main motion is to introduce items to the membership for their Consideration. They cannot be made when another motion is on the floor but yield to subsidiary, and incidental motions.

2. Subsidiary Motions:

The purpose is to provide a means of questioning procedure concerning other motions and must be considered before the main motion.

3. Incidental Motions:

Their purpose is to provide a means of questioning procedure concerning other motions and must be considered before the other motion.

How are Motions made?

Only Class members may make motions; the class member:

1. Obtains the floor
 - a. Waits until the last speaker has finished.
 - b. Addresses the President
 - c. Waits until recognized by the President.
2. Makes the motion
 - a. Speaks in a clear and concise manner.
 - b. States the motion affirmatively. “I move that we...” rather than, “I move that we do not...”.
 - c. Avoids personalities and stay on your subject.
3. Waits for another member to second the motion.
4. Another member seconds the motion or the President calls for a second.
5. If there is no second, the motion dies.
6. If the motion is seconded, the President re-states the motion
 - a. The President will say, “It has been moved and seconded that we...”, thus placing the motion before the membership for consideration and action.
 - b. The membership then either debates the motion or moves directly to a vote.
 - c. Once the motion is presented by the President it becomes “assembly property”, and cannot be changed without the consent of the Class Members.
7. Discussing a motion
 - a. The movant is always allowed to speak first.
 - b. All comments and debate must be directed to the chairman.
 - c. Keep to the time limit for speaking if one has been established.
 - d. The movant may speak again only after other council members wishing to speak have spoken, unless called upon by the President.

8. “Calling the question”
 - a. The President asks, “Are you ready to vote on the motion?”
 - b. If there is no more discussion, a vote is taken.

How are motions voted on?

There are a number of ways a group can vote on a motion. However, two are generally employed, they are:

1. By General Consent – When a motion is not likely to be opposed such as those listed under the consent agenda, the President says, “If there is no objection...” The Class members show agreement by their silence, however if one member says, “I object,” the item must be put to a vote.
2. By Roll Call – Each Member answers “yes” or “no” as his or her name is called. Most motions are voted on.

There are two other motions that are commonly used that relate to voting.

1. Motion to Table – This motion is often used in the attempt to “kill” a motion. The option is always present, however, to “take from the table” for reconsideration by the membership.
2. Motion to Postpone Indefinitely – This is often used as a means of parliamentary strategy and allows opponents of motion to test their strength without an actual vote being taken. Also, debate is once again open on the main motion.

Parliamentary Procedure is the best way to get things done at meetings. But, only works if it used properly.

1. Only allow motions that are in order.
2. Require speakers to obtain the floor properly.
3. Speakers must speak clearly and concisely.
4. All comments must be directed to the President.
5. Most important, courtesy is to be observed at all times

Reviewed 04/2009; 08/2012; 04/2013
Revised 04/2009; 05/2011;

Waynesville Practical Nursing School

Standards of Behavior Agreement

Attitude

- I will exhibit a positive attitude.
- I will smile and greet every person I meet.
- I will respond politely. Negative comments are not acceptable behavior and will not be tolerated.
- I will make eye contact with each person as I greet them.
- We are here to learn and assist in the healing process and to show compassion.

Commitment to peers

- I choose to encourage my peers.
- I choose to speak to each of my peers directly and privately if I have an issue with them. I will not speak to anyone else about the issue until I have spoken first to the peer with whom I have an issue.
- I choose to apologize if I have offended another peer. If I am unable to settle the issue with a peer, I will then direct the issue to the Nursing Coordinator.
- I choose to respect my peers. Disrespect to others will not be tolerated in this program. Slandering others will not be tolerated.

Professionalism

- I will do my best to grow as a professional.
- I will promote the profession of nursing in a positive light.
- I will maintain confidentiality at all times.
- I will not speak negatively about my classmates, my instructors, my nursing program, my clinical sites or those I encounter in the professional setting.
- I will strive to maintain a professional appearance and will try to serve as a good role model for others.
- I will place my patients' needs above my own while performing my duties. I will not let my personal values and opinions adversely influence the care that I give to any patient.
- I acknowledge the fact that each person entrusted to my care is entitled to the very best care that I can possibly give, regardless of their choices.

I have read and understand the Standards of Performance and I agree to make every effort to comply with and practice the standards outlined.

Student Signature

Date

Revised 05/2009; 04/2013
Reviewed 04/2010; 05/2011;
03/2019

Waynesville Practical Nursing School
Required Minimal Functional Abilities

This is to certify that I have read and understand the required minimal functional abilities included in my application packet. I understand that I must meet these required minimal functional abilities in order to provide patient care within the clinical setting. I understand that if I am unable to perform the required minimal functional abilities that I will be unable to complete the program.

Student Signature_____

Date_____

Waynesville Practical Nursing School
Denial of Nursing License

This is to certify that I have read and understand the possible reasons for denial of nursing license as set forth by the Missouri State Board of Nursing. I have a copy of those possible reasons for denial in this Student Handbook.

