Sponsored by the Delaware County Technical Schools
Department of the Delaware County Intermediate Unit

Approved by Pennsylvania State Board of Nursing
Accredited by Accreditation Commission for Education in Nursing
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The Delaware County Technical Schools Practical Nursing Program receives support through the Carl D. Perkins Career and Technical Education Improvement Act of 2006 (Perkins IV). This Act is designed to help all students develop their academic, career and technical skills to prepare for high skill, high wage, and high demand occupations in current or emerging professions.

Student Policy Handbook
August 2018 — July 2019 August 2019 — July 2020
Approved July 24, 2018 by Katherine Meehan, Esq. for Michael Puppio, Jr., DCUI Solicitor.
Board Approved _______________________________ 2018-2019
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Policies and Procedures are subject to change. All students are required to follow the current Student Policies and Procedures.
DELAWARE COUNTY INTERMEDIATE UNIT MISSION AND VISION STATEMENT

**Mission:**
The Delaware County Intermediate Unit (DCIU) is a regional education services agency. It is our mission to provide leadership for the development of innovative and cost effective programs to meet the needs of our county.

**Vision:**
DCIU empowers partnerships that **Drive, Create, Inspire,** and **Understand** excellence in education.
- **Drives** strategic forward movement
- **Creates** dynamic innovative solutions
- **Inspires** limitless possibilities
- **Understands** challenges and aspirations

**Beliefs:**
We believe in our commitment to provide diverse and flexible educational programs and services within a safe environment by fostering the development of learning communities of integrity and excellence.

We pledge to promote forward thinking, creativity, partnerships, and to encourage positive change.

We will seek to maintain our entrepreneurial spirit while developing meaningful goals that indicate the success of our mission.

**Board Approved 9/7/06**

DELAWARE COUNTY TECHNICAL EDUCATION MISSION STATEMENT

Guided by industry professionals, Delaware County Technical Schools prepare today’s students for tomorrow’s opportunities by providing innovative, meaningful technical training, a foundation for lifelong learning and marketable credentials for high wage, high demand careers.

**June 2009**
Welcome to the DCTS Practical Nursing Program

This policy handbook has been prepared to acquaint you with the policies of the Practical Nursing Program as adopted by the Delaware County Technical Schools and approved by the Delaware County Intermediate Unit Board. Please be advised that this handbook does not create any agreement or guarantee of continued enrollment or re-enrollment. Rather, its purpose is to set forth and communicate the expectations of the students, administration, and LPN program. We recommend you retain this handbook as a ready reference to be consulted when clarification of policy becomes necessary.

We would like you to know that after testing and screening applicants who wish to enter this nursing program, you have been selected because we believe you have potential for success according to previous educational achievement, pre-entrance test results and personal attitude.

In accordance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, and the Accreditation Commission for Education in Nursing, no applicant shall be denied entrance to the program on the basis of age, religion, creed, ethnic origin, marital status, race, sex, non-relevant handicap or veteran’s status.

You are entering this nursing program with the motivation to change your career and your life. You have indicated a desire to achieve a level of academic and professional excellence, which will enable you to successfully pursue your goal as a Practical Nurse. With your diligence and hard work, and the support and guidance of the Faculty, you will reach your goal.

We hope you will enjoy our program and experience the highest degree of happiness, prosperity and satisfaction in the coming year. The measure of one’s gain is determined by the effort, interest, and attitude demonstrated while in pursuit of a goal.
DELAWARE COUNTY TECHNICAL SCHOOLS PHILOSOPHY

We believe that the economic, moral, emotional and social stability of the community, state, and nation is dependent upon a broad, varied, flexible, dynamic program of quality education for all residents of Delaware County.

We believe it to be our obligation to provide for every individual the opportunity to be educated to the extent of one’s talents and to most effectively meet the ever-increasing demands of a demographic society in a rapidly changing technological age.

We recognize the importance of a modern program of continuing education so that each individual may be better able to establish a degree of personal adaptability through which new skills may be learned as technology progresses.

We further believe that to achieve these goals the administration and teachers must maintain an educational climate as well as appropriate programs of learning, which encourage and support this philosophy of education.

PRACTICAL NURSING PROGRAM PHILOSOPHY

Individual and Society

We believe that each person is a unique individual with physiological, emotional, social spiritual needs, who interacts with an ever-changing environment to achieve and maintain homeostasis. A person has the ability to influence and be influenced by the environment.

Environment

We believe that the environment is comprised of relevant physical and psychosocial surroundings with which a person interacts to achieve and maintain optimal levels of health.

Health

We believe that health is a dynamic state of well-being with variations on a wellness/illness continuum.

Nursing

We believe nursing is an art and a science directed towards the diagnosis and treatment of an individual’s response to existing or potential health problems. Utilization of the nursing process provides preventative and supportive and/or restorative interventions that assist the individual in attaining the highest quality of life or a peaceful, dignified death.

Practical Nursing

We believe that practical nursing is a vocation which provides an essential component of total nursing care. As a member of a health care team, the Practical Nurse functions in a variety of settings under the direct supervision of the RN, and/or licensed physician or dentist. Utilizing the Nursing Process, the Practical Nurse assists in the collection of data, contributes to the planning of patient care, performs basic therapeutic and preventive nursing interventions and assists in evaluating the outcome of these interventions.

Education

We believe that education is a continuous and evolving process that results in a change in the behavior of an individual. Learning is an opportunity for exchange and can be accomplished by the sequential dissemination of knowledge and skills in an atmosphere of mutual respect. We further believe this change will enable the individual to redirect her/his career as s/he matures and as s/he chooses.

Nursing

We believe that Practical Nursing Education utilizes sound general education principles.
Education

The nursing educational process evolves from clearly stated performance objectives and includes the mastery of both theoretical knowledge and hands-on skills proceeding from simple to complex concepts.

We believe that the content of the curriculum must provide for instruction and practice in a range and depth which will give the learner the knowledge, skills, and attributes necessary to function at the appropriate level on the health care team.

We believe that a curriculum should be subject to continuing re-evaluation by the faculty and students to maintain current information and incorporate new methods of instruction.

We believe that career mobility should be supported and encouraged. Students must be encouraged to recognize that nursing education is a continuous and life-long process. We further believe that students must have opportunities to develop a sense of responsibility for growth and self-evaluation.

Student Rights

We believe that students have certain rights such as the right to express opinions appropriately; to evaluate faculty, curriculum, and the teaching process; and to learn on an individual or group basis. We believe that the opportunity to prepare for practical nursing should be available to any individual who meets the admission criteria without regard to race, color, creed, or national origin, sex, age, marital status, non-relevant handicap or veteran status.
CONCEPTUAL FRAMEWORK

The conceptual framework of the program was prepared to enable consistency in the development of curriculum content.

The goals of the Nursing Program are to meet the needs of the student, the client, nursing profession and the community. These needs and goals establish the framework and provide the cornerstones of the core content of the curriculum.

Stated in the Philosophy of the Program are the beliefs to be implemented in the curriculum. These beliefs give direction to the student terminal behaviors as identified in the Program Objectives and as reflected in the level, course and unit objectives.

The major concepts of the curriculum illustrating these beliefs are: Basic Human Needs, Normal Body Function, the Health-Illness Continuum, Human Behavior, Communication Techniques and Personal and Vocational Growth and Responsibilities.

The curriculum begins with teaching simple basic concepts in Level 1 and proceeds to more complex concepts through Level 4. Correlation of theory to practice is applied through concurrent or sequential instruction. Application of theory is directed to understanding the rationale behind all nursing procedures. The Nursing Process is utilized to solve identified nursing problems and to assist the nursing team to meet the health needs of the patient.

The student progressing through this sequence is evaluated by an increasingly complex level of behavioral objectives, thus assuring a qualified nurse and contributing member of the health care team.

<table>
<thead>
<tr>
<th>Goals of the Program</th>
<th>Simple to Complex</th>
<th>Needs of the student</th>
</tr>
</thead>
<tbody>
<tr>
<td>Competency Based Application</td>
<td>Basic Human Needs, Normal and Pathological Body Systems, Health-Illness Continuum, Human Behavior, Communications Techniques, Personal and Vocational Growth and Responsibility</td>
<td>The Nursing Process</td>
</tr>
<tr>
<td>Needs of the community</td>
<td>Concurrent and Sequential Instruction</td>
<td>Needs of the Patient</td>
</tr>
</tbody>
</table>
### CURRICULUM PLAN (Hour Requirement)

<table>
<thead>
<tr>
<th>Level 1 (12 weeks)</th>
<th>Theory</th>
<th>Lab/Clinical</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fundamentals of Nursing I</td>
<td>91</td>
<td>126</td>
</tr>
<tr>
<td>Personal and Vocational Relationships I</td>
<td>32</td>
<td>0</td>
</tr>
<tr>
<td>Anatomy and Physiology</td>
<td>90</td>
<td>0</td>
</tr>
<tr>
<td>Pharmacology (Math)</td>
<td>20</td>
<td>16</td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td><strong>233</strong></td>
<td><strong>142</strong></td>
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<table>
<thead>
<tr>
<th>Level 2 (12 weeks)</th>
<th>Theory</th>
<th>Lab/Clinical</th>
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</thead>
<tbody>
<tr>
<td>Basic Nutrition (Wellness)</td>
<td>32</td>
<td>0</td>
</tr>
<tr>
<td>Medical/Surgical Nursing I</td>
<td>72</td>
<td>156</td>
</tr>
<tr>
<td>Fundamentals of Nursing II</td>
<td>29</td>
<td>74</td>
</tr>
<tr>
<td>Concepts of Mental Health</td>
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<td>0</td>
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<tr>
<td><strong>Subtotal</strong></td>
<td><strong>145</strong></td>
<td><strong>230</strong></td>
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<table>
<thead>
<tr>
<th>Level 3 (12 weeks)</th>
<th>Theory</th>
<th>Lab/Clinical</th>
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<tbody>
<tr>
<td>Medical/Surgical Nursing II</td>
<td>79</td>
<td>119</td>
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<tr>
<td>Obstetrical Nursing</td>
<td>40</td>
<td>56</td>
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<tr>
<td>Pediatric Nursing</td>
<td>27</td>
<td>54</td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td><strong>146</strong></td>
<td><strong>229</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Level 4 (12 weeks)</th>
<th>Theory</th>
<th>Lab/Clinical</th>
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</thead>
<tbody>
<tr>
<td>Advanced Medical/Surgical Nursing III</td>
<td>75</td>
<td>118</td>
</tr>
<tr>
<td>Personal and Vocational Relationships II</td>
<td>12</td>
<td>0</td>
</tr>
<tr>
<td>Psychiatric and Cognitive Impairment</td>
<td>31</td>
<td>44</td>
</tr>
<tr>
<td>Gerontological Nursing</td>
<td>23</td>
<td>72</td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td><strong>141</strong></td>
<td><strong>234</strong></td>
</tr>
</tbody>
</table>

**Total Hours** | **665** | **835**      

**Total Curriculum Hours** | **1500**
END OF PROGRAM STUDENT LEARNING OUTCOMES

The graduate of the Practical Nursing Program under the supervision of an R.N., M.D., D.O., CRNP or DDS is prepared to:

- Correlate basic scientific principles with the practice of giving holistic patient care.
- Perform the nursing skills necessary to provide safe and competent patient care.
- Use the nursing process to meet the needs of patients with acute or chronic short or long-term health needs.
- Make pertinent observations of the patient’s physical and mental condition, record the necessary information, and report to the proper members of the health care team.
- Communicate effectively with members of the health care team, with patients and their significant others.
- Identify major health problems and the appropriate nursing interventions with a focus on health promotion and disease prevention.
- Participate in health education to meet needs of patients and significant others.
- Conduct both personal and vocational relationships in an ethical, moral and legal manner.
- Recognize the importance for continued growth by participation in continuing education and professional organizations.

- Perform the nursing skills necessary to provide safe and competent patient care to a wide variety of patients.
- Using scientific principles of evidence based research, identify major health problems and use appropriate nursing interventions to give holistic patient care.
- Make pertinent observations of the patient’s physical and mental condition, record necessary information, and communicate findings effectively to the proper members of the healthcare team.
- Participate in health education to be better able to promote health and prevent disease by educating patients and their families.
- Conduct oneself professionally and in an ethical, moral and legal manner.
LEVEL 1 OUTCOMES

1. Meet minimal academic requirements in all Level 1 courses.

2. Apply knowledge of human anatomy and physiology, fundamentals, personal and vocational relationships and math when assessing basic patient care.

3. Demonstrate introductory knowledge of communication patterns and positive interpersonal relationships in planning care with peers, staff, patients and significant others.

4. Utilize the nursing process to meet the basic needs of the adult nursing home patient.

5. Through competent performance of nursing skills including rationale, implementing basic nursing care to meet the physical needs of the adult patient in a timely manner.

6. Assess level of pain using subjective and objective signs/symptoms.

7. Assess skin integrity using Braden scale.

8. Apply concepts of safe body mechanics and alignment when giving basic nursing care.

9. Gather information from appropriate sources including the hand-held computer and implement Plan of Care.

10. Begin to report pertinent patient observations and information to the instructor and appropriate health care team members.

11. Begin to document pertinent patient observations and information in the appropriate area of the patient record.

12. Apply principles of safety when performing nursing skills.

13. Follow a standard of ethics as defined by the State Board of Nursing, the Nurse Practice Act, and program objectives.
CLINICAL GUIDELINES

Received: ___________________________ Date ______________________

Print Name: ___________________________

1. It is the student’s responsibility to submit all medical clearances, FBI, Child Abuse records, PA Criminal Background Check, and CPR required by the facilities. This information must be current and submitted to the Delaware County Technical Schools Practical Nursing Program, Castle Branch prior to starting at that clinical site. Clinical sites are separate entities from the LPN Program, and may have different standards for approving or rejecting a student based on his/her criminal record. If you are rejected from a clinical site due to your criminal background clearances, the LPN Program will do its best to find an appropriate alternate clinical site for you, but may not be able to do so, in which case you would not be able to complete that requirement.

2. You are expected to arrive on the floor by 6:50 AM 10 minutes prior to start time. If you are late or absent you must call the School and Clinical Site and email your instructor one half hour prior to the start time by 6:30 AM. Get the name of the person you spoke with at the clinical site. The number on your floor is provided on the first day of orientation. Any deviation from this policy will result in disciplinary action.

3. Uniform and personal grooming policy can be found in your Student Policy Handbook. You are responsible for adhering to this policy. Any deviation will result in disciplinary action.

4. Personal equipment, including nametag, stethoscope, watch, scissors, charged I-Pad, a working pocket pen light, pocket sized notebook, black sharpie and black pen (only), must be on your person at all times: must always be on your person during clinical rotations or you will receive a disciplinary point. If you are on the clinical floor without a name tag, you will be sent home regardless of time and receive points for the occurrence.

5. You are expected to be on the floor as per the time given to you by your instructors during orientation. At most clinical sites, you will be expected to be on the floor by 6:50 AM. During this time, you can review your client’s care plan or chart. A report will be given to you by your instructor, usually around 7:00 or 7:15. You are expected to be in your client’s room by 7:30 AM to start AM care. Your lunch time will be assigned by your clinical instructor. Before going to lunch you should have your AM care charted. After lunch, complete care and be done by 1 PM. Post conference will follow. Dismissal from the clinical agency for students is 2:30 PM. Any deviation can result in points from your instructor.

6. Food and drink are permitted only in break room.

7. Students are expected to eat breakfast prior to reporting to clinical.

8. Cell phones are not permitted to be turned on in any clinical facility. In case of emergency, call the school, 484-423-7003. Personal phone calls should be made during break in a designated cell phone area.

9. Students are not permitted to chew gum.

10. Introduce yourself to the nurse or nursing assistant who is assigned to your patient. Inform the person of your responsibilities in the care of the patient. Questions regarding patient care should initially be directed to your instructor.
11. Report off to your instructor and the nurse accountable for your patient’s care when you go on break or go to lunch. Be sure you have coverage when you leave, and share this information with your instructor and the staff nurse.

12. Give a full report to the staff nurse before leaving at the end of the day.

13. Be sure all documentation including I & O’s, flow sheets, and nurses’ notes are complete and that your patients’ rooms are neat and stocked for the next shift.

14. Follow the HIPPA agreement signed the first day of class.

15. It is not appropriate for student nurses to discuss their personal business with patients or staff.

16. If clinical is held at the school for simulation or skills day all clinical rules apply.

17. The student may receive a point for an infraction. (See page 44.) If any infraction or illness causes disruption to the clinical learning environment the instructor may determine to send the student home. The clinical day must be made up by the student for a fee.

CLINICAL PEARLS

1. You are expected to utilize all information you have learned in the classroom/simulation/lab environment.

2. You are expected to appear and behave in a professional manner, including following the rules of the clinical facility, showing respect for your supervisor and superiors at the site, and not engaging in behaviors that are upsetting to patients and those around you.

2.3. You are expected to follow the Essential Qualifications for Delaware County Technical Schools Practical Nursing Program found in the Appendix of the Student Handbook

REMEMBER SAFETY!!!!!
LEVEL 1 CLINICAL OUTCOMES- FUNDAMENTALS OF NURSING

ASSESSMENT: Begins to coordinate pertinent aspects of physical and psychosocial nursing care in a long-term care setting, within the limits of the student’s experience with maximum assistance of the instructor.

PLANNING: Begins to develop with maximum guidance a therapeutic relationship with clients. Begins to develop a plan of care with measurable goals.

IMPLEMENTATION: Uses appropriate safety measures in the clinical situation. Begins to provide care in a safe and organized manor. Performs Level 1 nursing skills under maximum guidance of the nursing instructor.

EVALUATION: Begins to contribute to the client’s record by accurately recording basic information with maximum guidance of the instructor.

VOCATIONAL CHARACTERISTICS

1. Accepts responsibility for own actions by functioning according to role expectations as stated in the school policies.

2. Student will follow a standard of ethics as defined by the State Board of Nursing, Nurse Practice Act, and program objectives.

3. Student shows progression in knowledge and skills according to the Conceptual Framework.

Definition of terms utilized:

- Maximum – The student will require clear, direct instruction and frequent verbal cues from the instructor to deliver care in the clinical setting.
- Moderate – The student will require clear, direct instruction and minimal verbal cues from the instructor to deliver care in the clinical setting.
- Minimal- The student will require clear instruction related to new clinical rotation only. Minimal verbal cues from the instructor are required. The student functions independently in familiar settings, seeking instructor guidance when required.
- Independent – The student does not require frequent instructor guidance. Utilizes resources, including instructor support and advice when required.
LEVEL 2 OUTCOMES

1. Meet minimal academic requirements in all courses.

2. Apply knowledge of medical/surgical nursing, pharmacology, and nutrition in providing safe, effective nursing care with moderate supervision.

3. Recognize positive interpersonal relationships with members of the healthcare team, patients and their support groups.

4. Utilize the nursing process to meet the needs of the adult medical/surgical, hospitalized patient with moderate supervision.

5. Begin client teaching when implementing nursing care.

6. Administer medication with maximum supervision.

7. Begin to develop physical assessment skills.

8. Apply concepts of aseptic and clean technique when administering treatments and performing skills to adult patients with specific surgical conditions with moderate supervision.

9. Gather information from various sources to assist in developing an individualized nursing care plan.

10. Report pertinent patient observations to the appropriate health care team member and instructor.

11. Document pertinent patient observations and information in the appropriate area of the patient record with moderate supervision.

12. Apply principles of safety when performing nursing skills with moderate supervision.

13. Continue to follow a standard of ethics as defined by the State Board of Nursing, the Nurses Practice Act, and program objectives.
LEVEL 2 CLINICAL OUTCOMES - MEDICAL SURGICAL NURSING 1/ FUNDAMENTALS OF NURSING 2

ASSESSMENT: Identifies physical and psychosocial aspects of nursing care in an acute care setting, with moderate assistance of instructor.

PLANNING: Expands therapeutic relationships to include acute ill adult populations, incorporates a plan of care with measurable goals with moderate assistance of the instructor.

IMPLEMENTATION: Demonstrates behavior that acknowledges the client’s dignity and need for physical safety. Continues to provide care in a safe and organized manner. Performs nursing skills with moderate guidance of instructor.

EVALUATION: Identifies and documents subjective and objective data with moderate supervision of the instructor.

VOCATIONAL CHARACTERISTICS

1. The student accepts responsibility for his/her own actions by functioning according to role expectations as stated in the school policies.

2. The student will follow a standard of ethics as defined by the State Board of Nursing, Nurse Practice Act and program objectives.

3. The student shows progression in knowledge and skills according to the Conceptual Framework.

Definition of terms utilized:

- Maximum – The student will require clear, direct instruction and frequent verbal cues from the instructor to deliver care in the clinical setting.
- Moderate – The student will require clear, direct instruction and minimal verbal cues from the instructor to deliver care in the clinical setting.
- Minimal – The student will require clear instruction related to new clinical rotation only. Minimal verbal cues from the instructor are required. The student functions independently in familiar settings, seeking instructor guidance when required.
- Independent – The student does not require frequent instructor guidance. The student utilizes resources, including instructor support and advice when required.
LEVEL 3 OUTCOMES

1. Meet minimal academic requirements in all courses.

2. Apply knowledge of medical/surgical nursing, obstetrics and pediatric nursing to assess patient needs.

3. Initiates effective communication techniques during positive interpersonal relationships when interacting with patients, their support group and members of the health team.

4. Utilize the nursing process to meet the basic needs of the medical/surgical, obstetric and pediatric patient.

5. Continue patient teaching and implementing nursing care with moderate supervision from the instructor.

6. Administer medications with moderate supervision.

7. Perform physical assessment with moderate supervision.

8. Apply aseptic and clean technique when administering treatment or medications with minimal supervision to an obstetrical, pediatric or medical/surgical patient.

9. Gather information to assist in developing and revising an individualized nursing care plan.

10. Report and interpret patient observations, care and outcomes to the health team member and instructor.

11. Continue to document pertinent patient observations and information in the appropriate area of the patient record with minimal correction.

12. Apply principles of safety when performing nursing skills with minimal supervision.

13. Continue to follow the standard of ethics as defined by the State Board of Nursing, the Nurse Practice Act, and program objectives.

14. Increase knowledge and awareness of alternative and holistic nursing modalities.
LEVEL 3 CLINICAL OUTCOMES – MEDICAL/SURGICAL NURSING 2

ASSESSMENT: Appraises the physical and psychosocial needs of the medical/surgical patient with minimal assistance before initiating nursing care.

PLANNING: Consistently integrates components of the therapeutic relationship into the nursing care plan, identifying potential problems and formulating appropriate interventions with minimal assistance.

IMPLEMENTATION: Demonstrates flexibility in nursing care delivery, incorporating patient safety and individuality, commensurate with progression in theoretical knowledge and with minimal assistance.

EVALUATION: Determines results of nursing interventions with minimal guidance and contributes to revision of the nursing care plan.

VOCATIONAL CHARACTERISTICS

1. The student accepts responsibility for his/her own actions by functioning according to role expectations as stated in the school policies.

2. The student will follow a standard of ethics as defined by the State Board of Nursing, Nurse Practice Act, and program objectives.