I am fully aware that graduation from this nursing program, does not guarantee me the right to sit for the National Licensure Examination. Authorization to take the NCLEX can only be granted by the State Board of Nursing and they will make the final determination as to whether or not I may take the test.

Student Signature_____

Date_____

Waynesville Practical Nursing School
Confidentiality Statement

This is to certify that I am aware that I am bound to observe the rule of strict confidentiality regarding all clients with whom I come in contact. I will not discuss with anyone the confidential issues that I encounter during classroom discussions, clinical conferences or clinical rotations. If an issue needs to be brought to someone's attention, I will only discuss it with those who have a need to know (i.e. a nurse manager, supervisor, director of nursing, etc.) after obtaining permission from my instructor. This rule is binding in **all** situations, with the exception of closed classroom discussion and/or closed clinical post-conference.

I am fully aware that any break in this rule of confidentiality **will** result in my immediate termination from the Waynesville Practical Nursing School.

Student Signature_____

Date _____

Waynesville Practical Nursing School
Grade Average & Attendance

I understand that I must maintain an 80% cumulative average in all subjects (including clinical) and cannot miss more than sixty (60.0) hours including clinical or I will be terminated from the Waynesville School of Practical Nursing.

Student Signature_____

Date _____

Waynesville Practical Nursing School
Travel Release and Hold Harmless Form

As an adult, I assume all responsibility for myself on all school trips during the school year including but not limited to providing my own transportation for travel to and from clinical sites, field trips, and other activities associated with my participation in the PN Program. I understand and acknowledge that neither the Waynesville R-VI School District, Waynesville Career Center, Waynesville School of Practical Nursing, nor their directors, officers, administrators, PN instructors, or other employees or agents, together with their respective attorneys, are responsible for accidents or injuries incurred or cause by me while I am on any trip or during any travel during the school year in connection with the PN Program.

By signing this form, I agree to release, hold harmless, and indemnify the Waynesville R-VI School District, Career Center, Practical Nursing School, as well as their respective directors, officers, administrators, instructors, and other employees and agents, together with their respective attorneys, from all liability for any and all injuries incurred or caused by me while I am on any trip or during any travel during the school year in connection with the PN Program.

Student Signature

Date

Waynesville Practical Nursing School
Release of Student Information to Clinical Facility

Student information including but not limited to immunization records, tuberculin skin test (PPD), and Criminal Background Checks, is considered confidential information. Student records are kept in a locked location at the Waynesville Practical Nursing School.

However, from time to time, administrative personnel at clinical sites may have a “need-to- know” with regards to certain confidential student information. (For example, if a client at a given clinical site were to be newly diagnosed with tuberculosis, the Waynesville Practical Nursing School may be obligated to provide proof that students placed at that facility were, in fact, tested for active tuberculosis prior to beginning clinical rotations.) This release of information does not include grades or your History & Physical information. There is unlikely to be a reason to disclose a student’s grades to a clinical facility.

I understand that, except as otherwise permitted and/or required by the Family Educational Rights and Privacy Act and other state and federal law, the confidential information located in my student file will not be shared with anyone without my prior knowledge.

Student Signature

Date

Student Name (Please Print)

Waynesville Practical Nursing School

Academic Integrity Policy

Academic misconduct is any conduct, whether planned, attempted, or completed, that does, is intended to, or the effect of which would be to improperly distort a student's grades or other student records. Academic misconduct prevents the student from learning the skills required to provide appropriate nursing care and is an offense to the academic integrity of the learning environment and may have the effect of endangering the welfare of clients both now and in the future. ALL forms of academic dishonesty will call for discipline.

Unprofessional and dishonest acts include, ***but are not limited to*** the following:

1. Copying/submitting another person's work
3. Unauthorized taking of someone else's work
4. Using unauthorized notes or equipment
5. Stealing an examination or using a stolen examination
6. Allowing another student to have access to your work without specific authorization
7. Falsifying a client's record
8. Plagiarizing any assignment. "Plagiarizing" means using someone else's ideas or words
9. Theft from a patient or associate, supplies or other material or equipment from the school or clinical sites
10. Altering grades on examinations or assignments in any manner
11. Post-examination alterations
12. Leaving clinical site premises while on clocked clinical time
13. Refusing to comply with test security requirements, and any other requirements specifically adopted to protect the academic and clinical integrity of the program

Students in violation of the Academic Integrity Policy, as well as any other unprofessional and/or dishonest acts, will be disciplined using one or more of the following action/s:

1. A zero (0) for the assignment
2. An "F" for the course
3. Place on probation
4. Recommendation of dismissal from the program

The administration reserves the right to take different or additional action as may be appropriate, depending on the nature, severity, and/or frequency of the misconduct.

I understand the academic integrity policy for the Waynesville School of Practical Nursing and will abide by it at all times. I understand that if I do not abide by the academic integrity policy, I will receive disciplinary action as stated above. I also understand that disciplinary action will be handled on the basis of the severity of the act, and that I can be dismissed from the PN Program.