3. The student shows progression in knowledge and skills according to the Conceptual Framework. Definition of terms utilized:
   - Maximum – The student will require clear, direct instruction and frequent verbal cues from the instructor to deliver care in the clinical setting.
   - Moderate – The student will require clear, direct instruction and minimal verbal cues from the instructor to deliver care in the clinical setting.
   - Minimal – The student will require clear instruction related to new clinical rotation only. Minimal verbal cues from the instructor are required. The student functions independently in familiar settings, seeking instructor guidance when required.
   - Independent – The student does not require frequent instructor guidance. The student utilizes resources, including instructor support and advice when required.
LEVEL 3 CLINICAL OUTCOMES – MATERNITY NURSING

ASSESSMENT: Appraises the physical and psychosocial needs of the pregnant woman, fetus, postpartum woman and newborn, using a family-centered approach, with minimal instructor guidance.

PLANNING: With minimal assistance from the instructor, integrates components of the therapeutic relationship into the care plan for the pregnant woman and her family, identifying potential problems and devising appropriate interventions.

IMPLEMENTATION: Demonstrates flexibility in nursing care delivery with minimal assistance from the instructor, incorporating patient safety while respecting individual and cultural differences in approach to pregnancy, childbirth, and parenthood.

EVALUATION: Determines the results of nursing interventions with minimal assistance and contributes to the revision of the nursing care plan as needed.

VOCATIONAL CHARACTERISTICS

1. The student accepts responsibility for his/her own actions by functioning according to role expectations as stated in the school policies.

2. The student will follow a standard of ethics as defined by the State Board of Nursing, Nurse Practice Act, and program objectives.

3. The student shows progression in knowledge and skills according to the Conceptual Framework. Definition of terms utilized:

- Maximum – The student will require clear, direct instruction and frequent verbal cues from the instructor to deliver care in the clinical setting.
- Moderate – The student will require clear, direct instruction and minimal verbal cues from the instructor to deliver care in the clinical setting.
- Minimal – The student will require clear instruction related to new clinical rotation only. Minimal verbal cues from the instructor are required. The student functions independently in familiar settings, seeking instructor guidance when required.
- Independent – The student does not require frequent instructor guidance. The student utilizes resources, including instructor support and advice when required.
LEVEL 3 CLINICAL OUTCOMES – PEDIATRIC NURSING

ASSESSMENT: Appraises the physical and psychosocial needs of the pediatric client, using a family-centered approach, with minimal instructor guidance.

PLANNING: With minimal assistance from the instructor, integrates components of the therapeutic relationship into the care plan for the pediatric client and the family, identifying potential problems and devising appropriate interventions.

IMPLEMENTATION: Demonstrates flexibility in nursing care delivery with minimal assistance from the instructor, incorporating client safety while respecting individual and cultural differences in approach to the pediatric client and the family.

EVALUATION: Determines results of nursing interventions with minimal assistance and contributes to the revision of the nursing care plan as needed.

VOCATIONAL CHARACTERISTICS

1. The student accepts responsibility for his/her own actions by functioning according to role expectations as stated in the school policies.

2. The student will follow a standard of ethics as defined by the State Board of Nursing, Nurse Practice Act, and program objectives.

3. The student shows progression in knowledge and skills according to the Conceptual Framework.

Definition of terms utilized:

- Maximum – The student will require clear, direct instruction and frequent verbal cues from the instructor to deliver care in the clinical setting.
- Moderate – The student will require clear, direct instruction and minimal verbal cues from the instructor to deliver care in the clinical setting.
- Minimal – The student will require clear instruction related to new clinical rotation only. Minimal verbal cues from the instructor are required. The student functions independently in familiar settings, seeking instructor guidance when required.
- Independent – The student does not require frequent instructor guidance. The student utilizes resources, including instructor support and advice when required.
LEVEL 4 OUTCOMES

1. Meet minimal academic requirements of Levels 1, 2, and 3.

2. Apply knowledge of advanced medical/surgical nursing, personal and vocational relationships, and mental health in the care of patients throughout the life cycle with simple to more complex nursing problems.

3. Demonstrate effective therapeutic communication while interacting with patients, their support groups and members of the health team.

4. Utilize the nursing process to develop and revise an individualized treatment plan.

5. Initiate patient teaching and implementing nursing care with minimal supervision from the instructor.

6. Administer medications with minimal supervision.

7. Perform physical assessment with no supervision.

8. When appropriate, assist with prevention, rehabilitation measures, and health teaching with minimal to no supervision.

9. Function within the ethical and legal parameters of nursing practice as defined by the practical nurse law.

10. Prepare and report a summary of several patients’ care and outcomes with contributing information to appropriate health team member(s) and instructor.

11. Document accurate patient observations and information on the patient record with no supervision.

12. Apply principles of safety when performing nursing skills.

13. Continue to follow a standard of ethics as defined by the State Board of Nursing, the Nurse Practice Act, and program objectives.

14. Be prepared to function as an entry level nurse.

15. Incorporate knowledge and awareness of alternative and holistic nursing modalities to patient care.
LEVEL 4 CLINICAL OUTCOMES – ADVANCED MEDICAL/SURGICAL NURSING

ASSESSMENT: Independently coordinates all relevant aspects of physical and psychological data as it relates to the psychiatric client before initiating nursing care.

PLANNING: Independently integrates components of the therapeutic relationship while formulating nursing care relevant to the unique needs of the psychiatric client.

IMPLEMENTATION: Delivers safe, individualized nursing care, independently incorporating knowledge of the complex problems facing the psychiatric client in a variety of care settings.

EVALUATION: Makes independent determinations of outcomes of complex nursing care and initiates revisions as appropriate to accommodate needs specific to the psychiatric client.

VOCATIONAL CHARACTERISTICS

1. The student accepts responsibility for his/her own actions by functioning according to role expectations as stated in the school policies.

2. The student will follow a standard of ethics as defined by the State Board of Nursing, Nurse Practice Act, and program objectives.

3. The student shows progression in knowledge and skills according to the Conceptual Framework.

Definition of terms utilized:

- Maximum – The student will require clear, direct instruction and frequent verbal cues from the instructor to deliver care in the clinical setting.
- Moderate – The student will require clear, direct instruction and minimal verbal cues from the instructor to deliver care in the clinical setting.
- Minimal – The student will require clear instruction related to new clinical rotation only. Minimal verbal cues from the instructor are required. The student functions independently in familiar settings, seeking instructor guidance when required.
- Independent – The student does not require frequent instructor guidance. The student utilizes resources, including instructor support and advice when required.
LEVEL 4 CLINICAL OUTCOMES – PSYCHIATRIC AND COGNITIVE IMPAIRMENT NURSING

ASSESSMENT: Independently coordinates all aspects of physical and psychosocial data as it relates to the psychiatric client before initiating nursing care.

PLANNING: Independently integrates components of the therapeutic relationship while formulating nursing care relevant to the unique needs of the psychiatric client.

IMPLEMENTATION: Delivers safe, individualized nursing care, independently incorporating knowledge of the complex problems facing the psychiatric client in a variety of care settings.

EVALUATION: Makes independent determinations of outcomes of complex nursing care and initiates revisions as appropriate to accommodate needs specific to the psychiatric client.

VOCATIONAL CHARACTERISTICS

1. The student accepts responsibility for his/her own actions by functioning according to role expectations as stated in the school policies.

2. The student will follow a standard of ethics as defined by the State Board of Nursing, Nurse Practice Act, and program objectives.

3. The student shows progression in knowledge and skills according to the Conceptual Framework.

Definition of terms utilized:

- Maximum – The student will require clear, direct instruction and frequent verbal cues from the instructor to deliver care in the clinical setting.
- Moderate – The student will require clear, direct instruction and minimal verbal cues from the instructor to deliver care in the clinical setting.
- Minimal – The student will require clear instruction related to new clinical rotation only. Minimal verbal cues from the instructor are required. The student functions independently in familiar settings, seeking instructor guidance when required.
- Independent – The student does not require frequent instructor guidance. The student utilizes resources, including instructor support and advice when required.
LEVEL 4 CLINICAL OUTCOMES – GERONTOLOGICAL NURSING

ASSESSMENT: Independently coordinates all aspects of physical and psychosocial data as it relates to the older adult before initiating nursing care.

PLANNING: Independently integrates components of the therapeutic relationship while formulating nursing care relevant to the unique needs of the Gerontological client.

IMPLEMENTATION: Delivers safe, individualized nursing care, independently incorporating knowledge of the complex problems facing the older adult in a variety of care settings.

EVALUATION: Makes independent determinations of outcomes of complex nursing care and initiates revisions as appropriate to accommodate needs specific to the older adult.

VOCATIONAL CHARACTERISTICS

1. The student accepts responsibility for his/her own actions by functioning according to role expectations as stated in the school policies.

2. The student will follow a standard of ethics as defined by the State Board of Nursing, Nurse Practice Act, and program objectives.

3. The student shows progression in knowledge and skills according to the Conceptual Framework.

Definition of terms utilized:

- Maximum – The student will require clear, direct instruction and frequent verbal cues from the instructor to deliver care in the clinical setting.
- Moderate – The student will require clear, direct instruction and minimal verbal cues from the instructor to deliver care in the clinical setting.
- Minimal – The student will require clear instruction related to new clinical rotation only. Minimal verbal cues from the instructor are required. The student functions independently in familiar settings, seeking instructor guidance when required.
- Independent – The student does not require frequent instructor guidance. The student utilizes resources, including instructor support and advice when required.
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<thead>
<tr>
<th>Date Range</th>
<th>Event Description</th>
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</thead>
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<tr>
<td>Tuesday, September 3, 2018</td>
<td>First day of class Level 1 (Class 554) &amp; Level 3 (Class 553)</td>
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<tr>
<td>Friday, November 15, 2018</td>
<td>Level 1 (Class 564) and Level 3 (Class 553) End</td>
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<tr>
<td>Monday, November 19, 2018</td>
<td>Level 2 (Class 554) &amp; Level 4 (Class 553) Begin</td>
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<tr>
<td>Thurs., Nov. 29, and Fri., Nov. 30, 2018</td>
<td>Thanksgiving Holiday School Closed</td>
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<tr>
<td>December 24, 2018 – January 1, 2019</td>
<td>Winter Recess School closed</td>
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<tr>
<td>Thursday, Wednesday, January 2, 2020</td>
<td>Classes resume Instructors and Students Report</td>
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<tr>
<td>Monday, January 20, 2019</td>
<td>Dr. Martin Luther King Day School Closed</td>
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<tr>
<td>February 10, 11, 12, 2020</td>
<td>Graduate Review Course</td>
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<td>Thursday, February 13, 2020</td>
<td>Graduation Luncheon</td>
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<td>Thursday, February 14, 2019</td>
<td>Level 2 (Class 554) and Level 4 (Class 553) End</td>
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<tr>
<td>Friday, February 15, 2019</td>
<td>First day of class Level 1 (Class 555) &amp; Level 3 (Class 553) Begin</td>
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<tr>
<td>Monday, February 18, 2019</td>
<td>President’s Day School Closed</td>
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<tr>
<td>Tuesday, February 19, 2019</td>
<td>Graduation Class 553 Marple Education Center</td>
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<tr>
<td>Thurs., Apr. 1, 2, 3, 2019</td>
<td>Spring Recess School Closed</td>
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<tr>
<td>Monday, May 4, 2019</td>
<td>Level 1 (Class 555) &amp; Level 3 (Class 554) End</td>
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<td>Tuesday, May 6, 2019</td>
<td>Level 2 (Class 555) &amp; Level 4 (Class 554) Begin</td>
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<tr>
<td>Monday, May 20, 2019</td>
<td>Memorial Day School Closed</td>
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<td>Thursday, July 4, 2019</td>
<td>Independence Day School Closed</td>
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<tr>
<td>July 13, 14, 15th-18, 2019</td>
<td>Graduate Review Course</td>
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<td>Thursday, July 18, 2019</td>
<td>Graduation Luncheon</td>
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<tr>
<td>Tuesday, July 23, 2019</td>
<td>Level 2 (Class 555) &amp; Level 4 (Class 554) End</td>
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<tr>
<td>Tuesday, July 24, 2019</td>
<td>Graduation Class 554 Marple Education Center</td>
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ADVANCED PLACEMENT / TRANSFER CREDIT POLICY INTO DELAWARE COUNTY TECHNICAL SCHOOLS PRACTICAL NURSING PROGRAM

Objective
To allow the individual who is applying to the program for the first time and/or who has had previous health related instruction and experience the opportunity to enter the Practical Nursing Program at various levels.

Target Audience
Certified Nurse Aids, Career and Technical Education Health Occupation Students, Medical Corpsmen, and previous professional and practical nursing students.

Eligibility
Students requesting advanced placement are eligible for placement at the beginning of Levels 2 and 3 only.

Incoming Advanced Placement Students must do the following:
1. Submit a letter requesting advanced admission and all supporting documents no later than three weeks prior to the start of the program level to allow for review of all previous transcripts.
2. Submit official transcripts stating hours of instruction and grades received in previous course work. Course syllabus is required.
3. Course work will be considered valid for a period of one year following completion of said course work. A grade of C or higher must be achieved in order for the course work to be valid.
4. Attend new student orientation.
5. Meet all pre-entrance requirements including a passing score of 44% or higher on the Test of Essential Academic Skills (TEAS).
6. Complete the application process as a new student for a fee of $260.00

Process
All credentials and course syllabi will be evaluated by the Delaware County Technical Schools Practical Nursing Program within three weeks of submission of all paperwork. The Practical Nursing Program will determine the advanced level of admission for the student. Students may only test one (1) time.

PLEASE NOTE: Courses waived in any level do not affect tuition cost for that level and hours missed from a waived course will affect student grants and funding if the student is not present for the 1500 clock hour program.

Transfer Credit
Level 1 Placement – In order to receive transfer credit placement into level one, the following must be completed for each course considered:

- Fundamentals of Nursing
  - Must have successfully completed 175 lab/clinical hours in an approved Allied Health course or a Nursing School Course comparable to Fundamentals of Nursing with a grade of C or higher.
  - Pass a Fundamentals of Nursing Test with a competency score of Level 1 or higher.
  - Pass a Clinical and Practicum challenge test also known as a "skills" test. See below for description.
  - Students may only test one time for a fee of $100.00.

- Anatomy & Physiology
  - Must have successfully completed 90 instructional hours in an Anatomy & Physiology course from an accredited postsecondary institution with a grade of C or higher.
  - Pass an Anatomy & Physiology challenge test with a grade of 50% or higher.
  - Student may test only one time for a fee of $50.00.
**Advanced Placement**

**Level 2 Placement** – Student must do the following:

- Pay a testing fee of $200.00
- Students must come from an accredited nursing program within one year of exiting the program with a minimum of 142 lab/clinical hours in order to be placed in level two.
- Pass a Clinical and Practicum challenge test also known as a “skills” test. See below for description.
- Pass an Anatomy & Physiology test with a grade of 50% or higher.
- Pass a Fundamentals of Nursing Test with a competency score of Level 1 or higher.
- Complete and pass with a grade of 76 or above the 32 hour Personal and Vocational course independently at the student’s expense.

**Level 3 Placement** – Student must do the following:

- Pay a testing fee of $200.00
- Students must come from an accredited nursing program within one year of exiting the program with a minimum of 372 lab/clinical hours in order to be placed in level three.
- Pass a Clinical and Practicum challenge test also known as a “skills” test. See below for description.
- Pass an Anatomy & Physiology test with a grade of 50% or higher.
- Pass a Fundamentals of Nursing Test with a competency score of Level 2 or higher.
- Pass a Medical Surgical/Nutrition test with a minimum grade of 76% or higher.
- Complete and pass with a grade of 76 or above the 32 hour Personal and Vocational course independently at the student’s expense.

**CLINICAL AND PRACTICUM COMPETENCE**

All students will be required to demonstrate clinical competence of skills in a Practicum Examination after reviewing the program’s skills videos. A teacher-devised test of nursing skills will be administered to ensure competency. Students will need to successfully perform five (5) randomly selected skills with a pass/fail grade. Only one (1) of the five (5) selections may be repeated. The student will be provided with a complete list of potential practicum competencies prior to the examination.
ADMISSIONS

REQUIRED VACCINATIONS/PHYSICAL

Pre-Entrance - Students are responsible for completing the pre-entrance health requirements two weeks before the first day of the Nursing Program. It is the responsibility of the student to keep this information current while enrolled in the program. If a student does not keep this information current, s/he will not be permitted to attend clinical and therefore will not be able to complete the program.

These requirements include a pre-entry physical, including recommended immunizations. Immunizations are the following: influenza vaccine, DPT, measles, mumps, rubella (MMR), varicella (Chickenpox), Hepatitis B vaccine, Tetanus/Diphtheria/Pertussis (DPT) and Chickenpox vaccine. These immunizations are to be given if the applicant has never received them. Boosters may be administered at the discretion of the physician with the following exceptions:

- Measles vaccine- vaccination documentation and or completed titer to prove immunization
- DPT- if over ten years since last injection
- Immunizations – all of the above are to be given if applicant was born before 1957

Verification and test results must be on file with Castle branch before the student may begin the program. The list of laboratory tests and immunizations is provided by Castle branch accompanies the student health application form. Any student who does not receive the hepatitis B vaccine must sign a waiver. (See appendix.) Students whose hepatitis B vaccination is not yet complete must also sign a waiver, which will be removed from the student’s file when evidence of completion is presented.

Flu shots are now required by all clinical agencies in October each year. All students are required to submit proof of immunization by the end of October. Students who do not comply with this policy will not be permitted to attend clinical and therefore will not progress resulting in dismissal from the program.

Two-step PPD or a Quanteferon Gold within 3 months of entering the program. (Two negative PPD results or one Quanteferon Gold result must be documented) or if there is a positive result at any time a chest x-ray is required. proof of a continuous succession of PPD’s, or Quanteferon Gold (both good for one year), or full chest x-ray (if history of positive PPD, good for two years) is required. The screening must be current and maintained throughout the program enrollment. It is the responsibility of the student to submit proper documentation to the Practical Nursing program secretary for health files Castle branch.

A Health Program Permit and Physician Data Form Pre-enrollment physical assessment will be completed by the student prior to entering the program and will remain part of the student’s file until five years after graduation.

CLEARANCES

It is the student’s responsibility to provide submit all required clearances and health forms two weeks before entering the program to Castle branch and to keep them up to date while enrolled in the program. Failure to do so may result in immediate dismissal from the program. A student with expired clearances will be sent home until s/he gets the updated clearance(s). Attendance policy for hours missed will apply. Students must report any criminal arrests or convictions while enrolled in the program. A student may be rejected from a clinical site due to his/her criminal background. In that case, the Program will do its best to place the student in an alternate, appropriate clinical rotation, but cannot guarantee that it will be able to do so.
The State Board of Nursing advised Schools of Nursing that felonious acts prohibit licensure in Pennsylvania as of January 1, 1986. The following, taken from the law, should be used as a guide for admission policies.

**The State Board shall not issue a license or certificate to an applicant who has been:**

1. convicted* of a felonious act prohibited by the Act of April 14, 1972 (P.L. 233, No. 64), known as "the Controlled Substance", Drug Device and Cosmetic Act, or
2. convicted of a felony relating to a controlled substance in a court of law in the United States or any other state, territory, or country unless:
   a. at least ten (10) years have lapsed from the date of the conviction;
   b. the applicant satisfactorily demonstrates to the Board significant progress in personal rehabilitation since the convictions such that licensure should not create a substantial risk or further risk of harm to the health and safety of patients or the public, or a substantial risk of further criminal violations.
   c. the applicant otherwise satisfies the qualifications contained in this Act.**

A person convicted of any felonious act may be prohibited from licensure by the Board of Nursing at any time.

* "convicted" includes a judgment, and admission of guilt or a plea of nolo contendere. **Act 63P.S. # § 655.

Pre-entrance criteria require students to submit to Castle branch Act 34, Child Abuse Act 151 (PA) and Act 114 (FBI) criminal background checks.

Students must sign a History of Criminal Record Disclaimer Statement which addresses licensure. The State Board of Nursing is a separate entity that has discretion on granting licenses. Where a student has a record of criminal convictions, even if the student has successfully completed the LPN program, the State Board will review the record and make the ultimate decision on whether or not it will grant a license to an applicant.
ACADEMIC POLICIES

ATTENDANCE POLICY
The program is a 1500-hour clock program, which is the minimal amount of program hours approved for a practical nursing program by the Pennsylvania State Board of Nursing; therefore, attendance is strictly enforced. Students depending on financial aid must meet the clock hour expectations of the program to be eligible for financial aid. 100% attendance is expected and recognized upon graduation. Perfect attendance is recognized when students do not miss any of the scheduled program hours. All time missed must be made up. Make-up time fulfills state requirements but will not erase the scheduled time missed from the program. A student is permitted to make up a maximum of 21 hours before being placed on probation for attendance. Any time missed over 28 hours during the entire program will be cause for dismissal from the program. All theory and clinical time will roll over from level to level until make-up time is offered. Make-up time will be offered on specific dates at the end of each level. A fee of $200.00 will be charged for every 7 hours of missed time that requires make up (for example: If the student arrives 1 to 15 minutes late from the Instructor designated time, the student will be required to make up 15 minutes for a fee. If the student arrives 16 minutes or more late from the Instructor designated time, the student will be sent home and will be required to make up 7 hours for a fee.). This $200.00 fee is due in the Practical Nursing office prior to the scheduled make-up day. No monies will be accepted at the clinical site. Students cannot attend the clinical make-up if the fee has not been paid. If less than 7 hours is owed, the student will be charged $30.00/hour for make-up time. For every minute late, the fee is $7.50.

Most class days are scheduled from 8:15 to 11:45 AM, and 12:30 to 4:00 PM (with a 45-minute lunch). Lab days are scheduled from 7:00 AM to 2:30 PM (with 1/2-hour lunch). Clinical/skills days for students are scheduled from 7:00 AM to 2:30 PM (with 1/2-hour lunch). Simulation times will vary and will be posted on the clinical schedule. “Clinical hours” apply to those activities held in the clinical setting or at Marple Education Center classroom on clinical days. Level 1 & 2 office hours are scheduled for 9:50 to 10:00 AM and 2:20 to 2:30 PM. Level 3 & 4 office hours are scheduled for 9:30 to 9:40 AM and 2:00 to 2:10 PM.

Every student is required to notify the school and clinical instructor (if it is a clinical day) every day s/he is absent with no exceptions via phone or email. Failure to do so will result in a behavior event of no call no show. You must call the school (484-423-7003) on clinical and class days 30 minutes prior to the start of the day. You may leave a message on the school’s voicemail at any time of the day or night for the following day. E-mail the Instructor 30 minutes prior to clinical absence and outside conferences. If a pattern (more than once) of no call or no show is noted the student will be placed on clinical probation.

If you are summoned for jury duty, please see the Practical Nursing program secretary with your summons immediately upon receipt.