Student Signature: _____

Date _____

State of Missouri Nursing Practice Act

NOTICE TO APPLICANTS FOR ADMISSION TO NURSING PROGRAMS:

The Missouri State Board of Nursing, pursuant to Section 335.066, RSMo, may refuse to issue any certificate of registration, authority, permit or license for one or any combination of any of the following causes set out in Section 335.066 which is subject to amendment by the State of Missouri:

- (1) Use or unlawful possession of any controlled substance, as defined in chapter 195, RSMo, or alcoholic beverage to an extent that such use impairs a person's ability to perform the work of any profession licensed or regulated by this chapter;
- (2) The person has been finally adjudicated and found guilty, or entered a plea of guilty or nolo contendere, in a criminal prosecution under the laws of any state or of the United States, for any offense reasonably related to the qualifications, functions or duties of any profession licensed or regulated under this chapter, 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 this chapter or in obtaining permission to take any examination given or required pursuant to this chapter;
- (4) Obtaining or attempting to obtain any fee, charge, tuition or other compensation by fraud, deception or misrepresentation;
- (5) Incompetency, misconduct, gross negligence, fraud, misrepresentation or dishonesty in the performance of the functions or duties of any profession licensed or regulated by this chapter;
- (6) Violation of, or assisting or enabling any person to violate, any provision of this chapter, or any unlawful rule or regulation adopted pursuant to this chapter;
- (7) Impersonation of any person holding a certificate of registration or authority, permit or license allowing any person to use his or her certificate of registration or authority, permit, license or diploma from any school;
- (8) Disciplinary action against the holder of a license or other right to practice any profession regulated by this chapter granted by another state, territory, federal agency or country upon grounds for which revocation or suspension is authorized in this state;
- (9) A person is finally adjudged insane or incompetent by a court of competent jurisdiction;

- (10) Assisting or enabling any person to practice any profession licensed or regulated by this chapter who is not registered and currently eligible to practice under this chapter;
- (11) Issuance of a certificate of registration or authority, permit or license based upon a material mistake of fact;
- (12) Violation of any professional trust or confidence;
- (13) Use or 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;
- (14) Violation of the drug laws or rules and regulations of this state, any other state or the federal government.
- (15) Placement of 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 federal government or agency.
- (16) Failure to successfully complete the impaired nursing program.

Date: _____

Student Name: _____

Student Signature: _____

APPENDIX B

Cosmetology,
Nail Technology, and
Cosmetology Instructor

Introduction

The cosmetology program is located at 400 G.W. Lane in Waynesville, Missouri and affiliated with the Waynesville Career Center, which is a part of the Waynesville R-VI School District, a public education organization. Programming includes the following options: Cosmetology (Class CA-hairdressing & manicuring) upon completion of 1,220 hours, Nail Technology (manicuring) upon completion of 400 hours, and Cosmetology Instructor upon completion of 630 hours.

The handbook should be used as a guide from the orientation process through program completion and should be retained by the student at all times. The information included in the Cosmetology Appendix applies to the following three programs, unless otherwise specified: Cosmetology (Class CA-hairdressing & manicuring), Nail Technology (manicuring), and Cosmetology Instructor.

Should issues or concerns arise during the school year, please consult with the Cosmetology Instructor. The Administration of the Waynesville Career Center will reserve the right to exercise final authority in resolving any issues. The cosmetology instructor and administration reserve the right to change the handbook at any time. The students will be notified if a change occurs.

Waynesville School of Cosmetology Mission Statement

The mission of the Cosmetology Program is to introduce students to a social scientific understanding of all areas in Cosmetology including hair, skin, nails, and management skills and promote a conceptual framework to help students prepare for a life-long career in the Cosmetology profession.

Waynesville School of Cosmetology Statement of Philosophy

The philosophy of the Waynesville Career Center's School of Cosmetology is to provide the personal development of students enrolled in the program. It is our goal to prepare Cosmetology students for the professional work in the Cosmetology field.

The program begins with basic concepts in theory and practice, and then advances to the more complex as the student progresses. The program also encourages the student to broaden his/her views and look to the future.

We believe in non-discrimination regarding sex, age, race, color, religion, creed, national origin, or disability, as specified by federal and state laws and regulations.

Mission of the Missouri Board of Cosmetology and Barber

The Board of Cosmetology and Barber Examiners protects the public from incompetence, misconduct, gross negligence, fraud, misrepresentation or dishonesty; licenses only "qualified" professionals by examination and evaluation of minimum competency; enforces standard by implementing legislation and administrative rules; and encourages economic development and partnerships with small businesses.

Faculty/Staff

The cosmetology instructor is a licensed cosmetologist and cosmetology instructor and is responsible for the day-to-day instruction, supervision and discipline of students enrolled in the program.

Program Objectives

The objectives for the Waynesville School of Cosmetology are to:

1. Provide competence-based knowledge and hands on fundamentals associated with the cosmetology industry;
2. Provide students with a simulated salon environment that will enable the student to develop their skills;
3. Provide coursework that includes both theory and practical work on mannequins, fellow students in hair design, chemical processes, skin care, multicultural practices, product knowledge, scalp treatments, waving and relaxing and other selected topics;
4. Interact professionally with peers, faculty/staff, and clients;
5. Complete the requirements for application for licensure by the Missouri State Board of Cosmetology and Barber.