The following will occur for hourly lateness or leaving classroom theory early:

- Class instruction begins promptly at 8:15 and 12:30 regardless of your presence. If you are not in the room at this time when attendance is taken you will be recorded as absent. If you are late to class, you will not be permitted to enter the classroom until the next break. You must clock in on an attendance slip to be included in the attendance or you will be marked absent for the entire session and required to make up the entire session for a fee. It is a student’s responsibility to be in class when attendance is taken.
- If the student leaves early the time the student leaves will be recorded. The student must clock out any time they leave on an attendance slip. Failure to do so will result in an entire missed session.
• Class time may be made up without a fee if the student gives the instructor a handwritten assignment answering each objective listed in the textbook for the chapters covered during the class the student is missing. This assignment must be emailed to the instructor within a week of the absence. Otherwise the student will be charged a fee and must make up the time.

• All time missed is recorded in 30 minute or 1.5-hour increments. Students are not permitted to enter the class once the class has started until the next break and will be charged for the time missed from the beginning of class until break.

• Failure to clock in or out when leaving school or late to class will result in missing the entire AM or PM session and result in time missed for those hours. Failure to notify the Instructor and failing to clock out if you are leaving will result in dismissal from the program.

The following will occur for arriving late and leaving early for clinical/lab/simulation:

If the student arrives late to clinical/lab, the time arrived will be recorded and the missed time will be made up. If the student is more than 15 minutes late for clinical/lab/simulation, the student will be sent home and the entire day will be recorded as missed. If the student leaves early from a clinical/lab/simulation day, s/he will be required to make up the entire clinical day. The student will be required to make up a clinical day for a fee of $200.00. (For example: The student arrives at 7:10, the time of arrival will be recorded, and the student will be required to make up 15 minutes. If the student arrives after 7:15, the student will be sent home and is required to make up 7 hours of clinical for a fee of $200.00.)

A make-up day will be scheduled at the end of each level towards the end of the level. The student will report to the clinical/lab/simulation site with the knowledge necessary to provide safe, competent care to the assigned client as level appropriate. All student policies apply to the clinical/lab/simulation make-up day and any event will be added to the level events.

Only the supervisor of the program has discretion over any excused attendance. If the absence has potential to be excused the student must meet with the program supervisor within 1 week of the event. Students who arrive late for class are required to clock in. Put all 3 copies of the attendance slip in the designated location and the instructor will return your copy of the slip after signing it. Students need to state the reason they are late on the slip. If a student fails to turn in a slip, the student will be charged with missing the entire AM or PM session.

Exceptional Circumstances to be considered by the supervisor. Student must reach out via email prior to or during the event for consideration.

• Jury Duty
• Court Summons
• Funeral
• Personal Medical Issues requiring hospitalization.
• Positive swabbed flu result.

Family medical issues are not excused. You must make up the time and pay required fees.

See Test Make up Policy regarding absence.

Illness During School

• Students becoming ill during class time in the Marple building are to report to the instructor. Instructors are not responsible for care but will allow access to the first aid kit. A first aid kit is in the nursing office should a student need first aid. Students are not permitted to utilize the school nurse. Instructors are permitted to send students home from clinical if a student’s health presents a safety issue for any other person or for an infraction causing a disruption in the clinical learning environment. Students will be docked for the time. Please note: A student who is not meeting required program hours may not be eligible for financial aid.
Canvas Policy

Canvas is the learning management system the Practical Nursing Program utilizes for course work. Canvas also records grades, announcements, assignments, class PowerPoints and homework. Students are required to check Canvas and their DCIU email daily, so they are prepared for their courses and receive notifications. Canvas is utilized for most school related communication.

ATI Policy

Delaware County Technical Schools Practical Nursing Program believes ATI tests represent content that will be tested on the professional NCLEX-PN licensing exam. These tests indicate content you have mastered and content that could use further review.

ATI Complete Series provide Non-proctored and Proctored Assessments and remediation in the following content areas:
- Critical Thinking Entrance/Exit
- Medical Surgical
- Nursing Care of Children
- Maternity/Newborn Nursing
- Fundamentals of Nursing
- Anatomy and Physiology
- Mental Health Nursing
- Pharmacology
- Leadership and Management
- ATI Capstone
- Comprehensive Predictors

ATI Coaching
All ATI are computerized. Computers are available at school if a student does not have their own computer. Please see your instructor on free time for computer use. All resources are available to the student through single sign on to Account once CDN Product ID number has been entered. Students are expected to follow all school rules and regulations related to use of the computer room.

ATI Assignments/Homework Guidelines
• ATI Assignments/Homework may be assigned 0-10% of Final Course Grade.
• All assignments/homework must be completed on the assigned date to receive credit as per course syllabus.

ATI Proctored Guidelines
Goal or “benchmark” for the Delaware County Technical Schools – Practical Nursing Program is “Level 2 Proficiency”

Non-Proctored ATI Practice Assessment:
• Assigned after 70% and 90% of content has been provided in class.
• Must be completed prior to taking any proctored assessment.
• Practice test will be open for completion by the student by the instructor for 24 hours only.
• Students are required to complete the ATI Focused Review® on the FIRST attempt for each assessment.
• Students are required to develop a body of work while working in ATI Focused Review® to address each identified topic for review based on their own individual focus review. The body of work created will provide evidence of student engagement in remediation learning and be reviewed and initialed and dated by the faculty.
• Remediation will take place for each topic for review. Students must submit a handwritten paper for every topic for review.
• Rationales will be turned off by the instructor for FIRST attempt assessment.

Proctored ATI Assessments:
• Assigned around the 11 week of the level or the last week of the class for shorter classes.
• Taken after completion of ALL assigned non-proctored practice assessment and focus review remediation with student body of work.
  o The instructor will review and initial the student body of work to ensure completion.
• Students are required to complete the ATI Focused Review® on the FIRST attempt for each assessment.
• The rationales may be unlocked on the proctored assessment after every student has completed a focus review.
• Focused review should include content from all areas that earned less than 100%.
• Students are required to develop a body of work utilizing ATI Active learning templates while working in ATI Focused Review® to address EACH identified topic to review. The body of work created will provide evidence of student engagement in remediation learning and be reviewed and initialed and dated by the faculty.
• For each topic missed, an active learning template and/or three critical points to remember should be identified.

Group Focused Review:
• The instructor will complete a group focused review for the class after the proctored assessment. Review of this material will be presented to the class during a lunch review.
• Any student who has not reached the benchmark (level 2) on a proctored assessment will be required to attend the focused review session provided by the faculty responsible for the class.
## Grading — Total of 5–10% (10 Points)

<table>
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<tr>
<th>Level Achieved</th>
<th>Requirements to receive all points.</th>
<th>Points Awarded</th>
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</table>
| Level 3        | • Complete all assigned non-proctored practice assessment.  
• Complete ATI Focused Review® with body of work to evidence engagement for each practice assessment assigned.  
• Minimum of one hour Focused Review.  
• Complete proctored assessment.  
• Complete ATI Focused Review® for proctored assessment with body of work to evidence engagement.  
• Minimum of one hour Focused Review. | 10 Points + Reward of $25 gift card. (To receive a gift card a student must get a Level 3 on the first attempt.) |
| Level 2        | • All of the requirements for Level 3. | 10 Points |
| Anatomy and Physiology > 60 | | |
| Level 1        | • All of the requirements for Level 3.  
• Must retake proctored assessment.  
• Performance at this level will identify you as an at-risk student and the student will be enrolled in the Learning Mentorship Program. | 5 Points |
| Anatomy and Physiology < 60 | | |
| < Level 1      | • All of the requirements for Level 3.  
• Must retake proctored assessment.  
• Performance at this level will identify you as an at-risk student and the student will be enrolled in the Learning Mentorship Program. | 5 Points |
|                | ** The student will receive 0 Points if any of the following is not completed:**  
• Non-proctored practice assessments not completed. | |

** The student must attend a mandatory group focus review session which will be held during a lunch time.  
** When you retake the proctored assessment, and achieve a Level 2 or 3, complete focused review, remediation with a body of work, then you may earn an additional 5 points.
- A Focused Review with body of work for each practice assessment assigned.
- Proctored assessment not completed.

**Comprehensive Predictor**
- During the last few weeks of Level 4, each student must complete the ATI capstone review to prepare for the Comprehensive Predictor.
- The Predictor offers an assessment of the student’s mastery of nursing content and readiness to sit for the NCLEX-PN®.
- It is an individualized predicted Probability of Passing NCLEX on the First Attempt. Provides National and Program Means and Percentile Rank.
- Proctored Comprehensive predictor will be given in the 11 week of Level 4.
- It is strongly recommended that every student retake the Comprehensive Predictor after the live review.
- Delaware County Technical School Practical Nursing Program has a benchmark of 90%. If the 90% Predicted Probability of Passing NCLEX benchmark is not achieved by the second attempt the instructor will inform the student in writing of the eligibility procedure to sit for the State Boards. In order for the supervisor to sign off for the student to take boards, the student must achieve a 90% on the Predicted Probability of Passing NCLEX Comprehensive Predictor prior to graduation.
  - If the student does not achieve a 90% on the Comprehensive Predictor, the student is required to complete remediation and may retest after the ATI Live Review. If the student is still unable to reach the benchmark of 30% the student must complete the ATI coaching offered through ATI.
  - The school and ATI will work closely with any student who does not achieve a 90% on the Comprehensive Predictor.
    - If the student does not achieve a 90% on the Comprehensive Predictor, the student will be assigned a coach through ATI who will assist the student in remediation.
    - ATI will then give the student a green light to test and the student will be signed off to take the NCLEX State Boards by the program supervisor. The ATI green light, for those who need it requires a 92% achievement.
    - Students must test within 3 weeks of achieving the green light should any student need additional remediation from ATI after taking the state boards.

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- Pharmacology
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- ATI Capstone
- Comprehensive Predictors
- ATI Coaching
All ATI products are computerized. Computers are available at school if a student does not have their own computer. Please see your instructor on free time for computer use. All resources are available to the student through single sign on to Account once CDN Product ID number has been entered. Students are expected to follow all school rules and regulations related to use of the computer room.

ATI Assignments/Homework Guidelines
- ATI Assignments/Homework may be assigned 0-10% of Final Course Grade and will vary with each class.
- All assignments/homework must be completed on the assigned date to receive credit as per course syllabus.
- The student may receive a "disciplinary point" for any assignments not completed by the due date.

ATI Proctored Guidelines
Goal or "benchmark" for the Delaware County Technical Schools – Practical Nursing Program is “Level 2 Proficiency”

Non-Proctored ATI Practice Assessment:
- Assigned after 70% and 90% of content has been provided in class.
- Must be completed prior to taking any proctored assessment.
- Practice test will be administered in a monitored environment.
- Students are required to complete the ATI Focused Review® on the FIRST attempt for each practice assessment.
- Students are required to develop a body of work for each practice assessment while working in ATI Focused Review® to address each identified topic for review based on their own individual focus review. The body of work created will provide evidence of student engagement in remediation learning and be reviewed and initialed and dated by the faculty.
- Remediation will take place for each topic for review. Students must submit a handwritten paper for every topic for review.
- Rationales will be turned off by the instructor for FIRST attempt assessment.
- After remediation has been turned into the instructor, the instructor will open the rationales for a total of 24 hours.
- The instructor will complete a group focused review for the class after each practice assessment.

Proctored ATI Assessments:
- Assigned around the 11 week of the level or the last week of the class for shorter classes.
- Taken after completion of ALL assigned non-proctored practice assessment and focus review remediation with student body of work are completed.
- The instructor will review and initial the student body of work to ensure completion.
- Students are required to complete the ATI Focused Review® on the FIRST attempt for each assessment.
- Focused review should include content from all areas that earned less than 100%.
- Students are required to develop a body of work utilizing ATI Active learning templates while working in ATI Focused Review® to address EACH identified topic to review. The body of work created will provide evidence of student engagement in remediation learning and be reviewed and initialed and dated by the faculty.

Group Focused Review
- The instructor will complete a group focused review for the class after each non-proctored practice assessment.
- The instructor will complete a group focused review for any student who provides a written request within 24 hours after the proctored assessment. The review will be scheduled after the 24-hour request timeframe.
- Review of this material will be presented to the requesting students during a lunch review.
<table>
<thead>
<tr>
<th>Level Achieved</th>
<th>Requirements to receive all points.</th>
<th>Points Awarded</th>
</tr>
</thead>
</table>
| Level 3        | • Complete all assigned non-proctored practice assessment.  
                  • Complete ATI Focused Review® with body of work to evidence engagement for each practice assessment assigned.  
                  • Complete proctored assessment.  
                  • Complete ATI Focused Review® for proctored assessment with body of work to evidence engagement.  
                  • 10 Points + Reward of $25 gift card. (To receive a gift card a student must get a Level 3 on the first attempt.) | 10 Points |
| Level 2        | • All the requirements for Level 3. | 10 Points |
| Anatomy and Physiology > 60 | | |
| Level 1        | • All the requirements for Level 3.  
                  • Must retake proctored assessment.  
                  • Performance at this level will identify you as an at-risk student and the student will be enrolled in the Learning Mentorship Program.  
                  • 5 Points** A group focus review session which will be held during an instructor scheduled lunch time upon written request within 24 hours of taking the first proctored assessment.  
                  ** When you retake the proctored assessment, and achieve a Level 2 or 3, complete focused review, remediation with a body of work, then you may earn an additional 5 points. | 5 Points ** |
| Anatomy and Physiology < 60 | | |
| < Level 1      | • All the requirements for Level 3.  
                  • Must retake proctored assessment.  
                  • Performance at this level will identify you as an at-risk student and the student will be enrolled in the Learning Mentorship Program.  
                  • 5 Points** A group focus review session which will be held during an instructor scheduled lunch time upon written request within 24 hours of taking the first proctored assessment.  
                  ** When you retake the proctored assessment, and achieve a Level 2 or 3, complete focused review, remediation with a body of work, then you may earn an additional 5 points. | 5 Points ** |

** The student will receive 0 Points if any of the following is not completed:  
• Non-proctored practice assessments not completed.
- A Focused Review with body of work for each practice assessment assigned.
- Proctored assessment not completed.

**Level 4 ATI Schedule**

Capstone Orientation will occur prior to the first Monday in the level 4. (This may occur in the last week of level 3 or prior to the first Monday in level 4).

<table>
<thead>
<tr>
<th>Week</th>
<th>Assessment</th>
<th>Capstone/Coaching</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Medical-Surgical Practice A</td>
<td>Capstone 1</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td>Capstone 2</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Comprehensive Practice A</td>
<td>Capstone 3</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Psychiatric Nursing Practice A</td>
<td>Capstone 4</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Medical-Surgical Practice B</td>
<td>Capstone 5</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Comprehensive Practice B</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Medical-Surgical Proctor</td>
<td>Capstone 6</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Psychiatric Nursing Practice B</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Pharmacology Practice A</td>
<td>Coaching 1</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Comprehensive Proctor</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Psychiatric Nursing Proctor</td>
<td>Coaching 2</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Pharmacology Practice B</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>Leadership and Management Practice A</td>
<td>Coaching 3</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Pharmacology Proctor</td>
<td>Coaching 3</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Leadership and Management Practice B</td>
<td>Coaching 4</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Leadership and Management Proctor</td>
<td>Coaching 4</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>ATI Live Review</td>
<td>Coaching 5</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Comprehensive Retake</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>Critical Thinking Exit</td>
<td>Coaching 6</td>
<td></td>
</tr>
</tbody>
</table>

*Coaching will continue until the student receives a green light from ATI (if needed post-graduation)
Comprehensive Predictor

- Each student must complete the ATI capstone review to prepare for the Comprehensive Predictor.
- The Predictor offers an assessment of the student’s mastery of nursing content and readiness to sit for the NCLEX-PN®.
- It is an individualized predicted Probability of Passing NCLEX on the First Attempt. Provides National and Program Means and Percentile Rank.
- Proctored Comprehensive predictor will be given in week 7 of level 4.
- It is strongly recommended that every student will retake the Comprehensive Predictor after the live review.
- Delaware County Technical School Practical Nursing Program has a benchmark of 90%. If the 90% Predicted Probability of Passing NCLEX benchmark is not achieved by the second attempt the instructor will inform the student in writing of the eligibility procedure to sit for the state Boards. In order for the supervisor to sign off for the student to take boards, the student must achieve a 90% pre-graduation on the Predicted Probability of Passing NCLEX Comprehensive Predictor prior to graduation or complete the coaching with ATI and achieve a green light from ATI.

  o If the student does not achieve a 90% on the Comprehensive Predictor, the student is required to complete remediation and may retest after the ATI Live Review. If the student is still unable to reach the benchmark of 90% post review course the student must complete the ATI coaching offered through ATI.

  o The school and ATI will work closely with any student who does not achieve a 90% on the Comprehensive Predictor.
  - All students will be assigned coaching after the first comprehensive predictor is completed to assist the student in remediation for the comprehensive predictor.
  - Any student who achieves a 90% on the Comprehensive Predictor prior to graduation will be signed off to take the NCLEX State Boards by the program supervisor.
  - ATI will then give the student a green light to test and the student will be signed off to take the NCLEX State Boards by the program supervisor. The ATI green light, for those who need it requires a 92% achievement.
  - Students must achieve within 3 weeks of achieving the green light should any student need additional remediation from ATI after taking the state boards.

Students must sign the ATI Student Acknowledgement form upon entrance to the program.

GRADING SYSTEM/GRADING SCALE

The academic progress of each student will be indicated by the level grade of each course. Students who do not show academic progress will may be placed in a learning mentorship program. If placed, the student will be required to meet with an assigned faculty member once a week. At this meeting all grades will be reviewed, study habits, as well as test taking strategies to identify successful support aids for the student. Students are required to attend these meetings and participation will be documented to track student progress in the program. Conferences with students showing poor academic progress will be scheduled individually as necessary at the request of the student, instructor, or program supervisor at any time. At the midpoint of each level (usually 6 weeks), grades will be evaluated by the instructor and academic warnings will be distributed in class to any student whose average is 78 or below in any course. The student must meet with the instructor within one week to write a plan of action on how s/he plans to improve the grade by the end of the marking period. No extra credit will be given under any circumstances for students in academic jeopardy. There is no academic probation policy. If the final grade is below a 76 the student will not progress to the next level (see readmission policy). Students can request and are encouraged to meet individually with an instructor to review a test within one week of taking the test. Tests will be available for student review up to one week after the test has been given.

ATI computer programs can assist all students in all levels through remediation.

Academic grading is as follows: No grades are rounded, transcripts list the actual grade, any grade below a 76 is a failure.
INCOMPLETE GRADES
A temporary grade, incomplete (I), is given to a student who has not been able to complete the required work in a course. The grade is given only when there are extenuating circumstances beyond the student’s control and the student has communicated the problem to the program supervisor at the time of the occurrence. Sudden illness and death in the family are instances which may qualify for use of this grade. Incomplete is never justified for circumstances in which the student has simply neglected to complete the work on time. The student must complete the work within one (1) week after the end of the course; otherwise, the incomplete grade (I) will become an F.

Level Failure
If the student does not successfully complete the Level, then they are not making satisfactory academic progress for Federal Financial Aid purposes. Students who repeat a level must pay for the level with a money order or bank check or credit card prior to returning to classes. Tuition must be paid in full two weeks before the level begins. Once the student has successfully completed the failed level s/he re-establishes eligibility for Federal Financial Aid Funds. The student must repeat the level within twelve months to be considered for entrance back into Levels 2, 3, or 4.

Grade Change
If the student believes there is a grading error, the student must report the alleged error, in writing, to the appropriate course instructor within five working days after notification of the grade. The student must also copy the program supervisor on the letter. If a grade change is warranted, the course instructor will notify the student, the program supervisor, and the secretary to ensure that the correction is appropriately documented.

GRADUATION/PROMOTION
In order to advance to the next Level in the program or graduate, a student must:

- Pass all clinical experiences and skills lab required for that level and complete all theory instruction with a grade of 76 or higher in all courses. If a student fails clinical, s/he will not progress to the next level, nor will they be re-admitted. A student cannot progress to the next Level until s/he has passed all courses in the Level. If a student fails one course in Level 1, the student will be required to repeat the entire Level. If a student fails a one class in Level 2, 3 or 4, the student must retake and pass the class they failed within six months before moving on. The grades received for the courses passed in the level will remain unchanged. The student is responsible for the cost of retaking the course that they failed, and all money is due two weeks prior to the first day of class via a money order or bank check. (See readmission policy for further information.) A student who fails two or more subjects in a level, or fails a subject with a final grade below 70 may not apply for readmission. A student can reapply for admission to the program one time only.
- Satisfy all financial obligations for the nursing program. This includes tuition as well as clinical make-up, FOBs, and any other financial obligations to the program. All paperwork must be completed such as exit interviews, surveys, etc. All program books must be returned to the program. Lockers must be emptied; any items left in the locker will be removed one week after the level ends. Students may not sit for final exams until all financial obligations are completely satisfied. FOBs will be collected the last day of class. There is a $20 fee for lost FOBs which must be paid before you receive your diploma.

Attendance at Graduation is mandatory for all graduating students. Graduation exercises will be held at the DCIU Marple Education Center or the Folcroft Campus unless class size deems otherwise. Graduation attire is a white nursing uniform, white socks or hose and flat, clean, sturdy white shoes. Caps are not worn.

FINAL CLEARANCE – A final clearance form (see appendix) is to be completed at graduation, withdrawal or dismissal from the program. When completed, the form is to be submitted to the secretary of the Nursing Program. The Financial Aid Exit is mandatory as part of this final clearance, no transcripts will be released to students who do not complete this form.
ADDITIONAL POLICIES

BATHROOMS
Bathrooms for nursing students are located at the end of the hall. These bathrooms are open to other students and families who utilize the building. Please be considerate of others when utilizing the bathrooms. All bathroom issues should be reported to the program secretary immediately. Students are permitted to utilize the bathrooms during class times. There are only three (3) stalls in each room. In the case of a lock down students in the bathroom should go to the nursing office.

BULLYING - (See DCIU Pupils Policy No. 249 in the Appendix)

CELL PHONE POLICY
Cell phones and/or electronic devices such as watches are never permitted to be on a student’s person during testing. Students may utilize cell phones, wireless headphones, or earbuds, outside of the building, in the LPN cafeteria, or student lounge, while on break. Students should not utilize cell phones in any other area of the building, this includes classrooms and hallways. The phone should always be on vibrate or silent mode while in the building. Cell phones shall not be utilized during class for texting or talking. If a student is seen utilizing their cell phone, wireless headphones, or earbuds, in the classroom or during clinical they will receive disciplinary points. If a student is expecting an emergency call, they may notify the instructor who may allow the phone to be placed on the front desk in case of a call. If an emergency occurs during class, you may be excused from class at the discretion of the Instructor and take the call in a designated area. If a student is seen handling a cell phone in the clinical or classroom area an assumption will be made that it is in use. Cell phones are forbidden in the clinical facilities. Disciplinary points will be given if cell phones ring in the building or if you are caught speaking on one in the building, or if the cell phone is seen in your hand outside the permitted areas. Students may use phones/tablets/iPod/iPad, at the instructor’s discretion, for taking notes, recording lectures, looking up information, taking pictures in lab, etc. Each individual instructor or program supervisor is permitted to not allow cell phones during class at any time during the program. In that case students may use the program number 484-423-7000 in case of emergencies.
CHANGE OF ADDRESS OR PHONE NUMBER
The supervisor of the program must be notified immediately if a student moves from the address given at the beginning of the program, or has a change in phone number or e-mail address. The student will receive a disciplinary point if the school is not notified of a change in address or phone number or email. Unlisted phone numbers will be kept confidential but must be shared with the faculty.