Clinical Practicum/Lab

When in the clinical area, the clinical facilities' health policies will supersede the school's policies and will be followed as such. This includes disinfecting supplies before and after use, cleaning of station and scheduling clients. For further details, see the instructor.

Probation and Warning Policy

Probation is the status given to a student during which time deficiencies must be removed or corrected. This occurs when the student's **cumulative** academic average falls below 75%; the student fails to meet the laboratory standards; or the student does not meet the behavioral expectations and requirements.

Students who are placed on probation related to clinical or behavioral will be issued a counseling statement.

Paperwork dealing with student probation and/or warnings will be placed in the student's file. Types of Probation:

1. **Academic:** any subject in which the student has a cumulative average below 75%
2. **Clinical/Salon:** students are required to schedule clients and demonstrate competency in skills required by the Missouri Board of Cosmetology and Barber. If a student does not demonstrate competency, he/she may be placed on probation until competency is met.
3. **Behavioral:** See Conduct on page 18 in the handbook. If a student cannot conduct themselves accordingly the student will be asked to leave for the day. Failure to do so will result in suspension from the Cosmetology Program.

The administration reserves the right to take different or additional action as may be appropriate, depending on the nature, severity, and/or frequency of the conduct.

Dress Policy

Students are **REQUIRED** to wear black smock and closed toed shoes. Shorts are only permitted on days designated by the instructor. All shorts must be mid-thigh length.

Cosmetology students are required to follow the adult handbook on dress code.

STUDENTS WHO DO NOT COMPLY WITH THE ABOVE DRESS CODE WILL BE SENT HOME TO CHANGE. Students will be asked to leave the program to correct any dress code violations. The student must “clock out” when leaving and “clock in” when returning in the appropriate dress. The time spent going home to change counts towards the student’s absentee hours.

Standards Required for Completion of Cosmetology (Class CA-Hairdressing & Manicuring) Program

Completion of the Cosmetology (Class CA-hairdressing & manicuring) Program requires that the student must have:

1. Demonstrated consistent safety and competency in lab area.
2. Successfully completed each theory and lab course.
3. Demonstrated satisfactory attendance
4. Completed 1,220 hours
5. Paid **all** tuition and fees prior to submitting application to take the state board
6. Complete course evaluation
7. Complete follow-up information
8. Complete all applicable exit paperwork for the Financial Aid director and Work Connections, if appropriate.

Cosmetology Licensure Requirements

All public vocational-technical schools of cosmetology in Missouri shall provide a minimum of one thousand two hundred twenty (1,220) hours of training for Cosmetology (Class CA- hairdressing & manicuring) over a period of not less than six (6) months in the appropriate subjects. After completion of 160 hours of instruction, the student’s progress will be evaluated by the cosmetology instructor. If the student meets the academic standard set by the instructor, the student will be allowed to begin scheduling clients in the student salon.

Course Completion Requirements

Class CA-hairdressing & manicuring

| | |
|--|-----------|
| Shampooing of all kinds | 40 hrs |
| Hair coloring, bleaches and rinses | 130 hrs |
| Hair cutting and shaping | 130 hrs |
| Permanent waving and relaxing | 150 hrs |
| Hair setting, pin curls, finger waves, thermal curling | 230 hrs |
| Scalp Treatments and diseases | 30 hrs |
| Facials, eyebrows and arches | 40 hrs |
| Manicuring hand and arm massage and treatment of nails | 110 hrs |
| Cosmetic Chemistry | 25 hrs |
| Salesmanship and establishment management | 10 hrs |
| Sanitation and Sterilization | 30 hrs |
| Anatomy | 20 hrs |
| State Law | 10 hrs |
| Misc. lectures, tests and reviews | 160 hrs |
| Comb outs and hair styling techniques | 105 hrs |
| Total | 1,220 hrs |

Course Completion Requirements

Nail Technology (Manicuring)

| | |
|---|---------|
| Manicuring, hand & arm massage, nails treatment | 220 hrs |
| Salesmanship & shop management | 20 hrs |
| Sanitation & sterilization | 20 hrs |
| Anatomy | 10 hrs |
| State law | 10 hrs |
| Use & application of certain chemicals | 40 hrs |
| Misc. lectures, tests and reviews | 80 hrs |
| Total | 400 hrs |

Course Completion Requirements

Cosmetology Instructor

| | |
|--|---------|
| Basic principles of student teaching | 200 hrs |
| Psychology of teaching | 50 hrs |
| Classroom management, supplies, etc. | 50 hrs |
| Instructional practice to include theory & application | 300 hrs |
| Misc. lectures, tests, and reviews | 30 hrs |
| Total | 630 hrs |

Prerequisites for Cosmetology State Licensure Examination

The following are required by the Missouri State Board of Cosmetology and Barber administered by Professional Credential prior to the candidate being considered eligible to take the state board licensing examination:

1. Complete 1,220 hours at approved Cosmetology School
2. All tuition and fees must be paid in full.
3. 2 x 2-inch Photograph of candidate (sent in with student license)
4. Official final transcript
5. A completed notarized application to the authorized testing center and a certified check or postal money order for the authorized fee (**not included in tuition**)

Transcripts

One complimentary transcript will be issued to the student upon graduation. Additional transcripts will be issued when requested, in writing, for students and graduates who have paid all tuition and fees and fill out the transcript request form.