Classroom
No food is permitted in the classroom

The instructor will prepare a seating chart at the beginning of the program and the seating chart will change throughout the program.

COMMUNICATION WITHIN THE PROGRAM
All students will have access to the program supervisor’s e-mail (kmcnamara@dciu.org) as well as all the instructors’ e-mail for communication purposes. Students should contact the supervisor immediately by e-mail when they have a need, concern, or any problems arise. It is your responsibility to notify the program supervisor of all situations that may interfere with your progress in the program at the time they occur. Students needing to speak to the supervisor are encouraged to e-mail first with a brief reason for the meeting and then schedule an appointment with the program’s administrative assistant secretary on your break. Most emails will be answered within a week.

Communication between the program and students will occur via DCIU email or memo format or through canvas. Students are required to check emails on a daily basis to receive communication from the program. Students should communicate with instructors via DCIU e-mail only. No student is permitted to have an instructors’ personal phone number or communicate with instructors utilizing instructors’ personal cell phones unless approved by the program supervisor.

COUNSELING OF STUDENTS
A counseling program has been designed with the following objectives:

• To inform the student of individual progress
• To encourage the student to become self-directed
• To provide an opportunity for professional growth
• To encourage student self-evaluation

Faculty members are available to meet with students as needed by appointment only, which must be requested by e-mail. Appointment times are during breaks and lunch hours. Conferences will be held with instructors at periodic intervals for performance evaluations. The program supervisor is also available for conferences upon request by the student via the program’s administrative assistant or e-mail. Additional conferences may be requested by the student or faculty member as deemed necessary. The student may be referred to the Delaware County Technical Schools’ High School Career Counselor at the discretion of the Supervisor and/or faculty if needed. If emotional instability is suspected by the faculty, the student will be advised to seek appropriate treatment.

DEATH OF A FAMILY MEMBER
In the event of death of any family member the program supervisor must be notified via phone or e-mail at the time of the death. An immediate family member is defined as a spouse, parent, child, or sibling. A student may take up to three days leave upon the death of an immediate family member. In the event of death of a grandparent or close in-law, the student must speak with the program supervisor. 
(mother/father/sister/brother-in-law) a student may take a one day leave of absence. Proof of death is required (e.g. newspaper death notice, funeral service program). Time missed will be made up via an assignment at no cost to the student. Academic examinations, if missed, must be made up according to test policy. Students are required to meet with the program supervisor at the time of the death and make up the time missed.
Pregnancy/Disability Policy
A student may be admitted to and/or remain in the Nursing Program if the student has a disability or becomes pregnant; however, s/he is responsible for the following:

- Inform the supervisor immediately in writing when a positive diagnosis of pregnancy is made, or that a disability exists that requires reasonable accommodation.
- Provide written notice of accommodations that are requested, if any.
- Present a signed physician’s certificate that s/he is able to remain in the program and perform the essential functions of the program.
- Submit the completed Pregnancy/Disability form.
- Realize that s/he will carry full academic and clinical responsibilities as that of his/her peers.
- Comply with all standards expected of fellow students, including dress and hygiene requirements.

If a leave of absence is requested, it must be in writing, submitted to the program supervisor, and planned to begin at the end of a Level, if possible.

Disability Services (See DCIU Nondiscrimination – Qualified Students With Disabilities Policy No. 103.1)
Section 504 of the Rehabilitation Act of 1973 and the Americans with Disability Act (ADA) identify a person with a disability as anyone with a physical or mental impairment that substantially limits one (or more) major life activity such as walking, seeing, hearing, speaking, working, or learning. Persons who have a history of a disability are also covered by the regulations.

It is the student’s responsibility to identify his/her disability to the Nursing Program Supervisor if an accommodation is requested. Any student request regarding program accommodation for disabilities should be made as early as possible after admission into the program, or even before a student contemplates enrollment. If a student does not seek an accommodation for a disability, the Nursing Program Supervisor and instructors will assume the student is able to complete the program requirements without the need for accommodations. All students with disabilities that seek an accommodation of the educational program shall provide documentation from his/her health care provider that substantiates the disability, explains the impairments or limitations created by the disability, the type of accommodation being requested, and an explanation why the accommodation is necessary for the student to participate in the program. The Practical Nursing Program reserves the right to make inquiries of the student, his/her health care provider and individuals with appropriate medical or disability accommodation expertise to determine what, if any, reasonable accommodations can be made to the program for a particular student. Accommodations cannot be provided for a student if DCTS does not know of the student’s disability or possess sufficient information to accommodate a disabled student’s request.

In general, all documentation should be current within 1 year of expected enrollment in the program typed on letterhead stationery or be in report format and should include the following information:

- A clearly stated diagnosis of the disability that explains the impairment or limitation created by the disability and the type of accommodation being requested. The accommodation requested must be specific (if extended time, for example, 2 hours, separate room, etc.) and in compliance with the federal Americans with Disabilities Act (ADA).
- The documentation should explain the student’s functional limitation to successfully participate in an academic/clinical environment designed to prepare students for a career in practical nursing. A copy of the most recent evaluation related to the diagnosis and applicants testing results must be submitted to the program.
- The printed name, title, professional credentials, and signature of the health care provider that is treating the student, substantiation the existence of the student’s disability and explaining the need for requested accommodation, i.e. clinical psychologist, psycho-neurologist, school psychologist, audiologist, or physician if it pertains to a medical condition.
• The date of the evaluation and submitted documentation shall be within one (1) calendar year of the student’s expected enrollment in the Practical Nursing Program. DCIU/DCTS reserves the right to waive this requirement, if it reasonably believes that the school has sufficient information to consider the student’s accommodation request.

• A school plan such as an individualized education plan (IEP) does not constitute documentation of disability, but can be included as part of a more comprehensive assessment.

• A physician’s prescription pad note is not acceptable as documentation.

Upon receipt of the above documentation, the student will meet with the program supervisor to discuss the creation of an accommodation plan designed to assist the student to reach his/her educational goals. The discussion may encompass whether the accommodations are necessary for the student to participate in the program and whether there are any reasonable accommodations that can be provided. The student may appeal any decision regarding the proposed accommodation plan through regular appeals process. Accommodations provided during the instructional portion of the program cannot alter the curriculum or regular class standards. Moreover, the school cannot guarantee that the same accommodations offered to a disabled student can or will be provided when a student takes the NCLEX-PN examination.

DISCIPLINARY POLICY - Behavioral and Attendance

• A total of 10 points is allotted for the entire program. A student who reaches 10 points will be required to attend a meeting with the program supervisor and will be dismissed from the program for behavior.

• Each occurrence is worth 1 point. (For example, if you leave a side rail down two times that is two points.

• Once a student misses 21 hours of program time the student will be placed on attendance probation. If 28 hours are missed the student will be dismissed for attendance.

• The student may get up to 9 points for any other infraction (unsafe nursing practice, failure to follow school policy, unprofessionalism, insubordination, inappropriate behavior, out of uniform, late care plan, etc.).

• Once the student gets his/her 9th point or misses 21 hours s/he will be placed on behavioral or attendance probation.

• The student may only be placed on probation once for attendance and once for other behavioral events for the entire length of the program.

• If the student is placed on probation, s/he must meet with the designated teacher or teacher issuing the notice within one week to form a remediation plan.

• The student and designated teacher will meet each week of probation to discuss and document progress.

• If no remediation plan is made within one (1) week of being notified, the student cannot attend class or clinical.

• If the student incurs any additional infractions while on probation (attendance or other) s/he will be dismissed from the program.

The student may receive a point for an infraction. (See page 44.) If any infraction or illness causes disruption to the clinical learning environment the instructor may determine to send the student home. The clinical day must be made up by the student for a fee.
DISMISSAL FROM THE PROGRAM

CRITERIA FOR DISMISSAL

- Academic failure – achieving a final average below 76 in any course. Once a student fails a course they are no longer considered a student. (OR)
- Clinical Nursing Practice failure (OR)
- Any unsafe nursing practices. (OR)
- Accumulation of 10 points for infractions as defined in the discipline policy. (OR)
- Accumulation of 28 hours for missing time as defined in the attendance policy.
- Inappropriate behavior. Examples include, but are not limited to:
  1. Defiant, hostile or uncooperative behavior in accepting guidance under direction.
  2. Lack of accountability in assuming responsibility in academic, clinical or social areas of the program.
  3. Insubordination in the clinical or classroom setting.
  4. Unacceptable social behavior in the classroom or clinical area.
  5. Harassing or threatening behavior toward others.
  6. Unacceptable and/or unprofessional social networking.
  7. Sleeping in the class or clinical area. (Head down on desk is defined as sleeping).
  8. Inability to maintain emotional stability. (OR)
- Any of the following will result in immediate dismissal without academic warning or clinical probation:
  1. Harming or threatening a patient or any other person such as another student or staff member.
  2. Any student found to be participating (including possession and/or intent to sell), under the influence of or impaired by, experimenting or taking drugs, such as marijuana, barbiturates, amphetamines, narcotics or any drugs not specifically prescribed for that student by a physician for a specific condition shall be immediately terminated. (See drug and alcohol usage policy.)
  3. Continual unprofessional or unsafe behavior including disruptive, defiant behavior or threatening or intimidating another person.
  4. Expired paperwork including FBI, Act 34, PPD, CPR and other paperwork required by clinical facilities. (or State Board of Nursing). (or)
  5. Any student who reports to a class or clinical assignment under the influence of alcohol or any drug which impairs functioning as a student nurse will be immediately terminated. (See drug and alcohol usage policy.)
  6. Theft.
  7. Students unable to meet the attendance requirements of 1500 hours of the program. A student is placed on probation for attendance at 21 hours of missed time and dismissed from the program at 28 hours.
  8. Leaving the classroom or clinical site without reporting to the program secretary, instructor, or program supervisor.
  10. Insubordination in the clinical, classroom or office setting or any time a student is attending the program.
  11. Recording another person without their knowledge.

DRUG AND ALCOHOL USAGE (See also DCIU Pupils Policy No. 227 in Appendix) It is absolutely prohibited for a student to engage in the possession, use, distribution, or to be under the influence of alcohol, illicit drugs, or drugs prescribed to another on school premises, as part of any school activity, or at any clinical site.
Every student admitted to the Practical Nursing Program must complete a mandatory drug test as part of the admission procedure. If the admission testing results in a positive drug test, the admission will be revoked, and the students will be removed from the program.
If at any time, a student is suspected of being under the influence of legal or illegal substances so that his/her function and participation are impaired, the administration and/or faculty or any clinical agency may require a student to leave the premises and the student will not receive credit for the day.

When there is reasonable basis to believe the student is under the influence of illegal drugs or alcohol, based on specific facts and inferences drawn from the facts, a decision may be made by the administration and/or faculty of any clinical agency to require the student to submit to a drug test. If the test is refused by the student, it will be considered a positive test resulting in dismissal from the program.

Students are required to follow the policy and procedures of all clinical agencies. If at any time an agency requests a drug screening from a student, the student will be required to follow the agency protocol to remain in the clinical site.

Examples of circumstances and behavior which may give rise to testing include, but are not limited to:

- Physical signs and symptoms of substance abuse (bloodshot eyes, the smell of alcohol, abnormal conduct/behavior).
- Possession of drugs
- Change in personality (insubordination, aggressive or violent behavior)
- Other circumstances from which the school may reasonably infer the illegal use of drugs or unauthorized use of alcohol; e.g., sleeping in class.

If any testing of an enrolled student reveals the presence of alcohol or illegal drugs, s/he may be immediately dismissed from the program. (See also, the Dismissal Policy contained herein.)

**ELECTRONIC DEVICES**

An electronic device is now required as part of equipment for all students. Ear buds are also required and are not permitted to be worn during class or clinical. Instructors will guide students when to use the ear buds. Electronics are utilized in class and clinical to enhance student learning. The instructor will guide the use of electronics in both clinical and class. Most clinical agencies prohibit the use of personal electronics in the clinical area and students are required to follow the policy and procedures for the clinical site. Audio recording or taping is permitted, for educational purposes only, and with the permission of the instructor or the person being recorded. Recording a person without their knowledge is never permitted and may result in disciplinary action.

**Laptops**

Laptops may be used for note-taking but may not be used for checking e-mail or engaging in personal manners. Students are responsible for their own equipment.

**ELEVATOR**

The elevator is for the DCIU Special Program students and staff only. If you are unable to use stairs and require the use of the elevator, a physician’s note will be required. This requirement may be waived at the discretion of the program supervisor.

**EMERGENCY/INCLEMENT WEATHER DAYS**

The school number is 469. If the school is closed, students are to stay at home and not report to class, lab, or clinical. If there is a 2-hour delay, all students are to report to the school by 10:00 AM. Please do not arrive early as the lot will need to be cleared.
Days missed due to inclement weather will be made up according to the discretion of the program supervisor. All students are required to check Canvas for inclement weather assignments. Class hours may be increased, or home assignments may be given to account for completion of the 1500 clock hour program. Assignments not completed within the assigned time frame will result in student missed hours and require make up time.

Should the Delaware County Technical Schools close early due to snow or inclement weather the program supervisor will advise students.

Every attempt will be made to place the announcement of closure on the radio station KYW and all local stations by 6:00 AM for day classes/clinical experience.

All weather closings or delays will be posted (technology permitting) for Delaware County Intermediate Unit Programs and Offices on the Delaware County Intermediate Unit website homepage- www.dciu.org. If you have internet access, this will be another way of finding out if we are open, closed, or delayed. Students are also encouraged to check canvas for updates.

Secondary means of notification during an emergency will be by a direct messenger who will make a room to room announcement if it is safe to do so.

EMPLOYMENT
The faculty realizes that employment is necessary for some students while in the Practical Nursing Program. However, the practice of employment while attending a full-time program may prove harmful to the student’s performance and is discouraged.

If employed, students may not identify themselves as representatives of the Delaware County Technical Schools Practical Nursing Program by wearing the school uniform, name pin or crest. They may not perform the functions normally assigned to a licensed practical nurse or give any medications, perform any treatments involving sterile techniques, or be assigned as a charge nurse of a unit.

Should academic performance be affected because of employment, the student will be encouraged to cease working until improvement is noted.

FINANCIAL AID
The program is currently eligible for Federal Title IV funding and Veteran Administration benefits. Several health care agencies offer scholarships and tuition reimbursement. The School Code is 03128400. A Financial Aid Consultant is available most Tuesday mornings; the calendar is located in the main office. A calendar is posted on the office door showing availability. Students are given a financial aid handbook on admission to the program.

Students who are eligible for Title IV funds must have a valid Student Aid Report (SAR) before the first day of class. Prospective students will be given the specific date in writing. Students will be required to pay per program payment schedule.

Failure to maintain satisfactory academic progress and attendance will jeopardize procurement of financial aid.
**GRANTS**

During the academic year, the school may receive grants. Criteria for grants will be distributed as grant information becomes available. Students who are in default or who are sponsored by OET or WIB are ineligible to apply for the grant. Students who receive disciplinary notices or have poor attendance may not be eligible for grants.

Selection of grantees is based on merit and/or need. Criteria are subject to change based on administrative decisions and money available.

**FIRE OR DISASTER DRILL**

Emergencies in schools can occur on any given day, at any given moment. The most important considerations to remember are the health, safety, and welfare of the students and staff. Cell phones are never to be used by students or staff during a crisis as they may interfere with the emergency.

Unannounced drills will be held frequently throughout the year. Students are to use the nearest exit from the Practical Nursing Suite and immediately vacate the school. Aisles in the classroom must be passable at all times in case of an emergency. Students must keep extra books in the locker provided. Students are to gather in single file, with the instructor, in the back of the building on the grass. No student should be on the paved areas due to the arrival of the fire trucks. The instructor is responsible for the class and will take attendance. The students should remain quiet during the fire drill or a disciplinary point will be given. If a test is in progress when the fire drill occurs, and students are talking, the test will be considered invalid. Students will be required to take a new test. Students are to remain out of the building on the grass until told to return to the classroom by their instructor.

During clinical practice, students are to remain on their assigned unit and assist hospital personnel and their instructor with code procedures. Each student is responsible for reading the “Disaster Plan” manual located on every nursing unit and to become familiar with code procedures of the affiliated agency. This includes the procedure for a cardiac arrest code.

The fire drill procedures will be reviewed by the instructors on the first day of every level of the program.

If the announcement, “This is a lockdown,” occurs, all students and staff in the building should go to the nearest classroom or the main office and roll will be taken by the teacher. The teacher will direct the students on where to go in the classroom but will lock doors and move students to a location in the room that is out of sight of the entry door.

Secondary means of notification during an emergency will be by a direct messenger who will make a room to room announcement if it is safe to do so.

Part of the emergency plan involves knowing were students are during school hours. Students must not leave the building or clinical site without notifying their instructor.

**FOB SYSTEM**

Every nursing student will be issued a FOB during the first week of the program. The FOB ensures controlled entrance to the building. Students are permitted FOB access via the main entrance as follows:

- **On class days:** 7:30 AM to 6:00 PM
- **On clinical days:** 6:30 AM to 6:00 PM

The FOB also permits you to pass through the inside front doors to the nursing wing. Nursing students are permitted in the nursing wing and the LPN cafeteria only located on the same floor. Nursing students are not to be in other areas of the building without permission from the supervisor.
Students are only permitted to use the fob for themselves and may not allow those who do not have his/her own fob to enter under the student’s fob. Allowing others to enter under your fob interferes with the security of the building and the people inside the building. If for any reason a student forgets his/her fob s/he must ring in at the front door and sign in as a guest as any other person entering the building would do to gain entry.

Fobs must be returned when a student leaves the program. There is a $20.00 fee for any unreturned fob or any fob that needs to be replaced while you are a student. Level 4 students must return fobs the last day of class. Diplomas will be held in the office until the fee is paid.

Do not prop any door inside or outside the building for any reason. If you notice a door that is opened or propped please report this to the program secretary immediately. Once again this is a security and safety issue.

**GIFTS**

Gifts to individual instructors during the program are discouraged. Students should seek an instructor’s advice regarding the acceptance of gifts from clients assigned to their care.

**GRIEVANCE/COMPLAINT PROCEDURE**

Every grievance should start with conflict resolution. If a student feels that s/he has a conflict with another person, student, or an instructor, s/he may speak with that student or instructor directly. A time may be set up to have a private discussion in a safe and confidential place at the student’s request. A student may approach any instructor to assist in the conflict resolution procedure. This conflict resolution is in place to allow the two parties to discuss and try to resolve the issue before a grievance takes place. Conflict resolution meetings should be scheduled within five (5) school days of the initial date a concern arises. Prior to the initiation of the formal steps of the grievance procedure, the person feeling aggrieved shall discuss with the immediate person involved, the event causing the aggrieved feeling and attempt a resolution. This informal process may provide for the elimination of the point of contention.

If the conflict is in the nature of harassment or sexual harassment, please follow the procedures set forth in the DCIU sexual harassment policy number 103 included in this manual (see appendix).

When a student has any issue regarding academic fairness or any course related concerns, the concerns should initially be taken to the instructor.

The grievance/complaint procedure has been designed to provide an opportunity for a fair hearing for all students. The grievance/complaint process will not be scheduled on program time but will take place during the lunch break or after school hours. The objective of the grievance/complaint procedure is to assure student concerns are heard fairly and dealt with promptly. When a student has any incident such as academic fairness or any program concerns, the following measures are to be taken:

If the problem cannot be resolved by an informal meeting the student has five (5) school days from the initial incident to initiate the formal grievance/complaint procedure. Complaints filed without following this procedure within the designated time frames will not be addressed. The following procedure is to be used when pursuing a grievance:

1. a. If the conflict resolution meeting fails to resolve the issue to the satisfaction of both parties, the Student shall prepare a written statement of his/her complaint or incident which shall set forth the specific nature of the event and a statement of facts regarding the incident in chronological order, and the manner in which the student has been adversely affected, and resolution sought. (See incident form in appendix). The complaint should then be submitted or emailed to the program supervisor for a hearing of the complaint and a response.
The student and any involved parties will be given a full opportunity to present their cases. Group grievances should be presented to the Supervisor by one appointed representative for the group who may also appoint a consultant to appear with him/her. 

b. Immediately following the meeting with the student and any involved parties, the Grievance Committee will meet among themselves to discuss the matter and make a determination. The student’s specific outcome request will be considered, and a determination to accommodate the student’s request will be determined. Parties concerned will be notified of the decision within a week of the meeting. Committee decisions are final and will be immediately enforced.

2. If the action in the above step fails to resolve the grievance to the satisfaction of the grievant, s/he may choose to appeal the decision of the Supervisor by submitting the grievance, decision, and an appeal in writing to the Director of Technical Education for a determination of whether the problem can be resolved at that level. The grievant must submit this information in writing to the Director of Technical Education within five (5) school days of the Supervisor’s decision. The appeal should include a detailed description of how the Supervisor’s decision violated a student’s rights or detracts from the best interest of the student. The Director of Technical Education’s decision will be binding.

HEALTH INSURANCE

It is recommended that all students carry health insurance to cover hospital/medical care while they are in the program. If a student is injured and needs medical attention the student is responsible for all expenses incurred. Delaware County Technical Schools and the Practical Nursing Program do not provide insurance or finances to cover these costs.
LEARNING MENTORSHIP PROGRAM
A student may will be enrolled in the Learning Mentorship Program for various reasons of potential academic or behavioral difficulties. When a student meets criteria a mentorship agreement for the mentorship program will be initiated, and the student and designated faculty mentor will be required to sign the form contract. The student and faculty mentor will review a weekly plan of action and set goals for student success with specific timeframes. Items review may be grades, study habits and techniques, test taking and strategies and student individual tests. The student will be required to bring assignments and various items to the meeting. If the terms listed in the form of the agreement are not upheld the student may be dismissed from the program. If a student fails to meet while in the mentorship program on a contract the behavior may result in behavioral points and will be considered if readmission is requested.

LIBRARY/COMPUTER ROOM
The nursing program, through Perkins Grants, has set up a computer lab with internet access. Lab use is encouraged for research, remediation and other program assignments such as ATI. It is not for personal use. See Student Internet Form for acceptable use of computers.

The library/computer room will be open from 8:00AM to 4:00PM. The following rules and regulations must be observed:
1. No food or drink is allowed in the computer room.
2. Students must always close out of any page and log-off before leaving the computer lab.
3. Do not leave any unused printed papers on the printer or in the lab.
4. If there is a problem with any of the computers or printer please notify the program secretary.
5. Printer and paper are not supplied to the student by the program.

LOCKERS
Each student is assigned a locker. Students are required to place all personal belongings, such as cell phones, coats, bags, and books, in their assigned lockers when they are not being used in class or clinical rotation. Students are also required to keep lab kits for Levels 1 & 2 in the assigned locker at all times are always also required to keep lab kits for Levels 1 & 2 in the assigned locker. ATI books and program for future levels should also be placed in the student locker. Pertinent information regarding computer passwords should be taped to the inside of the locker door for student reference. Lockers are cleaned at the end of each level and items left in the locker will be thrown out after one week. The Practical Nursing Program and/or Delaware County Technical Schools do not assume any responsibility for items lost during class hours or clinical rotation. Lockers are subject to the search policies of the technical school.