Students who have defaulted on a loan or have a financial obligation to the Waynesville Career Center, or have not completed the required exit paperwork, will not receive an *official* transcript.

Information required to issue a transcript includes:

1. Name of student when enrolled in the program
2. Year of graduation
3. Name and complete address to school or agency to receive transcript

Standards of Behavior Agreement

Attitude

- I will exhibit a positive attitude.
- I will smile and greet every person I meet.
- I will respond politely. Negative comments are not acceptable behavior and will not be tolerated.
- I will make eye contact with each person as I greet them.
- We are here to learn and assist in the healing process and to show compassion.

Commitment to peers

- I choose to encourage my peers.
- I choose to speak to each of my peers directly and privately if I have an issue with them. I will not speak to anyone else about the issue until I have spoken first to the peer with whom I have an issue.
- I choose to apologize if I have offended another peer. If I am unable to settle the issue with a peer, I will then direct the issue to the Instructor.
- I choose to respect my peers. Disrespect to others will not be tolerated in this program. Slandering others will not be tolerated.

I have read and understand the Standards of Performance and I agree to make every effort to comply with and practice the standards outlined.

Student Signature

Date

Required Minimal Functional Abilities

This is to certify that I have read and understand the required expectations of the Cosmetology (Class CA-hairdressing & manicuring) program. I understand that I must be professional at all times. I understand that if I am unable to perform the required minimal functional abilities that I will be unable to complete the program.

Student Signature_____

Date_____

Waynesville Career Center School of Cosmetology

STUDENT COSMETOLOGY LICENSE

I am fully aware that completion from this Cosmetology (Class CA-hairdressing & manicuring) program, does not guarantee me the right to sit for the state boards. I am also aware that I must submit an application to Professional Credential Services to complete the Missouri application process for licensure. All fees for the cosmetology licensure process are to be paid by me to the Professional Credential Services/Missouri Cosmetology and Barber. The cost of the licensure examination is not included in the cost of tuition and is my responsibility.

Student Signature_____

Date_____

Waynesville Career Center School of Cosmetology

CONFIDENTIALITY STATEMENT

This is to certify that I am aware that I am bound to observe the rule of strict confidentiality regarding all clients with whom I come in contact as a student cosmetologist while enrolled in the Waynesville Career Center's School of Cosmetology. I will not discuss with anyone the confidential issues that I encounter during classroom discussions or clinical consultations. If an issue needs to be brought to someone's attention, I will only discuss it with those who have a need to know (i.e. a client, cosmetology instructor or WCC Administration).

This rule is binding in **all** situations, with the exception of closed classroom discussion and/or review of my performance in the cosmetology lab by the cosmetology instructor.

I am fully aware that any break in this rule of confidentiality **will** result in my immediate termination from the Waynesville Career Center.

Student Signature _____

Date _____

TRAVEL RELEASE AND HOLD HARMLESS FORM

As an adult, I assume all responsibility for myself on all school trips during the school year including but not limited to providing my own transportation for travel to and from clinical sites, field trips, and other activities associated with my participation in the Cosmetology (Class CA-hairdressing & manicuring) Program. I understand and acknowledge that **neither** the Waynesville R-VI School District, Waynesville Career Center, Waynesville Cosmetology Program, nor their directors, officers, administrators, cosmetology instructors, or other employees or agents, together with their respective attorneys, are responsible for accidents or injuries incurred or caused by me while I am on any trip or during any travel during the school year in connection with the Cosmetology Program (Class CA-hairdressing & manicuring).

By signing this form, I agree to release, hold harmless, and indemnify the Waynesville R-VI School District, Career Center, Cosmetology Program, as well as their respective directors, officers, administrators, instructors, and other employees and agents, together with their respective attorneys, from all liability for any and all injuries incurred or caused by me while I am on any trip or during any travel during the school year in connection with the Cosmetology Program.

Student Signature

Date

Waynesville Career Center School of Cosmetology

2021-22 Disciplinary Clock Out form

A student may be clocked out and sent home if an instructor deems it necessary for any form of misconduct and/or failure to follow the policies, rules and requirements set forth by the Missouri Board of Cosmetology and Barber, Waynesville Career Center or the Waynesville Cosmetology (Class CA-hairdressing & manicuring) Program.

Reason for Clock Out:

- ☐ Not completing clean-up duties
 - ☐ Failure to complete an assignment
 - ☐ Refusal of a patron
 - ☐ Destroying Equipment or School Property
 - ☐ Electronic Devices
 - ☐ Arguing/Disrespecting and Instructor
 - ☐ Profanity
 - ☐ Clocking another student in or out for any reason
 - ☐ Being outside the building except for break time without permission
 - ☐ Being in your vehicle in the parking lot or in a vehicle without permission
 - ☐ Other: _____
- _____

Your signature acknowledges this discussion. It does not indicate agreement or disagreement with this disciplinary action.