LUNCH/COFFEE BREAKS
During class days at the Marple building, students are scheduled for a 45-minute lunch and rest period. Students may bring their own lunch. Refrigeration for lunch materials is available in the LPN cafeteria. No food is permitted to be eaten in the classroom. All food items are to be eaten in the LPN cafeteria. No food items are to be taken from the eating area or carried in the halls of the school at any time.

During clinical assignment days, the student may provide his/her own lunch or purchase a lunch in the agency cafeteria. Students are not permitted to leave a clinical facility for lunch unless approved by the program supervisor. Students are not permitted to have food or drink on the clinical floor or the nurse’s station. A one-half hour lunch break will be scheduled at the discretion of the instructor on each clinical unit.
Eating and gum chewing are not permitted in any classroom, computer room or clinical area. Only beverages with lids are permitted in the classroom.

JURY DUTY
If you are summoned for jury duty, please see the program secretary immediately with the summons.
During clinical assignment days, the student may provide his/her own lunch or purchase a lunch in the agency cafeteria. Students are not permitted to leave a clinical facility for lunch unless approved by the program supervisor. Students are not permitted to have food or drink on the clinical floor or the nurse's station. A one-half hour lunch break will be scheduled at the discretion of the instructor on each clinical unit.

Eating and gum chewing are not permitted in any classroom, computer room or clinical area. Only beverages with lids are permitted in the classroom.

PARKING/TRANSPORTATION
There is a speed limit of 10 mph on the Marple Campus. Please be aware there are multiple children with disabilities utilizing the parking lot. Parking is only available in the back of the building for nursing students. There is no side, front, or street parking available to nursing students. It is important to follow the arrows in the parking lot to understand the flow of traffic of the busses for safety reasons.

Students are required to submit make, model, and license plate numbers for any vehicle they may drive to school. Vehicles not registered with the office may not be parked on the school lot or any side streets. Unregistered vehicles may be subjected to ticketing or towing at the student’s expense. Failure to register all your vehicles or park in acceptable areas will result in occurrence points.

Public transportation is available to the Marple campus and to most clinical agencies. Help is available to determine appropriate routes upon request.

PHOTOCOPY MACHINE
Students are not permitted to use the Nursing program's copier or the front office copier. If copies are necessary, please see the nursing instructor.

PLAGIARISM/CHEATING POLICY
Academic dishonesty, including plagiarism and cheating, is not acceptable in preparation for nursing practice and will not be tolerated. See program Testing policy for more specifics.

If you are caught cheating, you will receive a zero on your exam and test review and 3 discipline points.

Plagiarism is using another person’s words, ideas, or information as one’s own without giving credit to the originator. Examples of plagiarism include, but are not limited to: copying another student’s written work or computer files, using another person’s words, sentences, paragraphs, or ideas without identifying the source, and using internet sources without citing them. It is expected that footnotes will be used to identify any words and ideas taken from reference materials and included in the written assignment.

Cheating is taking another person’s information. Examples of cheating include, but are not limited to: copying from another student’s examination or allowing others to copy information from an examination, sharing with another or taking a copy of a test, using or receiving cheat sheets, notes, or any electronic information during a test. Stealing or receiving unauthorized testing information belonging to the practical nursing program is considered cheating. Each instructor will share guidelines on cheating in each individual class. Electronic devices are not permitted in the classroom during testing time, no water bottles or hats are permitted during testing.

At the first infraction, the student will receive a grade of zero (0) if found to be cheating or plagiarizing. The student will also receive an occurrence points. After more than one infraction, the student will be dismissed from the program. The school administration may cancel any scheduled test or examination if there is any question regarding test security.
READMISSION POLICY
(Also see Advanced Placement/Transfer Credit, Graduation/Promotion, and Withdrawal Policies)
A former student may apply for readmission to the program one time only.
A former student is defined as:
- A student who fails one course.
- A student who is dismissed from the program in good standing.
- A student who withdraws from the program in good academic and disciplinary standing.

The student must request to be re-admitted in writing stating the approximate date s/he wishes to return to the program. The application for readmission will be evaluated by the faculty and administration.

Students requesting to be readmitted beyond 12 months after the date of dismissal must repeat all levels. The decision to readmit a former student is based on but not limited to: prior academic record, clinical performance, progress in the program, attendance, recommendations of faculty, and safety concerns. Students will be notified in writing of the decision once it has been made.

Once a student is approved for readmission to the program s/he will be required to meet with the program supervisor or designated staff member prior to starting the level and will may be placed in the mentorship program which requires weekly meetings with a faculty member. If no improvement in areas of identified weakness is noted on the contract form, the student may be dismissed from the program.

Repeating students must fit into the new tuition scale for the fiscal year. Tuition must be paid in full two weeks before the level begins. All health forms, CPR, and clearances must be updated to be current for the new year and submitted to Castle branch two weeks prior to the start of the level. Fees are also subject to change. A student cannot progress to the next Level until s/he has passed all courses in the Level. If a student fails one course in Level 1, the student will be required to repeat the entire Level. If a student fails a one class in Level 2, 3 or 4, the student must retake and pass the class they failed within six months before moving on. The grades received for the courses passed in the level will remain unchanged. Any student failing clinical, regardless of their academic achievements or failure, will not be permitted reentry into the program. Repeating students are subject to all the new policy and procedures for the new school year.

SEXUAL ASSAULT PREVENTION AND RESPONSES POLICY (See DCIU PUPILS POLICY NO. 103 – NONDISCRIMINATION IN EDUCATIONAL PROGRAMS/SERVICES in Appendix)
Delaware County Technical Schools Practical Nursing Program realizes the seriousness of sexual offenses. For information on sex offenses, including rape, acquaintance rape and other forcible and non-forcible sex offenses, students and staff can access the following websites:
- Women Organized Against Rape (WOAR) www.woar.org
- Pennsylvania Coalition Against Rape (PCAR) www.pcar.org

If you are a victim of a sexual assault at this institution, your first priority should be to get to a place of safety. You should then obtain necessary medical treatment. A Delaware County rape designated hospital is Main Line Health Riddle Memorial Hospital on Baltimore Pike, Media, PA (610-566-9400).

Victims of a sexual assault that occurs on DCIU/DCTS premises should report the incident in a timely manner to the supervisor of the program or building supervisor. Timely reporting is a critical factor for evidence collection and preservation. The supervisor will assist you in contacting the Police Department. Notifying a supervisor does not obligate the victim to report to the police and prosecute.
If you decide to report to the police you should call 911. Filing a police report will:

- Ensure that the victim of sexual assault receives the necessary medical treatment and tests, at no expense to the victim.
- Provide the opportunity of collection of evidence helpful in prosecution, which cannot be obtained later (ideally the victim of sexual assault should not wash, douche, use the toilet, or change clothing prior to a medical/legal exam).
- Assure the victim has access to free confidential counseling from counselors specially trained in the area of sexual assault crisis intervention.

The school also has a counselor who is available to talk to students on a confidential basis.

Confidential Reporting Procedures:
If you are the victim of a crime in DCTS premises, and do not want to pursue action within the criminal justice system, you should still make a confidential report to the school. With your permission, the School of Nursing can file a report on the details of the incident without revealing your identity. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others while at DCTS. With such information, the school can keep an accurate record of the number of incidents involving students, determine where there is a pattern of crime with regard to location, method, or assailant, and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crime's statistics for the institution; however, names are not included.

SEXUAL HARASSMENT –DCIU SEXUAL HARASSMENT POLICY
All students should enjoy a school environment free from all forms of discrimination, including sexual harassment. No student should be subjected to unsolicited and unwelcome sexual overtures or conduct, either verbal or physical from another student, a Delaware County Intermediate Unit employee, or any third party at a clinical site. Sexual harassment lowers morale, is damaging to the school environment, and is also illegal.

Sexual harassment is prohibited and will be treated like any other form of student misconduct.

Sexual harassment may be in the form of student to student, student to employee, employee to student, student to patient, or patient to student misconduct. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of sexual nature when:

- Submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual’s employment, grades or other good standing.
- Such conduct has the purpose or effect of substantially interfering with an individual’s performance or creates an intimidating, hostile, or offensive school environment.

Sexual harassment can take a variety of forms ranging from subtle pressure to physical assault. Although all facts and circumstances will be considered, some examples of sexual harassment may include:

- Threats of sexual relations or sexual contact.
- Continuous or repeated verbal abuses of a sexual nature including graphic commentaries on the person’s body.
- Sexually degrading words to describe the person or propositions of a sexual nature.
- Sexual remarks, jokes, or gestures that may embarrass or offend others.
Any student who feels s/he has been a victim of sexual harassment must immediately report the alleged harassment to his/her supervisor who is also an employee of DCIU/DCTS. If the harassing party is the instructor/supervisor, the student must report to the program supervisor. The notified employee must contact the Assistant Executive Director for Support Services. Each complaint will be carefully investigated by the Assistant Executive Director for Support Services and all findings documented in writing. All information obtained will be held in strictest confidence and will be discussed only on a need-to-know basis to investigate the matter.

No student will be subject to any form of retaliation or discipline for pursuing a sexual harassment complaint. However, if it is established that the student falsified a charge of sexual harassment against another student or employee, s/he may be disciplined, including exclusion from the program depending on the circumstances.

Any action taken as a result of the investigation will depend upon the facts of each case. Sanctions may range from a warning to expulsion for students.

SMOKING AND DRUG FREE POLICY (See DCIU PUPILS POLICY NO. 222 – TOBACCO USE in Appendix)

The Marple Campus and environs are considered a smoking and drug-free campus. This means any student wishing to smoke must leave the entire campus by car. Students are required to comply with the clinical agencies policies of that facility regarding smoking. Most sites, especially hospitals, are non-smoking campuses. Since smoking is a hazard to one’s health and you are now a student in the nursing program, it is recommended that you seek help in eliminating the habit.

Any student caught or suspected of smoking on school grounds will be interviewed by the program supervisor with the result of possible dismissal. Smoking in a car on school grounds is considered school property.

Any student found in possession of drugs/alcohol or under the influence of drugs/alcohol on the Marple Campus or program clinical facilities will be dismissed from the program. Information regarding drug and alcohol abuse is distributed at orientation.

SPEED LIMIT

The speed limit on the property is 10 mph. The Marple Police can monitor and ticket the premises so be aware of your speed when you enter and drive on the campus. Keep in mind this is a safety issue for all students who attend this school but particularly the students with special needs. As you will learn, in your pediatric rotation in Level 3, bussing of children is a safety issue. This building has many children with special needs. Nursing students must follow the direction of traffic by following the arrows painted on the parking lot roads when driving in the lots. This is designed to handle the flow of traffic from the multiple busses and provide a safe environment for all who enter this building.

STATE BOARD OF NURSING

The Practical Nursing program is administered according to the requirements of the State Board of Nursing. The State Board of Nursing is a separate entity from the DCIU/DCTS; it ultimately determines whether a practical nursing student has completed all requirements and should be granted licensure. Successful completion of the DCTS Practical Nursing Program does not equate to receiving one’s license.
**STUDENT AMBASSADOR PROGRAM**

In order to ensure that all students have input into program processes and decision making each student will be invited to serve as student ambassador on a monthly/bi-monthly basis. A student ambassador luncheon meeting will be held monthly/bimonthly. Students will be invited to lunch with faculty to discuss and promote the program mission and values, curriculum and student services. At the end of each level the ambassadors will assist in an assembly to recognize student achievement. Ambassadors will also participate in special events, student recognition days and team building activities. Ambassadors will be instrumental in encouraging student participation in faculty/student committees such as the curriculum and student committees. Student ambassadors will be instrumental in promoting volunteer activity on behalf of the program. Every student will be invited to participate in the association throughout the year. Participation is voluntary on behalf of the student.

**STUDENT FILES**

A student who wishes to review his/her file must submit the request in writing to the program supervisor. Twenty-four (24) hour notice is required and it may take up to one week to schedule the appointment. Students are only permitted to view educational records by appointment during regular business hours.

**STUDENT RECORDS**

The following information is maintained in the student’s file:

- Original application
- All transcripts - including the DCTS transcripts and any other transcript submitted to the school
- Clinical evaluations
- Copies of DCTS diploma and any awards given while in the program

All financial and medical records, TEAS test results, jeopardy warnings, and paperwork signed when entering the program are kept for 5 years. Any warnings issued to a student are kept for 5 years.

General information, letters which would be sent to all students, clearances, and the like are only kept in the file until graduation or when a student exists the program prior to graduation.

**TESTING POLICY**

The test and Scantron and all test information is owned by the Delaware County Technical Schools Practical Nursing Program. Stealing or receiving unauthorized testing information belonging to the practical nursing program is considered stealing from the program and will result in discipline, including expulsion from the program. Stealing information from a test in any way is considered cheating. If you suspect cheating in your classroom you are expected to report the incident to the instructor or supervisor of the program. The instructor will investigate and handle the situation. If a student is observed more than once looking up and around the room during a test we will be suspicious of cheating. Eyes should be on your paper only. (See Plagiarism/Cheating policy)
Testing Rules for all levels:

1. Any infraction on the testing policy and you will receive 1 to 3 disciplinary point(s).
2. Students are to take care of bathroom needs before the start of class.
3. No caps with brim, such as a baseball cap, sunglasses or hoodies are permitted to be worn in the classroom.
4. Cell phones are to be turned off and placed in your student locker or an instructor designated area prior to the beginning of the test and returned after test review. If cell phones are found prior to the test, the student will receive 3 points during a test/test review and may receive a zero on the test.
5. Electronic watches are not permitted to be worn during a test and must also be placed in your student locker or an instructor designated area.
6. Everything must be removed from the desk while the test or Scantron is on the desk. All other items other than pencils will be placed in your student locker or the back of the room as designated by your instructor. No water bottles or drinking bottles of any kind are permitted on the desk.
7. If a calculator is permitted the instructor will tell you prior to the start of the test. You may NOT use any electronic devices for any exam unless permission is given by the instructor.
8. Make sure your pencils are sharpened at the beginning of the day, before the test begins.
9. The tests will be distributed by the instructor to each student. At the instructor’s discretion, there may be two versions of the exam. The Scantron will be individually placed on each student’s desk.
10. There is to be no speaking or any communication, including facial expressions, once the test is handed out. Your eyes should be on your paper only!
11. Students are not permitted to speak with the instructor once the test has begun. If for any reason, there is a problem with a question the student should raise his/her hand and follow the teacher’s directive. The instructor will clarify that information if needed with the entire class.
12. Once the tests are distributed, students arriving late will not be admitted (see make-up test policy).
13. Make sure your name and class number are on both the Scantron answer sheet and the test.
14. Make sure Scantron blocks are completely filled in and not overfilled.
15. Do not put any stray or additional marks on the Scantron.
16. If you change an answer, erase it completely, mark your new choice in the block, AND mark your choice on the right-side column of the Scantron, next to letter “e”. This is the only accepted change on a Scantron.
17. Scantron forms will be solely accepted for grading purposes. If a conflict exists between answers on the Scantron and the test paper on any test including the final, only the answers on the Scantron will be accepted.
18. Turn your Scantron sheet in at the designated spot after you are finished the test.
19. DO NOT ask for you Scantron sheet back once you have turned it in.
20. No tests or Scantrons can leave the classroom, PERIOD. They are the property of the school. Scantrons and tests will be kept on file by the instructor until one week after the Level is completed.
21. You have five (5) school days to make up a test. Further delay will result in a zero grade.
22. If it is determined by an instructor or the program supervisor that a student is cheating, including but not limited to: failing to obey these rules, copying from others, using a non-permitted device, discussing answers with others, or similar behavior, the student will receive a 0 for that test grade and will be subject to further discipline depending on the circumstances.
23. If a fire drill occurs during a test there is to be absolutely no talking. Talking by any student will result in the test being considered invalid and a new test will be taken.

Test Review

1. Test review is usually immediately following the test, but is scheduled at the teacher’s discretion.
2. No books, pencils (only the one used for the exam), cell phones, electronic watches, or any other material, may be out, no talking or communication. You may only have a pencil, pen, calculator and Scantron on your desk. Use pens only to mark the test during review.
3. You must raise your hand to ask for clarification of a test question. Only one person is permitted to speak at a time.
4. Once the instructor indicates that s/he will take it under advisement, no further discussion is permitted. Do not argue a test question. You will receive 1 point for arguing.
5. You have the option to write up any test question or discrepancies within 24 hours of a test review on the proper form, cite your sources from the book or PowerPoint.
6. If a student wants to review a test individually the student should set up an appointment with the Instructor. Instructors will review a test on a one-on-one basis up to one week after the test is given. Students may also reach out to the instructor via email to set up an appointment to review the test.
7. If a question is eliminated from the test, no points will be deducted from the total amount of questions on the test. The question will be dropped but the points for each question will remain the same. For example, a 50-question test will not be a 49-question test if a question is dropped or partial credit is given.
8. Test review is not over until all tests have been collected, all polices are in place until all tests are collected.
9. We do not review finals. Students wishing to review the final must make an appointment with the teacher within one week of the final exam. Students are only permitted to review a test in the presence of an instructor or the program supervisor. Students are granted no more than 60 minutes to review a test.

Fire Drills or Interruptions
If a fire drill or interruption should occur during a test the student should turn over the test and Scantron and leave it on the desk. Exit the room quietly as per protocol for a fire drill. There will be silence during the entire drill and until the test is competed. Any speaking will be considered cheating and will result in disciplinary action.

Test Absence Policy
You are required to take your make-up test on the first day back on your lunch break. Delay in scheduling the test will result in deduction of points. The highest possible grade you can receive is an 80% unless approved by the program supervisor. It must be taken within 5 class days.

If a student is late or absent for a test or examination the student is responsible for arranging with the instructor when a make-up test or examination is to be scheduled. If you are late or absent you must take a make-up test which will be a 10-question fill-in the blank/short answer or essay test and the maximum grade that can be achieved is 80% unless approved by the program supervisor. The student is to write a note to the instructor regarding the need to make up a test on the first day back or on the day of the lateness. If the letter is not written on the day of return the instructor will deduct an additional five (5) points for every day thereafter. Once the letter is written the student can schedule a date and time with the instructor to take the make-up test.

Test Environment Policy
You must be prepared with a #2 pencil for every test and quiz. If quizzes are given, they will not be made up. Eyes must be on your own papers only. Any deviation of these policies will not be tolerated and can result in disciplinary action. You cannot use your cell phone, electronic watch, or electronic tablet for a calculator during a test. Cell phones, I-Pads and similar devices may not be on your person during a test. All belongings including but not limited to book bags and coats will be placed in the back of the room or a designated area during a test and test review. No extra items are permitted to be left at the desk. All belongings are not returned to the student, including cell phones, until all tests are collected and accounted for by the instructor following test review.

Students may make-up only two tests per level. Extenuating circumstances will be evaluated by the program supervisor. This includes lateness and absence.
Students who have not satisfied financial responsibilities one week prior to final examination may not sit for final examinations resulting in failure to progress. Finals may be made up only if the student notifies the program supervisor of a problem prior to the final. Supportive documentation such as a Dr.’s note will be required to make up the final. Finals may be made up only if supported by a physician’s note. An alternative final will be administered. Make-up finals must be completed within three days of the original scheduled date unless approved by the program supervisor.

Students are not permitted to use, or have on their person electronic recording devices, including but not limited to, cell phones, cameras or tablets at any time during a test or final exam.

TRANSCRIPT RELEASE
After graduation, the Practical Nursing Program will provide an official transcript and/or letter of completion for any employer or school that requests one. Transcript requests must be in writing. There is a charge of three dollars ($3.00) per transcript (cash or money order payable to DCTS Practical Nursing Program; no personal checks are accepted). Transcript requests must include the following:
1. Permission to release the transcript. In the request include the mailing address to which the transcript must be sent, date of graduation or class number, and your name (printed) at the time of graduation. Please include your phone numbers in case there are any questions.
2. The written request must be signed by the student.
3. The transcript or dates of attendance will be mailed directly to the school/facility from the program office.

Formal letters of recommendation from the program can be requested at www.delcotech.org or by emailing any DCIU instructor through the DCIU email. Letters of recommendation from individual instructors will be at the instructors’ discretion. Please allow one week for completion for your request.

TUITION/FEES/BOOKS/ELECTRONIC DEVICES
All students are required to pay a $2,000 tuition down payment one month prior to the start of the program. If the student does not start the program the tuition down payment of $2,000 is totally refundable. Students who do not pay one month prior to the start date will be offered a seat in the next class.

Students who are self-pay will adhere to the following agreement. Students will be invoiced by the Delaware County Intermediate Unit according to the level. Tuition for Level I will require a deposit of half 33% of the tuition which is due one month prior to the start of Level I. The second installment of 33% is due two weeks late and the complete balance of the tuition will be due 2 4-weeks later. Tuition for Levels II, III, and IV for cash paying students are due on or before the start of the specific level at 33 % is due by the first day, 33% is due two week later and the remaining balance is due 2 weeks later. The Delaware County Intermediate Unit and the Practical Nursing Program realize this may be a hardship for some students therefore a payment plan is available with the program supervisor’s approval only before the level begins. Tuition only may be paid in two (2) installments, 50% is due on the first day of the level and the remaining balance is due 6 weeks mid-level. Students will not be allowed to sit for final exams unless all financial obligations are satisfied. Students are responsible for the care of their books and electronics. If, for any reason, the equipment is lost, stolen, or damaged, the student must replace with same item at his/her own expense.

Payments in the form of a money order or bank check or credit card should be made payable to “DCTS Practical Nursing Program”, 85 N. Malin Road, Broomall, PA 19008. No personal checks or cash is accepted.
TUITION REFUND POLICY
The Practical Nursing Program has a refund policy to which we strictly adhere. The amount of refund will depend upon the date that the Practical Nursing Program receives the request for withdrawal. All requests to withdraw must be made in writing, by the student, and mailed to the following: Practical Nursing Program Supervisor, Marple Education Center, 85 N. Malin Road, Broomall, PA 19008.

Tuition will be refunded according to the following schedule for each Level*.

<table>
<thead>
<tr>
<th>Time Period</th>
<th>School Retainage</th>
</tr>
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<tbody>
<tr>
<td>-prior to classes beginning</td>
<td>0% of tuition</td>
</tr>
<tr>
<td>-during the first 10 days of class</td>
<td>25% of tuition</td>
</tr>
<tr>
<td>-during the first 15 days of class</td>
<td>50% of tuition</td>
</tr>
<tr>
<td>-during the first 20 days of class</td>
<td>75% of tuition</td>
</tr>
<tr>
<td>-after the 21st day of class</td>
<td>100% of tuition</td>
</tr>
</tbody>
</table>

Withdrawal is determined to be the date on which the written request as above is received by the supervisor of the program.

All fees are nonrefundable as they are not part of the tuition. If the source of the payment for any tuition has come from any bank, representing a student loan, then the refund will be returned directly to the bank, along with a copy of the student’s withdrawal notice. The student is financially responsible for the cost of all books, electronics and lab supplies received while in the program.

Unless otherwise notified in writing, all refunds will be mailed to the student at the address on the application.