Student Name *Date*

Student Signature *Date*

Instructor Signature *Date*

Waynesville Career Center School of Cosmetology

2021-2022 Student Sign Out/In Form

A student must fill out a sign out sheet whenever they are leaving the classroom for any reason. Student must sign and instructor must sign before they can leave the classroom.

NAME (*please print*): _____

TIME OUT: _____

TIME IN: _____

Reason for Signing Out:

└ Doctor Appointment (*Must bring a Dr. Note when returning*)

└ Illness/Sick

└ Family Emergency

└ Child Sick/Illness

└ Funeral of Family Member

└ Other: _____

Your signature acknowledges this discussion.

Student Signature *Date*

Instructor Signature *Date*

Waynesville Career Center School of Cosmetology

Student Contract

1. You will be able to continue in the Cosmetology (Class CA-hairdressing & manicuring) program only by maintaining at least a grade of 75% or better.
2. Attendance is critical for success in the program. Absence means non-attendance for any reason. The more class sessions you miss, the more your grades will suffer. Regular attendance in class and laboratory sessions is an obligation assumed by every student at the time of enrollment. You may be dropped for repeated absences.

Student's Initials for 1-2 _____

Absences affect grades as well as units accrued.

1. All students are required to attend the full session of each class.
2. A student may not leave class or lab areas for breaks or lunch without filling out a sign out sheet.
3. Since appointments for client services are made in advance, students must report any absence by calling the school by 2:00 pm for evening students at (573) 842- 2500 extension 3924 or 2500.
4. Students must be in uniform prior to clocking in or out.
5. Students are responsible for all assignments, even those given during an absence, and should consult fellow students and instructors to keep abreast of all studies.
6. If you are in good academic standing and need to withdraw from the program for reasonable cause, you must reapply for admission. Acceptance will be dependent upon available space and courses offered.
7. Removal of all personal belongings must be within two weeks of drop/fail and graduation.

Student's Initial for 1- 7 _____

B. TIME CARDS

1. State Board Rules and Regulations require each school shall maintain a time clock for registering the hourly attendance of all students and shall require each student to register on his/her daily record when starting and completing daily instruction and training, when leaving and returning to school premises, at the beginning and end of lunch periods and extra-curricular duties for which no credit is granted (breaks). The daily record (time card) is a recapitulation of the student's applied effort for each day, certified daily by the signatures, under penalty of perjury, of the student and the school.

2. Credit for attendance will be granted to a student only on registered hours of applied effort. Applied effort means the time actually devoted to classroom instruction, technical instruction, and/or practical training.
3. All students must use the time clock and show “in and out” punches when leaving the department. Alterations to the time clock entries are made by the instructor or WCC Administration only.
4. No student may punch “in or out” for another student. Dishonesty, forgery, alteration or misuse of documents, records or identification are subject to disciplinary action, including suspension and/or expulsion.
5. Evening students will receive a break, the time could vary each evening based on client services. Students must punch out for lunch period (30 min.).
6. It is the student’s responsibility to be aware of their hours.
7. You have been assigned a student identification number to be used to clock in and out.
8. You must clock out when leaving the department and clock back in when returning to the department. Your time identification card must remain in the designated area. If the instructor cannot find you or your applied effort ticket in the designated places, you will lose time from your absent hours.
9. PLEASE DO NOT ASK. The lost time will be deducted from your absent hours.
10. You **MUST BE CLOCKED OUT** if you are on your cell phone.
11. Upon completion of daily classes, it is the student’s responsibility to clock out.
12. Student daily time tickets must be accurate and complete. Daily hours are calculated by the computer. Pens may be used only for student’s signature.

*Student’s Initial for 1- 12*_____

C. PERSONAL GROOMING

1. As a Cosmetologist, it is extremely important to look professional. Since grooming and hygiene is an important facet of this occupation, you are required to be in regulation uniform (as outlined in the Uniform Dress Code sheet). The uniform is to be kept clean, unaltered and in good repair. You are required to replace your uniform if it becomes stained, stretched, torn, or discolored.
2. Hair must be clean and well groomed, your nails polished, and your daytime make-up applied prior to class. Long hair must be pulled back off the face. If it is extremely long, it must be worn up in a becoming style. Male students’ hair must be well groomed, mustaches properly trimmed, and hands manicured. No scarves, hats, caps, or curlers will be allowed. Makeup is the responsibility of the student, and may not be checked out of the lab for personal use. Men are to be clean-shaven.