*Each level of our four (4) level program consists of twelve (12) weeks.

UNIFORM AND PERSONAL GROOMING
It is recommended that students purchase two (2) program clinical uniforms. The school uniform is to be worn on all clinical days. If a head scarf is required in the clinical area for religious purposes it should be solid and match the color of the clinical uniform; printed patterns are not permitted. It is also recommended that all students purchase the next larger size uniform. A laboratory coat for the clinical area is to be purchased and worn in place of a sweater if necessary. If a student requires an accommodation or exception to the dress code for religious purposes, please contact the program supervisor with the requested accommodation.

During classroom theory students are permitted to wear any color scrubs other than the clinical color. The uniform must consist of scrub top and bottoms. Any shoe is permitted.
Personal Appearance

1. The uniform is to be clean and pressed on a daily basis. Laundering of the uniform is the responsibility of each student. On the clinical uniform the program crest is sewn above the upper left pocket.

2. Students are required to wear scrubs in the classroom. No other clothing is acceptable. Students may choose any color other than hunter green. The hunter green program uniform is to be worn during clinical/lab practice only. If an undershirt is desired, it should be black.

3. If students are required to return to the school on a clinical day the clinical uniform is required to be worn.

4. While in clinical uniform, a student’s hair shall be clean and worn short, off the collar. If a student desires long hair, it is to be worn up in an attractive manner with conservative ornaments to hold the hair securely in place; colored barrettes, pins, ribbons, scarves, hats, etc. are not permitted. Hair colors that do not occur naturally are prohibited. Males should be clean-shaven.

5. Student’s fingernails should be kept short and clean. Fake nails, nail polish or extensions are not permitted in the clinical area. Students who arrive on the floor with these nails will be dismissed from clinical area, must make up missed time and will receive 1 behavioral point for the violation. All time must be made up at the student’s expense as per the attendance policy.

6. While in uniform, the use of cosmetics should be limited to good taste. Perfume is not permitted.

7. Tattoos must be covered while in clinical uniform or the student will be sent home and receive 1 behavioral point for the violation, this is a facility policy. All time missed must be made up at the student’s expense as per the attendance policy.

8. Shoes are to be black and are to be kept clean.

9. The student school photo identification tag, stating the name of the student and nursing program, is mandatory in the clinical area as well as the Marple campus. The photo ID must always be visible. If at any time the student is unable to produce the school photo ID they will be sent home and receive 1 behavioral point for the violation and must make up missed time. If a student is sent home on a clinical day, it will count as a missed clinical day. All time must be made up at the student’s expense as per the attendance policy.

10. Only specific jewelry is permitted in uniform:
   - a plain wedding band and watch with a second hand
   - no more than one non-dangling pair of earrings may be worn
   - religious medals may be worn but should be kept inside the uniform
   - other types of necklaces may be worn but should be kept inside the uniform
   - bracelets may not be worn

11. A good deodorant is recommended.

12. Chewing gum is not acceptable while in uniform.

13. The only body piercing that is acceptable is for one pair of non-dangling earrings.

DRESS CODE FOR THE CLASSROOM

1. Students are required to wear uniform scrubs in the classroom at all times. Students may choose any color for class other than hunter green, which is required for the clinical area. The Delaware County Technical Schools Practical Nursing Program lab coat is for the clinical area only. The photo ID is to be visible at all times.

Failure to comply with these guidelines will result in behavioral disciplinary points.
VACATION/HOLIDAY TIME
The Nursing Program consists of four levels with appropriate holiday/vacation time granted throughout the program. Traditional holidays granted throughout the year are: Thanksgiving Day, Christmas, New Year’s Day, Dr. Martin Luther King Day, President’s Day, Good Friday, Memorial Day, Independence Day, and Labor Day. An additional day is granted the Friday after Thanksgiving. A vacation period is scheduled in conjunction with the winter holiday season and during the spring semester. A vacation break occurs each summer during the month of August.

WITHDRAWAL POLICY
Any student wishing to withdraw from the program is required to discuss the situation with the program supervisor, or designated faculty member prior to making the decision to withdraw. Students who withdraw will receive a WP, Withdraw Personal, or a WF, Withdraw Failing, on their transcript. All students will be encouraged to complete the level if they plan to withdraw past the refund period. If a student withdraws with failing grades those grades will be considered and reviewed when returning. For example, if a student withdraws prior to finishing and fails one course the student is encouraged to complete the level to see if they pass other courses to see if they meet the requirements to return. Students who fail more than one course cannot return. If a student decides to withdraw, it is the responsibility of the student to notify the program supervisor within 24 hours. If a student is absent for 3 consecutive days without notifying the program, they will be automatically dismissed from the program and it may affect his/her ability to be readmitted.

If a student decides to withdraw from the Nursing Program, the Final Clearance Form is to be completed and submitted to the program secretary along with the student photo ID and building FOB must be returned. The refund policy is based upon the date of receipt of withdraw/resignation letter. (See Tuition Refund Policy and Readmission Policy.)

A student who withdraws in good standing may return to the program (see readmission policy) within twelve months of withdraw. A former student may reapply to the program one time only. Eligible students requesting to be readmitted after the twelve-month period must repeat all four levels. Good standing includes academic progression and professional behavior. Students who withdraw with failing grades will be reviewed by the program supervisor for readmission. (See Tuition Refund Policy and Readmission Policy.)
CLINICAL LIABILITY INSURANCE
Each student is covered by malpractice insurance, at no additional cost, in the event of any legal action following an error, negligence, or omission in the performance of duties as a student nurse.

ATTENDANCE
NO CALL/NO SHOW — A student who does not call the school 30 minutes prior to clinical or lab and e-mail the Instructor is considered a NO CALL/NO SHOW and will receive 3 points and be placed on probation. (See attendance policy)

CLINICAL HOURS
Most clinical sites have a 7:00 AM to 2:30 PM schedule. A few sites do have a 6:30 or 6:45 start time. Clinical start times may vary due to agency availability. Students will be notified of these adjustments and clinical end time will be adjusted to cover a 7-hour clinical day. There will be some variations and there may be some evening rotations if necessary to meet program requirements. Requests for placement with individual peers or specific locations will not be honored.

PARKING/TRANSPORTATION TO CLINICAL SITES
When assigned to a clinical agency, you will be instructed on parking regulations as part of your orientation to that facility. Many facilities do require a parking fee which is at the expense of the student. Carpooling is highly recommended to all clinical agencies because of limited parking space. Students failing to park in the designated areas may receive a behavioral disciplinary point.

CLINICAL FORM/PAPERWORK
Observational Experiences – Objectives and instructions will be distributed by the clinical instructor for respective observational experiences. The student must submit the proper clinical paperwork to the clinical instructor. No student is permitted to attend an observational experience without clinical objectives. Students are to wear their clinical uniform as directed by his/her instructor. If a student is required to change into hospital scrubs for an observation, the students must change at the end, leaving the hospital scrubs at the facility. No student is permitted to wear scrubs home unless instructed to do so by the clinical instructor. Failure to hand in clinical assignments will result in disciplinary points.

EVALUATION AND EVALUATION CONFERENCES - CLINICAL
The student will receive a clinical performance evaluation during Level 1 at the completion of the rotation. During Level 2 the instructor will evaluate the student at mid-level and at the completion of the clinical rotation. Evaluation in Level 3 and 4 will occur at more frequent intervals as the student rotates through nursing specialties. This evaluation will be prepared by the clinical instructor and shared with the student. A private conference may be requested by the instructor, student, or program supervisor. At this time, the student will present a self-evaluation of his/her clinical performance indicating strengths and weaknesses to be shared with the instructor. The student can expect to receive the final clinical evaluation one week after
At the conclusion of each level the student will be requested to evaluate the affiliating agency, the nursing unit, staff, and the instructor. This evaluation will be used to aid in the future selection of agencies and in the continual improvement of the educational program.

Students are evaluated in both theory and clinical practice. Students are evaluated in three major areas of clinical behavior:

- Communication skills and interpersonal relationships
- Critical thinking
- Therapeutic nursing interventions

There are specific clinical objectives in each level. Evaluations are done using the point system described in the disciplinary policy. The instructor will discuss with the student points given at the time of the occurrence or within 24 hours of the occurrence. The student will receive points for each occurrence and may be placed on probation as per discipline policy. A plan of improvement will be developed by the student and instructor and attached to the evaluation. The student is then responsible for making an appointment with the program supervisor or designated faculty member within a week to review the plan.

Students must achieve a satisfactory evaluation before they can advance to the next level of the program or graduate. The evaluation tool and self-evaluation guide are given to the student at the beginning of each rotation. Students who do not pass in the clinical area may not apply for readmission to the program.

Clinicals are pass/fail.

**CLINICAL PROBATION**

See discipline policy.

**CLINICAL MAKE-UP DAYS**

Make-up days are scheduled towards the end of each level or rotation, at the convenience of the instructors. Clinical make-up is done on the weekend or evening. The shift will be determined by the instructor. Students are required to pay two hundred dollars ($200.00) for each 7-hour make-up day or thirty dollars ($30.00 per hour) prior to the clinical make-up. Clinical make-up notices will be distributed before the money is due. Money orders or bank checks or credit cards only will be accepted, made out to DCTS Practical Nursing Program. No cash or personal checks are accepted. The money is due by the date noted on the clinical make-up form. No exceptions will be made. Students are not permitted to attend clinical makeup without prior payment. Money will not be accepted on the day of clinical make-up.

**EXPERIENCES- AFFILIATING AGENCIES**

- Crozer Chester Medical Center
- Easter Seals
- Fair Acres
- HCR ManorCare
- Inglis House
- Lauren’s House
- Mercy Hospital of Philadelphia
- DCIU Special Programs
NURSING SIMULATION/SKILLS LABORATORY
The simulation/skills laboratory is available for student practice whenever time permits and will be open from 8:00 AM to 4:00 PM Monday through Friday. Please notify the fundamentals or simulation instructor of your intent to practice. Students may practice alone or in small groups. Students may practice during an ongoing class providing they receive permission from the instructor teaching and work quietly without interfering with class participation.

Certain equipment may be locked up for security reasons and may be checked out for practice via any instructor. Housekeeping of the simulation laboratory is the responsibility of the nursing instructors who supervise the students with the laboratory tasks.

Each student will be expected to sign a confidentiality statement regarding the simulation experience in the skills lab.

PRACTICUM SKILLS APPROVAL PROCEDURE
Each student will be evaluated by an instructor on a 1:1 basis for each nursing procedure in order to pass. Demonstration and explanation of procedures will occur during the laboratory and lecture portion of the course. Upon satisfactory performance of a practicum, the instructor will initial and date the clinical skills list. A copy is kept in the laboratory and the other copy is to be given to the student. Once a skill is passed in the lab area, the clinical instructor may now assign the skill to the student and will supervise his/her performance on a 1:1 basis in the clinical setting. All students must successfully pass clinical skills in the lab before performing in the clinical area.

Students will be given three (3) opportunities to achieve competence in each skill. Any student who does not pass a skill within this parameter may fail the lab practicum. This is considered a clinical failure. If a student is unsuccessful with a skill in the lab the student will not progress to the next level.

Each student is given a skills lab kit which must be kept in the student locker. If a student is not prepared to practice or test a skill because they do not have the proper equipment this will result in a failure of that skill.
Video Surveillance Policy

Pursuant to Board Policy 709-AD, all DCIU staff and students are hereby provided the following notice:

Please be advised that DCIU has a responsibility to maintain order and discipline on DCIU property and in buildings operated by DCIU/DCTS. Consequently, DCIU recognizes the value of video surveillance for monitoring activities on DCIU/DCTS operated properties and uses video surveillance to monitor activities to assist in protecting the health, welfare, and safety of students and staff and to safeguard DCIU buildings, facilities, equipment, buses and property. Accordingly, video surveillance may occur in any DCIU building, facility, buses, and property.
APPENDIX
DCIU PUPILS POLICY NO. 103 – NONDISCRIMINATION IN EDUCATIONAL PROGRAMS/SERVICES

Authority

The Board declares it to be the policy of the Intermediate Unit to provide an equal opportunity for all students to achieve their maximum potential through the programs offered by the Intermediate Unit without discrimination on the basis of race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy or handicap/disability.

The Board strives to maintain a safe, positive learning environment for all students that is free from discrimination. Discrimination is inconsistent with the educational and programmatic goals of the Intermediate Unit and is prohibited on Intermediate Unit or school grounds, at school-sponsored activities and on any conveyance providing transportation to or from a school entity or school-sponsored activity.

The Intermediate Unit shall provide programs and services to all eligible students without discrimination. The Intermediate Unit shall make reasonable accommodations for identified physical and mental impairments that constitute handicaps and disabilities, consistent with the requirements of federal and state laws and regulations.

The Board encourages students and third parties who believe they or others have been subject to discrimination to promptly report such incidents to designated employees, even if some elements of the related incident took place or originated away from Intermediate Unit or school grounds, school activities or school conveyances.

The Board directs that verbal and written complaints of discrimination shall be investigated promptly, and appropriate corrective or preventative action be taken when allegations are substantiated. The Board directs that any complaint of discrimination brought pursuant to this policy shall also be reviewed for conduct which may not be proven discriminatory under this policy, but merits review and possible action under other Board policies.

Confidentiality

Confidentiality of all parties, witnesses, the allegations, the filing of a complaint and the investigation shall be handled in accordance with this policy and the Intermediate Unit's legal and investigative obligations.

Retaliation

The Board prohibits retaliation against any person for making a report of discrimination or participating in a related investigation or hearing or opposing practices the person reasonably believes to be discriminatory. A complaint of retaliation shall be handled in the same manner as a complaint of discrimination.

Definitions

Discriminatory Harassment

Harassment by students, employees or third parties on the basis of race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy, handicap/disability or for participation in reports or investigations of alleged discrimination is a form of discrimination and is subject to this policy. A person who is not necessarily an intended victim or target of such harassment but is adversely affected by the offensive conduct may file a report of discrimination on his/her own behalf.
For purposes of this policy, harassment shall consist of unwelcome conduct such as graphic, written, electronic, verbal or nonverbal acts including offensive jokes, slurs, epithets and name-calling, ridicule or mockery, insults or put-downs, offensive objects or pictures, physical assaults or threats, intimidation, or other conduct that may be harmful or humiliating or interfere with a person’s school or school-related performance and which relates to an individual’s or group’s race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy or handicap/disability when such conduct is:

1. Sufficiently severe, persistent or pervasive; and

2. A reasonable person in the complainant’s position would find that it creates an intimidating, threatening or abusive educational environment such that it deprives or adversely interferes with or limits an individual or group of the ability to participate in or benefit from the services, activities or opportunities offered by a school.

**Sexual Harassment**

Sexual harassment is a form of discrimination on the basis of sex and is subject to this policy. For purposes of this policy, sexual harassment shall consist of unwelcome sexual advances; requests for sexual favors; and other inappropriate verbal, nonverbal, written, graphic or physical conduct of a sexual nature when:

1. Submission to such conduct is made explicitly or implicitly a term or condition of a student’s status in any educational or other programs offered by a school; or

2. Submission to or rejection of such conduct is used as the basis for educational or other program decisions affecting a student; or

3. Such conduct deprives a student or group of individuals of educational aid, benefits, services or treatment; or

4. Such conduct is sufficiently severe, persistent or pervasive that a reasonable person in the complainant’s position would find that it unreasonably interferes with the complainant’s performance in school or school-related programs, or otherwise creates an intimidating, hostile, or offensive school or school-related environment such that it unreasonably interferes with the complainant’s access to or participation in school or school-related programs.

Federal law declares sexual violence a form of sexual harassment. Sexual violence means physical or sexual acts perpetrated against a person’s will or where a person is incapable of giving consent due to the victim’s use of drugs or alcohol. An individual may also be unable to give consent due to an intellectual or other disability. Sexual violence includes but is not limited to rape, sexual assault, sexual battery and sexual coercion.

**Delegation of Responsibility**

In order to maintain a program of nondiscrimination practices that is in compliance with applicable laws and regulations, the Board designates the Assistant Executive Director as the Intermediate Unit’s Compliance Officer. All nondiscrimination notices or information shall include the position, office address, telephone number and email address of the Compliance Officer.

The Compliance Officer, in conjunction with the Director of Human Resources, shall publish and disseminate this policy and complaint procedure at least annually to students, parents/guardians, employees and the public to notify them of where and how to initiate complaints under this policy.
The Compliance Officer is responsible to ensure adequate nondiscrimination procedures are in place, to recommend new procedures or modifications to procedures and to monitor the implementation of the Intermediate Unit’s nondiscrimination procedures in the following areas:


2. Training - Provision of training for students and staff to prevent, identify and alleviate problems of discrimination.

3. Resources - Maintain and provide information to staff on resources available to alleged victims in addition to the complaint procedure, such as making reports to the police, available assistance from domestic violence or rape crisis programs and community health resources including counseling resources.

4. Student Access - Review of programs, activities and services to ensure that all students have equal access and are not segregated except when permissible by law or regulation.

5. Support - Assurance that like aspects of the educational program receive like support as to staffing and compensation, facilities, equipment, and related areas.


7. Complaints - Monitor and provide technical assistance to building administrators and program supervisors in processing complaints.

The building administrator or program supervisor shall be responsible to promptly complete the following duties upon receipt of a report of discrimination or retaliation from a student, employee or third party:

1. If the building administrator or program supervisor is the subject of the complaint, refer the student to the Compliance Officer to carry out these responsibilities.

2. Inform the student or third party about this policy including the right to an investigation of both oral and written complaints of discrimination.

3. Obtain consent from parents/guardians to initiate an investigation where the complainant or alleged victim is under age eighteen (18). Inform parents/guardians and students who are complainants or accused of violating this policy that s/he may be accompanied by a parent/guardian during all steps of the complaint procedure.

4. Provide relevant information on resources available in addition to the complaint procedure, such as making reports to the police, available assistance from domestic violence or rape crisis programs and community health resources including counseling resources.

5. Immediately notify the Compliance Officer of the complaint. The Compliance Officer shall assess whether the investigation should be conducted by the building administrator or program supervisor, another Intermediate Unit employee, the Compliance Officer or an attorney and shall promptly assign the investigation to that individual.
6. After consideration of the allegations and in consultation with the Compliance Officer and other appropriate individuals, promptly implement interim measures as appropriate to protect the complainant and others as necessary from violation of this policy during the course of the investigation.

Guidelines

Complaint Procedure – Student/Third Party

Step 1 – Reporting

A student or third party who believes s/he has been subject to conduct by any student, employee or third party that constitutes a violation of this policy is encouraged to immediately report the incident to the building administrator or program supervisor. Any person with knowledge of conduct that may violate this policy, is encouraged to immediately report the matter to the building administrator or program supervisor.

An Intermediate Unit employee who suspects or is notified that a student has been subject to conduct that constitutes a violation of this policy shall immediately report the incident to the building administrator or program supervisor, as well as properly making any mandatory police or child protective services reports required by law.[25]

If the building administrator or program supervisor is the subject of a complaint, the student, third party or employee shall report the incident directly to the Compliance Officer.

The complainant or reporting employee may be encouraged to use the Intermediate Unit’s report form, available from the building administrator or Compliance Officer, or to put the complaint in writing; however, oral complaints shall be accepted, documented and the procedures of this policy implemented. The person accepting the verbal or written complaint may provide factual information on the complaint and the investigative process, the impact of choosing to seek confidentiality and the right to file criminal charges. In all other respects, the person accepting the complaint shall handle the report objectively, neutrally and professionally, setting aside personal biases that might favor or disfavor the complainant or those accused of a violation of this policy.

Step 2 – Investigation

Where an attorney is not used to conduct an investigation into a discrimination complaint, only individuals who have received basic training on the applicable law, this policy and how to conduct a proper investigation shall be authorized to conduct an investigation of a complaint made pursuant to this policy.

The investigator shall work with the Compliance Officer to assess the anticipated scope of the investigation, who needs to be interviewed and what records may be relevant to the investigation.

The investigator shall conduct an adequate, reliable and impartial investigation. The complainant and the accused shall be provided the opportunity to present witnesses and other evidence during the course of the investigation. When the initial complaint involves allegations relating to conduct which took place away from Intermediate Unit or school property, school-sponsored activities or school conveyances, the investigation may include inquiries related to these allegations to determine whether they resulted in continuing effects such as harassment in school settings.
The investigation may consist of individual interviews with the complainant, the accused, and others with knowledge relative to the allegations. The investigator may also evaluate any other information and materials relevant to the investigation. The person making the report, parties, parents/guardians and witnesses shall be informed of the prohibition against retaliation for anyone’s participation in the process and that conduct believed to be retaliatory should be reported. All individuals providing statements or other information or participating in the investigation shall be instructed to keep the matter confidential and to report any concerns about confidentiality to the investigator.

If the investigation reveals that the conduct being investigated may involve a violation of criminal law, the investigator shall promptly notify the Compliance Officer, who shall promptly inform law enforcement authorities about the allegations.[25][26][27]

The obligation to conduct this investigation shall not be negated by the fact that a criminal or child protective services investigation of the incident is pending or has been concluded. The investigator should coordinate with any other ongoing investigations of the allegations, including agreeing to requests for a short delay in fulfilling the Intermediate Unit’s investigative responsibilities during the fact-finding portion of a criminal or child protective services investigation. Such delays shall not extend beyond the time necessary to prevent interference with or disruption of the criminal or child protective services investigation.

**Step 3 – Investigative Report**

The investigator shall prepare and submit a written report to the Compliance Officer within five working (5) days after the conclusion of the investigation. The parties shall be notified of the anticipated date the investigative report will be completed and of any changes to the anticipated due date during the course of the investigation.

The report shall include a summary of the investigation, a determination of whether the complaint has been substantiated as factual, the information and evaluation that formed the basis for this determination, whether the conduct violated this policy and of any other violations of law or Board policy which may warrant further Intermediate Unit action, and a recommended disposition of the complaint. An investigation into discriminatory harassment or sexual harassment shall consider the record as a whole and the totality of circumstances in determining whether a violation of this policy has occurred, recognizing that persistent and pervasive conduct, when taken together, may be a violation even when the separate incidents are not severe.

The complainant and the accused shall be informed of the outcome of the investigation, within a reasonable time of the submission of the written report. The accused shall not be notified of the individual remedies offered or provided to the complainant.

**Step 4 – Intermediate Unit Action**

If the investigation results in a finding that some or all of the allegations of the complaint are established and constitute a violation of this policy, the Intermediate Unit shall take prompt, corrective action designed to ensure that such conduct ceases and that no retaliation occurs. The Intermediate Unit shall promptly take appropriate steps to prevent the recurrence of the prohibited conduct and to address the discriminatory effect the prohibited conduct had on the complainant and the school or program environment. Intermediate Unit staff shall document the corrective action taken and, where not prohibited by law, inform the complainant.

If an investigation results in a finding that a different policy was violated separately from or in addition to violations of this policy, or that there are circumstances warranting further action, such matters shall be addressed at the conclusion of this investigation or through disciplinary or other appropriate referrals where further evaluation or investigation is necessary.
Disciplinary actions shall be consistent with the Code of Student Conduct, Board policies and administrative regulations, Intermediate Unit procedures, applicable collective bargaining agreements, and state and federal laws.

**Appeal Procedure**

1. If the complainant or the accused is not satisfied with a finding made pursuant to the policy or with recommended corrective action, s/he may submit a written appeal to the Compliance Officer within ten (10) working days. If the Compliance Officer investigated the complaint, such appeal shall be made to the Executive Director.

2. The individual receiving the appeal shall review the investigation and the investigative report and may also conduct or designate another person to conduct a reasonable supplemental investigation to assess the sufficiency and propriety of the prior investigation.

3. The person handling the appeal shall prepare a written response to the appeal at the conclusion of the review. Copies of the response shall be provided to the complainant, the accused and the investigator who conducted the initial investigation. This shall be the final step in the process.

**Legal**

1. 22 PA Code 12.1
2. 22 PA Code 12.4
3. 22 PA Code 15.1 et seq
4. 22 PA Code 4.4
5. 24 P.S. 1301-A
6. 24 P.S. 1310
7. 24 P.S. 5004
8. 20 U.S.C. 1681 et seq
9. 29 U.S.C. 794
10. 42 U.S.C. 12101 et seq
11. 42 U.S.C. 1981 et seq
12. 42 U.S.C. 2000d et seq
13. 43 P.S. 951 et seq
14. Pol. 103.1
15. Pol. 218
16. Pol. 247
17. Pol. 249
18. U.S. Const. Amend. XIV, Equal Protection Clause
19. 29 CFR 1604.11
20. 29 CFR 1606.8
23. Office for Civil Rights – Harassment Guidance: Harassment of Students by School Employees, Other Students or Third Parties (January 2001)
24. Office for Civil Rights - Guidance on Schools’ Obligations to Protect Students from Student-on-Student Harassment on the Basis of Sex; Race, Color and National Origin; and Disability (Oct. 26, 2010)
25. Pol. 806
26. 18 Pa. C.S.A. 2709
27. Pol. 815
28. 24 P.S. 1301
28 CFR Part 35
28 CFR Part 41
34 CFR Part 100
34 CFR Part 104
34 CFR Part 106
34 CFR Part 110
Pol. 701
DCIU PUPILS POLICY NO. 103.1 – NONDISCRIMINATION QUALIFIED STUDENTS WITH DISABILITIES

**Authority**

The Board adopts this policy to ensure that all Intermediate Unit programs and practices are free from discrimination against all qualified students with disabilities. The Board recognizes its responsibility to provide academic and nonacademic services and programs equally to students with and without disabilities.[1][2][3][4][5][6][7][8][9]

The Board encourages students and parents/guardians who believe they have been subjected to discrimination or harassment to promptly report such incidents to the building principal or program supervisor.

The Board directs that complaints of discrimination or harassment shall be investigated promptly, and corrective action be taken for substantiated allegations. Confidentiality of all parties shall be maintained, consistent with the Intermediate Unit’s legal and investigative obligations.

The Intermediate Unit shall not intimidate, threaten, coerce, discriminate or retaliate against any individual for the purpose of interfering with any right or privilege secured by this policy.

**Definitions**

**Qualified student with a disability** - a student who has a physical or mental disability which substantially limits or prohibits participation in or access to an aspect of the Intermediate Unit’s educational programs, nonacademic services or extracurricular activities.[10][11]

**Section 504 Team** - a group of individuals who are knowledgeable about the student, the meaning of the evaluation data and the placement options for the student. This could include, as appropriate, documentation or input from classroom teachers, counselors, psychologists, school nurses, outside care providers and the student’s parents/guardians.[4][7]

**Section 504 Service Agreement (Service Agreement)** - an individualized plan for a qualified student with a disability which sets forth the specific related aids, services, or accommodations needed by the student, which shall be implemented in Intermediate Unit programs, in transit to and from Intermediate Unit programs, and in all services and procedures, so that the student has equal access to the benefits of the Intermediate Unit’s educational programs, nonacademic services, and extracurricular activities.[12]

**Disability harassment** - intimidation or abusive behavior toward a student based on disability that creates a hostile environment by interfering with or denying a student’s participation in or receipt of benefits, services, or opportunities in the Intermediate Unit’s educational programs, nonacademic services, or extracurricular activities.[13]

**Delegation of Responsibility**

In order to maintain a program of nondiscrimination practices that is in compliance with applicable law and regulations, the Board designates the Human Resources Director as the Intermediate Unit’s Section 504 Coordinator.[14]
The Intermediate Unit shall publish and disseminate this policy and complaint procedure on or before the first day of each school year by posting it on the Intermediate Unit’s website, if available, and in student handbooks. The Intermediate Unit shall notify parents/guardians of students participating in Intermediate Unit programs of the Intermediate Unit’s responsibilities under applicable law and regulations, and that the Intermediate Unit does not discriminate against qualified individuals with disabilities.[15][16]

Guidelines

Identification and Evaluation

The Intermediate Unit may assist participating school districts in conducting annual child find activities to locate and identify students with disabilities thought to be eligible for Section 504 services and protections. This search may be combined with IDEA child find activities, in order to not duplicate efforts.[16][17]

If a parent/guardian has reason to believe that a student should be identified as a qualified student with a disability, should no longer be identified as a qualified student with a disability, or requires a change in or modification of the student’s current program, the parent/guardian shall contact their school district of residence and the Intermediate Unit.[18][19][20]

The Intermediate Unit shall coordinate with participating school districts to establish procedures for initial evaluations and periodic re-evaluations of students who need or are believed to need related services because of a disability.[20]

The Intermediate Unit, in coordination with the student’s school district of residence, shall specifically identify the procedures and types of tests used to evaluate a student, and provide the parent/guardian the opportunity to give or withhold consent to the proposed evaluation(s) in writing.[20]

The Intermediate Unit shall establish procedures for evaluation and placement that assure tests and other evaluation materials:

1. Have been validated and are administered by trained personnel.
2. Are tailored to assess educational need and are not based solely on IQ scores.
3. Reflect aptitude or achievement or anything else the tests purport to measure and do not reflect the student’s impaired sensory, manual or speaking skills (except where those skills are what is being measured).

Service Agreement

If a student is determined to be a qualified student with a disability, the student’s school district of residence shall develop a written Service Agreement for the delivery of all appropriate aids, services, or accommodations necessary to provide the student with FAPE.[12]

The Intermediate Unit shall implement a Service Agreement that has been provided by the school district of residence.[12]

The Intermediate Unit shall coordinate with the student’s school district of residence to modify or terminate a student’s current Service Agreement only with the parent’s/guardian’s written consent, when necessary.[18]
Educational Programs/Nonacademic Services/Extracurricular Activities

The Intermediate Unit shall not discriminate against any qualified student with a disability in its provision of nonacademic services and extracurricular activities.[21][22][23][24]

Parental Involvement

Parents/Guardians have the right to inspect and review all relevant school records of the student, meet with the appropriate Intermediate Unit and school officials to discuss any and all issues relevant to the evaluation and accommodations of their child, and give or withhold their written consent to the evaluation and/or the provision of services.[19][12][25][20]

Confidentiality of Student Records

All personally identifiable information regarding a qualified student with a disability shall be treated as confidential and disclosed only as permitted by the Family Educational Rights and Privacy Act (FERPA) and its implementing regulations, state regulations, and Board policy.[26][27]

Discipline

When necessary, the Intermediate Unit shall discipline qualified students with disabilities in accordance with state and federal laws and regulations and Board policies.[28][29]

Referral to Law Enforcement and Reporting Requirements

For reporting purposes, the term incident shall mean an instance involving an act of violence; the possession of a weapon; the possession, use, or sale of a controlled substance or drug paraphernalia as defined in the Pennsylvania Controlled Substance, Drug, Device and Cosmetic Act; the possession, use, or sale of alcohol or tobacco; or conduct that constitutes an offense listed under the Safe Schools Act.[31][30][32]

The Executive Director or designee shall immediately report required incidents and may report discretionary incidents committed while at school or Intermediate Unit programs, on school property of the Intermediate Unit, at any school function under the jurisdiction of the Intermediate Unit, or on a conveyance providing transportation to or from any school function under the jurisdiction of the Intermediate Unit by a qualified student with a disability, including a student for whom an evaluation is pending, to the local police department that has jurisdiction over the school property of the Intermediate Unit, in accordance with state and federal laws and regulations, the procedures set forth in the memorandum of understanding with local law enforcement, and Board policies. The Executive Director or designee, in coordination with the student’s school district of residence, shall respond in a manner that is consistent with the student’s Service Agreement and Behavior Support Plan, if applicable.[37][30][33][34][35][36][10][21][12][26][38][28][39][40][41][42][43]

In making a determination of whether to notify the local police department of a discretionary incident committed by a qualified student with a disability, including a student for whom an evaluation is pending, the Executive Director or designee shall use the same criteria used for students who do not have a disability.[34][44][9][43]
For a qualified student with a disability who does not have a Behavior Support Plan as part of the student’s Service Agreement, subsequent to notification to law enforcement, the Intermediate Unit, in consultation with the student’s school district of residence and the student’s parent/guardian, shall consider whether a Behavior Support Plan should be developed as part of the Service Agreement to address the student’s behavior.\[35][12]

In accordance with state law, the Executive Director or designee shall annually, by July 31, report to the Office for Safe Schools on the required form all new incidents committed by qualified students with disabilities, including students for whom an evaluation is pending, which occurred at school or Intermediate Unit programs, on school property of the Intermediate Unit, at any school function under the jurisdiction of the Intermediate Unit, or on a conveyance providing transportation to or from any school function under the jurisdiction of the Intermediate Unit.\[31][43]

**PROCEDURAL SAFEGUARDS**

The Intermediate Unit shall coordinate with participating school districts to establish and implement a system of procedural safeguards that includes notice of rights to the parent/guardian of a student suspected of being a qualified student with a disability, an opportunity for the parent/guardian to review relevant records, an impartial hearing with an opportunity for participation by the student’s parent/guardian, and a review procedure.\[25][45]

A student or parent/guardian filing a claim of discrimination need not exhaust these procedures prior to initiating court action under Section 504.\[19]

**COMPLAINT PROCEDURE**

This complaint procedure is in addition to and does not prevent parents/guardians from using any option in the procedural safeguards system.\[9]

**Step 1 – Reporting**

A student or parent/guardian who believes s/he has been subject to conduct that constitutes a violation of this policy is encouraged to immediately report the incident to the building administrator or program supervisor.

An Intermediate Unit employee who suspects or is notified that a student has been subject to conduct that constitutes a violation of this policy shall immediately report the incident to the building administrator or program supervisor.

If the building administrator or program supervisor is the subject of a complaint, the student, parent/guardian or employee shall report the incident directly to the Intermediate Unit’s Section 504 Coordinator.

The complainant or reporting employee is encouraged to use the report form available from the building administrator or program supervisor.

**Step 2 – Investigation**

Upon receiving a complaint of discrimination, the building administrator or program supervisor shall immediately notify the Intermediate Unit’s Section 504 Coordinator. The Section 504 Coordinator shall authorize the building administrator or program supervisor to investigate the complaint, unless the building administrator or program supervisor is the subject of the complaint or is unable to conduct the investigation.
The investigation may consist of individual interviews with the complainant, the accused, and others with knowledge relative to the incident. The investigator may also evaluate any other information and materials relevant to the investigation.

If the investigation results in a determination that the conduct being investigated may involve a violation of criminal law, the building administrator or program supervisor shall inform law enforcement authorities about the incident.

The obligation to conduct this investigation shall not be negated by the fact that a criminal investigation of the incident is pending or has been concluded.

**Step 3 – Investigative Report**

The building administrator or program supervisor shall provide a report to the Section 504 Coordinator within fifteen (15) business days, unless additional time to complete the investigation is required. The report should include a summary of the investigation, a determination of whether the complaint has been substantiated as factual and whether it is a violation of this policy, and a recommended disposition of the complaint.

The complainant and the accused shall be informed of the outcome of the investigation, including the recommended disposition.

**Step 4 – Intermediate Unit Action**

If the investigation results in a finding that the complaint is factual and constitutes a violation of this policy, the Intermediate Unit shall take prompt, corrective action to ensure that such conduct ceases and will not recur. Intermediate Unit staff shall document the corrective action taken and, where not prohibited by law, inform the complainant.

Disciplinary actions shall be consistent with the Code of Student Conduct, Board policies and administrative regulations, Intermediate Unit procedures, applicable collective bargaining agreements, and state and federal laws.

**Appeal Procedure**

1. If the complainant is not satisfied with a finding of no violation of the policy or with the recommended corrective action, s/he may submit a written appeal to the Intermediate Unit’s Section 504 Coordinator within fifteen (15) days.

2. The Section 504 Coordinator shall review the investigation and the investigative report and may also conduct a reasonable investigation.

3. The Section 504 Coordinator shall review the investigation and the investigative report and may also conduct a reasonable investigation.

**Legal**

1. 22 PA Code 4.4
2. 22 PA Code 12.1
3. 22 PA Code 12.4
4. 22 PA Code 15.1 et seq
5. 28 CFR Part 35
6. 29 U.S.C. 794
7. 34 CFR Part 104
8. 42 U.S.C. 12101 et seq
9. Pol. 103
10. 22 PA Code 15.2
11. 42 U.S.C. 12102
12. 22 PA Code 15.7
13. Pol. 248
14. 34 CFR 104.7
15. 22 PA Code 15.4
16. 34 CFR 104.32
17. Pol. 113
18. 22 PA Code 15.5
19. 22 PA Code 15.6
20. 34 CFR 104.35
21. 22 PA Code 15.3
22. 34 CFR 104.34
23. 34 CFR 104.37
24. Pol. 810
25. 22 PA Code 15.8
26. 22 PA Code 15.9
27. Pol. 216
28. Pol. 218
29. Pol. 233
30. 22 PA Code 10.2
31. 24 P.S. 1303-A
32. 35 P.S. 780-102
33. 22 PA Code 10.21
34. 22 PA Code 10.22
35. 22 PA Code 10.23
36. 22 PA Code 10.25
37. 24 P.S. 1302.1-A
38. Pol. 113.2
39. Pol. 218.1
40. Pol. 218.2
41. Pol. 222
42. Pol. 227
43. Pol. 805.1
44. 22 PA Code 15.1
45. 34 CFR 104.36
46. 22 PA Code 14.162
20 U.S.C. 1232g
34 CFR Part 99
DCIU PUPILS POLICY NO. 218.3 – TERRORISTIC THREATS/ACTS

1. Purpose – The Board recognizes the danger that terroristic threats and acts by students presents to the safety and welfare of students, staff and community. The Board acknowledges the need for an immediate and effective response to a situation involving such a threat or act.

2. Definition 18 PA C.S.A. Sec. 2706
   Terroristic Threat – shall mean a threat to commit violence communicated with the intent to terrorize another, to cause evacuation of a building, or to cause serious public inconvenience, in reckless disregard of the risk of causing such terror or inconvenience. Communication includes but is not limited to verbal, written, physical or a combination of these possibilities.

   18 PA C.S.A. Sec. 3301-4101, Sec. 2301-3201
   Terroristic Act – shall mean an offense against property or involving danger to another person.

3. Authority - The Board directs the Executive Director to react promptly and appropriately to information and knowledge concerning a possible or actual terroristic threat or act.

4. Delegation of Responsibility - The Executive Director shall be responsible for developing administrative procedures to implement this policy.

   Staff members and students shall be responsible for informing the building principal/supervisor regarding any information or knowledge relevant to a possible or actual terroristic threat or act.

   The building principal/supervisor shall immediately inform the Executive Director or designee after receiving a report of such a threat or act.

5. Guidelines - When an administrator has evidence that a student has made a terroristic threat or committed a terroristic act, the following guidelines shall be applied:

   1. Based on further investigation, the building principal/supervisor may report the student to law enforcement officials.

   2. The building principal/supervisor shall promptly report the incident to the Executive Director or designee.

   20 U.S.C. Sec. 1400 et. seq.
   3. In the case of exceptional students, the Intermediate Unit will take all steps necessary to comply with the Individuals with Disabilities Education Improvement Act 2004.

   If a student is expelled for making terroristic threats or committing terroristic acts, the Board may require that the student provide competent and credible evidence that the student does not pose a risk of harm to others prior to reinstatement.
DCIU PUPILS POLICY NO. 227 – CONTROLLED SUBSTANCES

1. Purpose - It will be the policy of the Intermediate Unit to provide a learning environment that is safe and provides appropriate motivation to ensure a creative and productive student body. To this end, DCIU unequivocally endorses the philosophy that the schools should be free from the detrimental effects of illicit drugs and alcohol.

2. Definition - 42 P.S. 8337 Act 64 of 1972 P.L. 233 No. 64
I illicit drugs will mean, but not be limited to, any substance which is declared by an applicable law to be a controlled substance which is used or possessed pursuant to lawful prescription.

School premises will mean any property owned, leased, or under control of the Delaware County Intermediate Unit Board.

Any school activities will mean any student activity carried out in whole or in part under the auspices of the Intermediate Unit.

Under the influence of alcohol or illicit drugs will mean a person who has, prior to coming to the school premises or a school activity, used alcohol or illicit drugs in a manner such that the presence of the alcohol or illicit drug can be detected in the individual’s body through the performance of an available test.

3. Authority - SC 510 Title 22 Sec. 12.3
The Board absolutely prohibits any student to engage in the possession, use or distribution of alcohol or illicit drugs on school premises or as part of any of the Intermediate Unit’s student program activities, or for any student to be under the influence of illicit drugs or alcohol on the Intermediate Unit premises or while attending any school activity. Compliance with standards of conduct for student behavior in the Intermediate Unit prohibiting the unlawful possession, use, or distribution of illicit drugs or alcohol on school premises or as part of any of the school activities is mandatory.

This policy shall apply to violations by students with a disability. Board policy 113.1 shall guide such occurrences.

Title 22 Sec. 12.12 42 P.S. 8337 Pol. 207
The privileged confidentiality between students and guidance counselors, school nurses, school psychologists, home and school visitors and other school employees shall be respected; and no confidential communication made to any such employee shall be required to be revealed without the consent of the student or his/her parent, unless the best interests of the student can be served only by such release.

4. Delegation of Responsibility
The Intermediate Unit shall provide an age-appropriate, developmentally based drug and alcohol education program and prevention program for all students serviced by the Intermediate Unit, as dictated by guidelines developed by the Pennsylvania Department of Education.

The Intermediate Unit shall provide information to all students concerning available drug and alcohol counseling, rehabilitation, and re-entry programs in the immediate area. Information concerning these resources will be posted in the schools.
The Intermediate Unit shall provide each student and his/her parent or guardian with a copy of the standard of conduct for behavior in the Intermediate Unit, which prohibits the unlawful possession, use or distribution of illicit drugs or alcohol on school premises or as a part of any of the Intermediate Unit’s activities. Such standards of conduct will be given to full and half-time students at the beginning of each school year.

The administration of the Intermediate Unit shall review biennially its program pertaining to the prevention of the possession, use or distribution of illicit drugs, and the abuse of alcohol.

5. Guidelines - Drug Education
The school at all levels shall present, through the regular classroom and through special programs, a comprehensive educational program aimed at preventing drug abuse by using materials and activities appropriate to the age and maturity level of the student.

A continuing program of teacher education, through in-service attendance at workshops, seminars and professional reading in drug abuse, shall be made available.

Parent education is an essential part of an overall drug educational program. Special presentations shall be conducted so that parents may gain a better understanding of the seriousness of the drug abuse problem, the role of the school in dealing with the drug issue, and the crucial part played by the family in the prevention and treatment of drug abuse.

Detection, Referral and Treatment
A teacher who observes symptoms of a physical or emotional abnormality, which may or may not be drug related, shall refer the student to the school nurse/designee. Symptoms associated with drug use are extreme drowsiness, excessive elation, severe mood swings, extensive change in customary behavior, unusual silliness, and complete withdrawal from all activity. If the symptoms are combined with belligerence, violence or physical abuse, the referral should be made directly to the school administrator. In all cases the teacher should refrain from diagnosing a condition, searching a student or his/her possessions, or accusing a student of drug abuse.

The school administrator in consultation with the school nurse will determine appropriate action.

The parents shall be notified of action taken and asked to come to the school or hospital. The possibility of drug involvement should be explained to the parents, and they should be urged to seek prompt medical attention through their family doctor.

If a student refers himself/herself for help, the parents should not be notified without the student’s consent.

PA Act 63 Sec. 12 - Consent of Minor
A minor who suffers from the use of a controlled or harmful substance may give consent to furnishing of medical care or counseling related to diagnosis or treatment. The consent of the minor shall be valid and binding as if the minor has received his/her majority. Such consent shall not be voidable nor subject to later disaffirmance because of minority.

Any physician or any agency or organization operating a drug abuse program who provides counseling to a minor who uses any controlled or harmful substance may, but shall not be obliged, to inform the parents or legal guardian of any such minor as to the treatment given or needed.

Serious efforts should be made to help the student understand the judiciousness of including his/her parents in the treatment process.
**Reporting of Drug Offenses and/or Drug-Related Incidents**

Any student found in possession of drugs or suspected of selling, transporting or distributing drugs on school property or away from school in a school sponsored activity, shall be reported to the school administrator. If appropriate, law enforcement will be contacted and charges made.

All alleged evidence of the above violations should be given to the school administrator, and the pupil is then entitled to a formal hearing which is a fundamental element of due process. At the hearing due process requirements shall be observed.

The school, at all times, shall cooperate fully with law enforcement agencies, following guidelines which have been developed cooperatively by those agencies and school administrators.

**Pol. 233** - The Intermediate Unit Executive Director and the Division Director shall be notified of all drug violations, and they shall take whatever action is deemed appropriate by the circumstances, including but not limited to, suspension and/or expulsion. Board notification will be by discretion of the Executive Director.

**School Code 510** - The basic welfare and health of the entire student body should be the primary concern in any drug abuse offense or drug-related incident.

**PA Code Title 22 Sec, 12.3, 12.12**

**PA Statute 42 P.S. 8337**
DCIU PUPILS POLICY NO. 249 – BULLYING

24 P.S. § 13-1303.1-A

1. Purpose - The Delaware County Intermediate Unit recognizes that the bullying of students has a negative effect on the educational environment of its schools. Students who are bullied, intimidated or fearful of other students may not be able to take full advantage of the educational opportunities offered by the intermediate unit. Bullying can also escalate into more serious violence which disrupt the orderly operation of the school. Therefore, DCIU strives to offer all students an educational environment free from bullying.

2. Definitions
   Bullying is a pattern of abuse or aggressive behavior by one student or a group of students, carried out repeatedly and over time, typically targeted towards someone less physically or socially powerful. Bullying behavior includes intentional physical intimidation or assault; oral, written or electronic threats; teasing; putdowns; or name calling; that is sufficiently severe, persistent or pervasive to create an intimidating, hostile, or abusive environment; threatening looks; gestures or actions; psychological cruelty, such as spreading rumors or false accusations and shunning the individual.

   Extortion is the action of one student or a group of students to obtain or withhold the property of another student by force, threat of violence or other harm, or intimidation.

3. Authority - It shall be a violation of this policy for any student to bully another student, to extort property from another student on intermediate unit grounds, during the time a student’s day begins and ends in a DCIU program or in any school setting, which includes the school, school grounds, school vehicles, at a designated bus stop or at any activity sponsored, supervised or sanctioned by the intermediate unit.