3. All students must pass the good-grooming inspection prior to all lab hours and services performed.
4. Due to public contact and the need to control bacterial growth, you will be required at all times to maintain your equipment kit, station, and roll-about in an organized and sanitary condition. Each student is assigned an additional lab duty to be completed before leaving at the end of each day. No student will be signed out until this duty is completed.
5. Cleanliness and sanitation rules demand that students thoroughly clean up after each client. Take pride in your school and keep it attractive and clean at all times.
6. Student kits must be sanitary at all times and contain all the necessary equipment for training. You are responsible for the maintenance and transportation of your kit. Unannounced kit inspections will be made. Any missing articles must be replaced within one week's time.
7. Equipment and supplies must be checked out and returned to the dispensary upon completion of service. All machines must be unplugged and cleaned after use. All trays, brushes, and high-frequency apparatus must be returned clean.
8. A plastic bag or container marked "soil bag" must be kept in each student's work area.
9. Daily decorum, lab duties, personal grooming, cleanliness, and upkeep of kits constitute daily grade of student.

Student's Initial for 1 – 9 _____

D. BEHAVIOR

1. Behavior that is mature, tactful, and courteous is expected when dealing with fellow students, staff, and clients. Inappropriate behavior will result in dismissal.
2. A student using improper language will be immediately dismissed.
3. Any refusal of client service must be authorized by an instructor. A student refusing a client will be dismissed.
4. Defacing school property in any way (including extinguishing cigarettes on walls or walkways) will not be tolerated. This is considered vandalism and will be treated as such. Any costs incurred will be the responsibility of the student.
5. Students are expected to extend the instructors the courtesy of silence during classes and must not conduct conversations with other students while serving a client.
6. Smoking, gum chewing, or loitering is not permitted in the department.
7. No student is permitted to use the department telephone for personal calls.

8. Cell phones must be turned off during class.

Student's Initial for 1 -8 _____

B. SALON DECORUM

1. Students are not allowed in the instructors' office without the permission of the instructor.
2. No congregating at the front desk or in the reception area will be allowed at any time.
3. No student is permitted to make, change, or exchange appointments unless permission is granted by the instructor.
4. Since modeling for fellow students is an important part of the application of manipulative skills, all students are required to participate as a model in salon services.
5. Students are not allowed to perform services on each other, except at appointed times and with instructor's permission.
6. Permission for personal work will be granted only if the class schedule requirements for the week have been met.
7. Payment for products and a signed receipt must be presented before any personal service and must be checked by an instructor.
8. No student is allowed to work on him/herself.
9. Each student is responsible for collecting the client service slips for services rendered.
10. Client service slips must be posted and visible on student's work area during time of service.
11. Credit will be granted when services of barbering and Cosmetology (Class CA-hairdressing & manicuring) performed are checked by the instructor.
12. Payment for services must be collected prior to client leaving.
13. According to Board rules and regulations, students are not allowed to perform beauty services outside of the salon. This will be considered an extremely serious infraction of the rules and will be dealt with accordingly.
14. Cleanliness and sanitation rules demand that students thoroughly clean up after each client. Take pride in your school and keep it attractive and clean at all times.
15. No eating or drinking of any sort will be permitted in any classroom except for designated lunch times.
16. Desk assignments are a part of your training. These assignments cannot be neglected for other services.

17. The student must pay student prices for all products used from the lab unless the student has authorization from an instructor for a class demonstration or practice. No supplies shall be used from an outside source.
18. The student must charge clients the “client prices,” including extra supplies used. Complimentary work is not allowed unless prior arrangements have been made with an instructor.
19. Some products used in cosmetology can be hazardous. If you are pregnant or suffer from respiratory problems, a doctor’s release is necessary.
20. Check the bulletin board for upcoming events and student information.

Student’s Initial for 1-21 _____

I have read and initialed the above regulations and departmental rules and I am fully aware that I am responsible for upholding them while I am a student in the Waynesville Cosmetology (Class CA-hairdressing & manicuring) Program. I understand that any violation of this contract may lead to my dismissal. Any infraction of these rules may result in loss of hours.

Student's Name (Printed)

Student's Signature

Date

Appendix C

Forms For Trade & Industry Programs

Missouri Revised Statutes

Chapter 170 **Instruction--Materials and Subjects**

August 28, 2012

*Requiring all students and teachers to wear approved eye protective devices when participating in certain vocational, industrial arts, and chemical-physical laboratory courses of instruction.

Eye protection required, when.

170.005. Every student, teacher and visitor is required to wear an industrial quality eye protective device when participating in or observing any of the following courses in schools, colleges, universities or other educational institutions:

(1) Vocational, technical, industrial arts, chemical, or chemical-physical shops or laboratories involving exposure to the following: Hot molten metals, or other molten materials; milling, sawing, turning, shaping, cutting, grinding or stamping of any solid materials; heat treatment, tempering, or kiln firing of any metal or other materials; gas or electric arc welding, or other forms of welding processes; repair or servicing of any vehicle; caustic or explosive materials;

(2) Chemical, physical, or combined chemical-physical laboratories involving caustic or explosive materials, hot liquids or solids, injurious radiations or other hazards not enumerated.

(L. 1976 S.B. 519 § 1)

Industrial quality eye protective devices defined.

170.007. As used in sections 170.005 to 170.009 "industrial quality eye protective devices" means devices meeting the standards of the American National Standard Practice for Occupational and Educational Eye and Face Protection, Z87.1-1968, and subsequent revisions thereof, approved by the American National Standards Institute, Inc.

(L. 1976 S.B. 519 § 2)

Printed Student Name _____

WCC Program _____

I have read the above and agree to abide by the law set forth by the State of Missouri. I also agree to pay the purchase price (\$5.00) if goggles or glasses are lost or damaged.

Signature _____

Date _____

APPENDIX D

FORMS FOR ALL ADULT STUDENTS



Waynesville Career Center
400 GW Lane
Waynesville, MO 65583
Phone: 573-842-2500 Fax: 573-842-2501

Adult Student Vehicle Registration

Date Issued: _____ WCC Tag Number: _____

Student Name: _____

Address: _____

Vehicle make/model: _____

List additional vehicles on back if needed

License Plate #: _____

Program Enrolled In at WCC: _____

Student signature: _____

WCC Director/ Designee: _____

Student Parking: Park on the west side of the building or on the far east side of the building (*not in the first 2 rows, closest to building*).

Do not park in front of the building.

Waynesville Career Center is not responsible for fire, theft, etc. of this vehicle while it is on the premises. All students will abide by the Waynesville R-VI School District parking rules and regulations. This agreement will be kept on file in the office.



Waynesville Career Center

Adult Student Medical Form

Please notify the office staff immediately regarding any change in the following information

Student _____ Birthdate _____ Sex _____ Program _____

Physical Address _____ Home Phone _____

Mailing Address _____ Cell Phone _____

Spouse Name _____ Phone _____

Emergency Contact 1 _____ Phone _____

Emergency Contact 2 _____ Phone _____

Emergency Contact 3 _____ Phone _____

Allergies: Medication _____

Food _____

Seasonal _____

Other _____

Please check any of the following areas of health concern applicable:

☐ Anemia

☐ Diabetes

☐ Hearing

☐ Asthma

☐ Epilepsy (Seizures)

☐ Sickle cell anemia

☐ Bleeding Disorder

☐ Heart

☐ Other _____

Other Medical Information/ Health Condition: _____

Preferred Hospital: _____

In the event of a medical emergency, as determined by the school nurse or other responsible staff member, it is the policy of the Waynesville R-VI School District to dial 911 immediately to obtain emergency medical services and/or transport to the nearest approved medical facility. The school officials are hereby authorized to take whatever action is necessary in their judgement, for my health. I will not hold the school district financially responsible for the emergency care and/or transportation that I receive.

If refused, please state in writing the action to be taken in the event of an emergency: _____

Signature: _____ Date: _____

**Borrowed
Equipment Form
Students of Waynesville R-VI School District
Waynesville Career Center**

Program: _____

Equipment: _____

Replacement Cost: _____

The student will sign below and agree to return the equipment in working order on the due date. The student will have automobile, homeowner's or renter's insurance to cover the replacement cost of the equipment in the event of theft, damage, or natural disaster during transport or use at home. The student assumes responsibility to supervise use and guarantee return of the equipment in working order. Repair and replacement cost will be charged to the student if the equipment is found to be damaged or missing while off school property.

Student Name

Date

Signature of Student

Date

Signature of Instructor

Date

Waynesville R-VI School District

Adult Student Technology Usage Agreement

Student Name _____ Teacher _____ Student Number _____

I agree to be responsible for any unauthorized costs arising from my use of the district's technology resources and agree to be responsible for any damages caused by me.

Note: Student photographs and names may be published in school publications, local newspapers, and school websites. If you do not wish for your child's photograph or name to be published, please contact the Director of the Career Center.

ADULT STUDENT TECHNOLOGY AGREEMENT

I have read the school district's Technology Usage Policy EHB and administrative procedure EHB-AP, which are on the district website (<http://waynesville.k12.mo.us/Media/policies>) or provided in paper form by the school media center, and agree to abide by their provisions. I understand that violation of these provisions may result in disciplinary action taken against me, including but not limited to suspension or revocation of my access to district technology, and suspension or expulsion from the Practical Nursing Program.

I understand that my use of the district's technology is not private and that the school district may monitor my use of district technology, including but not limited to accessing browser logs, e-mail logs, and any other history of use. I consent to district interception of or access to all communications I send, receive or store using the district's technology resources, pursuant to state and federal law, even if the district's technology resources are accessed remotely.

Signature of Student _____ Date _____

Printed Name of Student _____ Home Phone _____

Home Address _____

ADULT STUDENT **HANDBOOK ACKNOWLEDGMENT STATEMENT**

I have received a copy of the Adult Student Handbook and understand that it **is my responsibility to read and comprehend** the policies and rules set forth herein. I further understand that the policies and rules set forth in this handbook may be subject to change, and may be revised by Waynesville School administration from time to time without advance notice. If a Student Handbook policy is changed during the school year, I understand that I will receive a written notice and copy of the changes.

I understand that I am responsible for complying with the policies and rules in this handbook.

I also understand that at any time I have questions regarding a policy, rule or subject outlined in this handbook, I should ask the program coordinator for an explanation or assistance.

This acknowledgment will be placed in my personal file.

Name of student (please print)

Signature of Student

Date

Appendix E

Financial Aid Handbook