4. Delegation of Responsibility - The IU expects staff members who observe or become aware of an act of bullying or extortion to take immediate, appropriate steps to intervene. If a staff member believes that his/her intervention has not resolved the matter, or if the bullying or extortion persists, s/he shall report the bullying or extortion to the school administrator for further investigation.

5. Guidelines - Student, Parent/Guardian and Employee Reporting
   The IU strongly encourages all students and parents/guardians who become aware of any act of bullying to immediately report that conduct. Students will report acts of bullying to their teachers, school building administrator or other school employees supervising school-sponsored activities. Parent/guardians may contact the building administrator to report act of bullying.

   If teachers cannot reasonably remediate acts of bullying through their own intervention, they should report the bullying to the building administrator. Other school employees who observe acts of bullying shall report that conduct to the building administrator.

   Investigation Procedures
   Upon learning about a bullying incident, the administrator or designee shall interview both students, and thoroughly investigate. This investigation may include interviews with students, parents/guardians and school staff; the review of school records; and identification of parent/guardian and family issues.

   Consequences/Discipline
   Consequences for students who are found to have bullied others may include counseling, a parent conference, suspension, expulsion from an IU program, a loss of school privileges and/or exclusion from school-sponsored activities.
Depending upon the severity of a particular situation, the building administrator may also take appropriate steps to ensure student safety. Such steps may include the implementation of a safety plan; separating and supervising the students involved; providing employee support for students as needed; reporting incidents to law enforcement, if appropriate; and developing a supervision plan with parents/guardians.

Dissemination and Training
A summary of this policy shall be included in the student handbook, reviewed in the classroom with students within ninety (90) days after its adoption and at least once each school year thereafter.

This policy shall be conspicuously posted in each building in an area accessible to pupils and staff and in each classroom.

Confidentiality
The DCIU recognizes that both the complaining student and the alleged bully/extorter have strong interest in maintaining the confidentiality of the allegations and related information. The privacy of the complaining student, the individual(s) against whom the complaint is filed, and the witnesses will be respected as much as possible, consistent with legal obligations to investigate, to take appropriate action, and to comply with Family Educational Privacy Rights Act ("FERPA") and any discovery or disclosure obligations. As limited by FERPA protections, the administrator or his/her designee may inform the complaining student/parents/guardians of the outcome of the investigation.

Reprisal
Any student who retaliates against another student for reporting bullying or extortion or for assisting or testifying in the investigation or hearing will be subject to disciplinary action.

Other
Refer to policy 113.1, Discipline of Students with Disabilities, for guidance if disciplining a student with disabilities in accordance with the bullying policy.
Student Acknowledgement

Initial all and sign below:

_____ I have received a copy of and have read and understand the Delaware County Technical Schools Practical Nursing Program ATI Assessment and Review Policy.

_____ I understand that it is my responsibility to utilize all of all the books, tutorials and online resources available from ATI, as designated by Delaware County Technical Schools Practical Nursing Program.

_____ I am committed 100% to utilize the ATI products in my development and success as a licensed practical nurse.

__________________________________________________________________________  ___________________________________________________________________
Student’s printed name  Date

__________________________________________________________________________
Student’s signature
STUDENT WAIVER AND RELEASE

I, ________________________________________________________ , a student in the Delaware County Technical Schools Practical Nursing Program, hereby grant to the Delaware County Intermediate Unit, its subsidiaries, affiliates, nominees, licensees, their successors and assigns, and those acting with its authority and authorization (hereinafter collectively referred to as “DCIU”), the unrestricted right to produce, reproduce, copy, modify, display, exhibit, distribute, transmit or broadcast my image on the Delaware County Intermediate Unit Website, in publications produced by and for the Delaware County Intermediate Unit, and/or any other visual recording, in order to publicize or support its programs.

I acknowledge and agree that I am executing this Waiver and Release for and in return for sufficient good and valuable consideration, in particular, the reward and emotional gratification which I have and will continue to experience as a result of aiding and supporting the DCIU in the promulgation of its programs for the benefits of other students of Delaware County.

I acknowledge and agree that no names or other identifying information will be posted on the website or in any publications without my express consent. I acknowledge and agree that I may revoke this Release in writing and request that my photograph or digital image be removed from the website. However, I acknowledge and agree that the waiver and release with regard to publications cannot be revoked. I hereby waive all rights and release DCIU from, and shall neither sue nor bring any proceedings against any such parties for, any claim or cause of action, whether now known or unknown, for defamation, invasion or right to privacy, publicity or personality or any similar matter, or based upon or relating to the use and exploitation of the website, videos or visual recordings, or any aforementioned publications.

I agree that there shall be no obligation to utilize the authorization granted by me hereunder. The terms of this authorization shall commence on the date hereof and be without limitation.

I warrant and represent that I am over eighteen (18) years of age and that I am free to enter into this agreement.

______________________________  ________________________________
Signature of Student                Signature of Witness 1

______________________________  ________________________________
Print Name of Student               Print Name of Witness 1

Date

Approved November 12, 2012 by Katherine Meehan, Esq. for Michael Puppio, DCIU Solicitor
FINAL CLEARANCE FORM

Name: __________________________________________ Date: ____________________

Please print

PURPOSE: To indicate to the faculty that all your obligations have been met prior to your exit from the Nursing Program.

1. All tuition fees and expenses paid in full.
2. All make-up time and assignments, if any, completed.
3. School locker cleaned of all books and clothing.
4. Financial Aid Exit Interview on line completed.
5. Forwarding address

6. E-mail address

________________________

Signature of Student

________________________

Supervisor, Practical Nursing Program

R/R 8/14
HEALTH PROGRAM EMERGENCY FORM

Name _______________________________________ Phone number __________________________

Please print

Address ______________________________________ Birth Date __________________________

Name of person to be notified in case of emergency__________________________________________

Address _____________________________________ Telephone No. __________________

Name of Family Physician ________________________ Office Phone ___________________________

Address _____________________________________________________________________________

Preferred hospital to be taken for treatment ________________________________________________
(In the event of a medical emergency, you will be taken to the nearest hospital.)

Blood Type (if known) ______________

Do you have any known allergies? Yes No

If yes, please list them below:

_________________________________________________________________________________
_________________________________________________________________________________

Please list other medical conditions of which we should be made aware and the name of any medications
that you are taking (i.e. high blood pressure, diabetes, etc.)

_________________________________________________________________________________
_________________________________________________________________________________

Please return this form to the Program Secretary upon completion. R/R 8/95, 8/07, 7/08, 8/10, 8/16
HEALTH INSURANCE WAIVER CONTRACT

I understand and agree that the Delaware County Technical School, Practical Nursing Program does not provide me with medical/health insurance coverage. I hereby agree to release and hold harmless the Delaware County Technical School from any liability for medical bills and expenses, including but not limited to co-pays and other out of pocket costs, resulting from my injury of sickness arising from or occurring during the course of during my participation in the Practical Nursing Program. If I am covered by medical/health insurance during my participation in the Practical Nursing Program, I agree that any and all claims pertaining to me will be submitted to my insurer.

Student Signature Date

I have received ALL required immunizations prior to entering the Delaware County Technical Schools Practical Nursing Program.

I have NOT received all required immunizations prior to entering the Delaware County Technical Schools Practical Nursing Program.

- Please list immunizations that have not been received

- Sign Waiver’s below for the appropriate immunizations

Student Signature Date

RUBELLA VACCINE WAIVER FORM

As a student of the Delaware County Technical School Practical Nursing Program, I hereby remise, release, and forever discharge all, and all manner of actions and causes of actions, suits, debts, dues, accounts, bonds, covenants, contracts, agreements, judgments, claims and demands whatsoever in law or equity which may arise from my declining the Rubella Vaccine.

Student Signature Date

HEPATITIS B VACCINE WAIVER FORM

As a student of the Delaware County Technical School Practical Nursing Program, on behalf of myself, my heirs, and assigns, I hereby release, hold harmless and forever discharge the Delaware County Intermediate Unit, Delaware County Technical School, their officers, administrators, board members, employees, assigns,
and successors in interest, from any and all manner of claims, actions, and causes of action, lawsuits, debts, dues, accounts, bonds, covenants, contracts, agreements, judgments, and demands, whatsoever in law or equity which may arise from my declining the Hepatitis B Vaccine.

Student Signature Date

MEASLES VACCINE WAIVER FORM

General Release

As a student of the Delaware County Technical School Practical Nursing Program, on behalf of myself, my heirs, and assigns, I hereby release, hold harmless and forever discharge the Delaware County Intermediate Unit, Delaware County Technical School, their officers, administrators, board members, employees, assigns, and successors in interest, from any and all manner of claims, actions, and causes of action, lawsuits, debts, dues, accounts, bonds, covenants, contracts, agreements, judgments, and demands, whatsoever in law or equity which may arise from my declining the Measles Vaccine.

Student Signature Date

MUMPS VACCINE WAIVER FORM

General Release

As a student of the Delaware County Technical School Practical Nursing Program, on behalf of myself, my heirs, and assigns, I hereby release, hold harmless and forever discharge the Delaware County Intermediate Unit, Delaware County Technical School, their officers, administrators, board members, employees, assigns, and successors in interest, from any and all manner of claims, actions, and causes of action, lawsuits, debts, dues, accounts, bonds, covenants, contracts, agreements, judgments, and demands, whatsoever in law or equity which may arise from my declining the Mumps Vaccine.

Student Signature Date

VARICELLA VACCINE WAIVER FORM

General Release

As a student of the Delaware County Technical School Practical Nursing Program, on behalf of myself, my heirs, and assigns, I hereby release, hold harmless and forever discharge the Delaware County Intermediate Unit, Delaware County Technical School, their officers, administrators, board members, employees, assigns, and successors in interest, from any and all manner of claims, actions, and causes of action, lawsuits, debts, dues, accounts, bonds, covenants, contracts, agreements, judgments, and demands, whatsoever in law or equity which may arise from my declining the Varicella Vaccine.

Student Signature Date
TRANSCRIPT RELEASE FORM
DELTA COUNTY TECHNICAL SCHOOLS
PRACTICAL NURSING PROGRAM

Please send a transcript of my final record to the address below. Enclosed is cash or a money order in the amount of three dollars ($3.00) for this service, made payable to DCTS Practical Nursing Program.

PLEASE PRINT:
Transcript to be mailed to:
Name/Title
Address:

Name at time of graduation
(Please print)

Signature: Date: ______________

Your current address:

Phone:

REFERENCE REQUEST
DELTA COUNTY TECHNICAL SCHOOLS
PRACTICAL NURSING PROGRAM

I, _____________________, give permission to the staff of Delaware County Technical Schools Practical Nursing Program to furnish references, upon written request, to any prospective employer. I hereby release, hold harmless, and forever discharge from liability of any sort the Delaware County Intermediate Unit, Delaware County Technical Schools, and any officer, employee, or individual who provides any statement, either verbal or written, or letter in response to my request for a reference.

Name of student
(Please print)

Signature of student Date

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TUITION REFUND POLICY

DELAWARE COUNTY TECHNICAL SCHOOLS
PRACTICAL NURSING PROGRAM

The Practical Nursing Program has a refund policy that is strictly followed. The amount of refund will depend upon the date that the Practical Nursing Program receives the request for withdrawal. All requests to withdraw must be made in writing, by the student, and mailed to the following: Practical Nursing Program Supervisor, Marple Education Center, 85 N. Malin Road, Broomall, PA 19008.

Tuition will be refunded according to the following schedule for each Level*.

<table>
<thead>
<tr>
<th>If a student withdraws:</th>
<th>School will retain:</th>
</tr>
</thead>
<tbody>
<tr>
<td>-prior to classes beginning</td>
<td>0% of tuition</td>
</tr>
<tr>
<td>-during the first 10 days of class</td>
<td>25% of tuition</td>
</tr>
<tr>
<td>-during the first 15 days of class</td>
<td>50% of tuition</td>
</tr>
<tr>
<td>-during the first 20 days of class</td>
<td>75% of tuition</td>
</tr>
<tr>
<td>-after the 21st day of class</td>
<td>100% of tuition</td>
</tr>
</tbody>
</table>

Withdrawal is determined to be the date on which the written request as above is received by the supervisor of the program.

All fees are nonrefundable as they are not part of the tuition. If the source of the payment for any tuition has come from any bank, representing a student loan, then the refund will be returned directly to the bank, along with a copy of the student’s withdrawal notice. The student is financially responsible for the cost of all books, electronics and lab supplies received while in the program.

Unless otherwise notified in writing, all refunds will be mailed to the student at the address on the application.

I hereby acknowledge that I have read and understand the refund policy.

__________________________________________          ________________________________
Signature of student                                Date

__________________________________________          Approved by School Board August, August 1990
Print name

*Each level of our four (4) level program consists of twelve (12) weeks.

Note: This refund policy is prepared in accordance with the Federal Register Policy, Appendix A, dated November 10, 1986m Section 682.606

R/R 8/99, 8/10, 8/16
CONFIDENTIALITY STATEMENT
DELAWARE COUNTY TECHNICAL SCHOOLS
PRACTICAL NURSING PROGRAM

I, ____________________________, understand that all patient/client information, including but not limited to: names, addresses, social security numbers, dates of birth, and diagnoses made available to me during my clinical rotation is confidential and a breach in the confidentiality may result in dismissal from the Program.

______________________________  __________________________
Signature  Date

STUDENT POLICY CONTRACT

I have read the contents and policies in the Delaware County Technical Schools Practical Nursing Program Student Policy Handbook and agree to adhere to all the regulations specified within, conducting myself accordingly.

Further, I have signed the refund policy in effect on admission to this program and will comply with this policy as approved by the Board of Education, August 1990.

If I am receiving Title IV Funds I realize the refund policy will follow Federal Guidelines.

Lastly, I agree to keep all medical forms and criminal clearances current while I am a student in the Delaware County Technical Schools Practical Nursing Program.

Policies and Procedures are subject to change. All students are required to follow the current Student Policies and Procedures.

______________________________  __________________________
Signature of student  Date

______________________________
Print name

R/R 2/99, 7/08, 8/10, 8/16  93
ESSENTIAL QUALIFICATIONS FOR DELAWARE COUNTY TECHNICAL SCHOOLS PRACTICAL NURSING PROGRAM

Admission, Continuance, and Graduation
The Delaware County Technical Schools Practical Nursing Program signifies that the holder of that diploma has been educated to competently practice practical nursing in all healthcare settings and to apply for LPN licensure in the State of Pennsylvania. The education of a nurse requires assimilation of knowledge, acquisition of skills and development of judgment through patient care experiences in preparation for an independent and, b) semi-autonomous and, c) making appropriate decisions required in practice. The practice of nursing emphasizes collaboration among physicians, nurses, allied health care professional and the patient.

The curriculum leading to the Diploma from this school requires students to engage in diverse, complex, and specific experiences essential to the acquisition and practice of essential nursing skills and functions. Unique combinations of cognitive, affective, psychomotor, physical and social abilities are required to satisfactorily perform these functions. In addition to being essential to the successful completion of the requirements of the Diploma, these functions are necessary to ensure the health and safety of patients, fellow students, faculty and other healthcare providers.

The essential abilities necessary to acquire or demonstrate competence in a discipline as complex as nursing and needed for successful admission and continuance by students for the Diploma at the Delaware County Technical Schools Practical Nursing Program, include but are not limited to the following abilities:

Motor Skills
Students should have sufficient motor function so that they are able to execute movements required to provide general care and treatment to patients in all health care settings. [For example: For the safety and protection of the patients, the student must be able to perform basic life support, including CPR, and function in an emergency situation. The student must have the ability, within reasonable limits, to safely assist a patient in moving, for example, from a chair to a bed, or from a wheelchair to a commode.]

Sensory/Observation
A student must be able to acquire the information presented through demonstrations and experiences in the basic and nursing sciences. He or she must be able to observe a patient accurately, at a distance and close at hand, and observe and appreciate non-verbal communications when performing nursing interventions and/or administering medications. The student must be capable of perceiving the signs of disease and infection as manifested through physical examination. Such information is derived from images of the body surfaces, palpable changes in various organs and tissues, and auditory information [patient voice, heart tones, bowel and lung sounds].

Communication
The student must communicate effectively and sensitively with other students, faculty, staff, patients, family, and other professionals. He or she must express his or her ideas and feelings clearly and demonstrate a willingness and ability to give and receive feedback. A student must be able to: convey or exchange information at a level allowing development of a health history; identify problems presented; explain alternative solutions; and give directions during treatment and post-treatment. The student must be able to communicate effectively. The student must be able to process and communicate information on the patient’s status with accuracy in a timely manner to members of the health care team. The appropriate
communication may also rely on the student’s ability to make a correct judgment in seeking supervision and consultation in a timely manner.

Cognitive
A student must be able to measure, calculate, reason, analyze, integrate and synthesize in the context of the educational nursing theory presented in the class and clinical. The student must be able to quickly read and comprehend extensive written material. He or she must also be able to evaluate and apply information and engage in critical thinking in the classroom and clinical setting.

Behavioral/Emotional
A student must possess the emotional health required for the full utilization of his or her intellectual abilities, the exercise of good judgment, the prompt completion of all responsibilities attendant to the diagnosis and care of patients and families. In addition, s/he must be able to maintain mature, sensitive, and effective relationships with patients, students, faculty, staff and other professionals under all circumstances including highly stressful situations. The student must have the emotional stability to function effectively under stress and to adapt to an environment that may change rapidly without warning and/or in unpredictable ways. The student must be able to experience empathy for the situations and circumstances of others and effectively communicate that empathy. The student must know that his or her values, attitudes, beliefs, emotions, and experience affect his or her perceptions and relationships with others. The student must be able and willing to examine and change his or her behavior when it interferes with productive individual or team relationships. The student must possess skills and experience necessary for effective and harmonious relationships in diverse academic and working environments.

Professional Conduct
Students must possess the ability to reason and practice nursing in an ethical manner. Students must be willing to learn and abide by professional standards of practice. S/he must possess attributes that include compassion, empathy, altruism, integrity, honesty, responsibility and tolerance. Students must be able to engage in patient care delivery in all settings and be able to deliver care to all patient populations including but not limited to children, adolescents, adults, developmentally disabled persons, medically compromised patients, and vulnerable adults.

I have read and agree that I understand and have the essential qualifications necessary for the Delaware County Technical Schools Practical Nursing Program. I understand what these essential qualifications are, and I understand and agree that at any time if I do not meet the essential qualifications it can result in dismissal from the program. I have also received a copy of the Essential Qualifications.

Student signature: ________________________________________________________

Print name: ______________________________________________________________

Witness: (Kathleen McNamara)

Faculty Approval upon graduation: ____________________________

1/31/11

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MEDICAL EXCUSE FORM
DELAWARE COUNTY TECHNICAL SCHOOLS
PRACTICAL NURSING PROGRAM

Student’s name: (please print) ____________________________________________________________

Health Care Provider and title: ____________________________________________________________

Address of Health Care Provider:
__________________________________________________________________________________
__________________________________________________________________________________

Telephone Number: ____________________________ Date of evaluation: _______________________

Diagnosis of the disability/expected date of delivery (if applicable)
__________________________________________________________________________________

(If Disability, diagnosis must explain the impairment or limitation created by the disability and the type of
accommodation being requested. Explain the student’s functional limitation/restrictions to successfully participate in an academic/clinical
environment designed to prepare the student as a practical nurse:
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________

Do you recommend that this student continue in the Practical Nursing Program? _________________

Health Care Provider’s Signature Date

Student’s Signature Date

8/04, 7/08, 7/13
HISTORY OF CRIMINAL RECORD DISCLAIMER STATEMENT
DELAWARE COUNTY TECHNICAL SCHOOLS PRACTICAL NURSING PROGRAM
85 NORTH MALIN ROAD, BROOKMALL, PA 19008

Name (please print): ___________________________________________________________

Address: ____________________________________________________________________

I understand that other entities, such as clinical sites, require my criminal background check as a condition of my participating in the LPN program rotations to their site. Those entities may refuse LPN students access to their facilities based on their criminal background checks. In addition, I understand that the State Board of Nursing has broad discretion to deny licensure to LPN students due to his/her criminal history. Therefore, I understand that even if I am admitted to the DCTS LPN Program and successfully complete the coursework, my criminal record may be a potential barrier to completing the program, receiving permission to take the state licensing examination and obtaining a practical nursing license. I also understand that a criminal record may preclude me from employment in a wide variety of settings. Furthermore, I realize it is my responsibility to inform the program supervisor of a criminal infraction which occurs while I am a student in the Delaware County Technical Schools Practical Nursing Program.

I will not hold the School or the Delaware County Intermediate Unit, their officers, employees, directors and supervisors responsible if I am required to withdraw because I am unable to meet the attendance requirements or the clinical objectives of the program because a cooperating agency has precluded me from the facility, or if I am denied permission to take the state licensing examination, or denied a practical nursing license or preclude from employment in a facility because of my criminal records.

I am aware and understand that my criminal clearance must remain current throughout the term of the class I am enrolled in. I understand that it is my responsibility to keep these records current. Failure to do so will result in dismissal from the program.

I give my permission to allow the Delaware County Technical Schools Practical Nursing Program to share all clearances and admission information with the clinical facilities as requested by the facility.

__________________________________   __________________________
Signature                                Date

__________________________________   __________________________
Signature of Witness                     Date

Approved August 28, 2013 by Katherine Meehan, Esq. for Michael Puppio, DCIU Solicitor

6/03, 7/08, 08/10, 8/13
DCIU TOBACCO USE POLICY

Purpose
The Board recognizes that tobacco use during school hours and on school property presents a health and safety hazard that can have serious consequences for the user and the nonuser and the safety of the Intermediate Unit and is a concern of the Board.

Policy Statement
In accordance with Act 168 of 1988 and Act 145 of 1996 and with concern for the overall health and welfare of pupils and staff within its jurisdiction, the Delaware County Intermediate Unit Board of Directors prohibits the use and possession of tobacco products by pupils in school buildings, on school buses, and on school property owned by, leased by, or under control of the Intermediate Unit.

Furthermore, Intermediate Unit employees and visitors are prohibited from smoking in facilities owned or leased by the Intermediate Unit. Smoking is also prohibited at public meetings of the Intermediate Unit Board of Directors.

Employees, pupils, parents, and the general public will be notified of the policy through appropriate means.

Students of the Practical Nursing Program are required to follow the no smoking policies of all of the clinical sites. If a student is a smoker they should review this policy with the clinical instructor before smoking at a clinical site.

Failure to comply with this policy will result in disciplinary action.

DCIU PUPILS POLICY NO. 222 – TOBACCO USE

1. Purpose - The Board recognizes that tobacco use by students presents a health and safety hazard which can have serious consequences for both users and non-users and the safety of the school. This is of concern to the Board.

2. Definition Title 18 Sec. 6306.1 - For purposes of this policy, tobacco shall be defined as a lighted or unlighted cigarette, cigar and pipe; other lighted smoking product; and smokeless tobacco in any form.

3. Authority SC 510 - The Board prohibits students from possessing and using tobacco at any time in a school building, on a school bus, and on school property owned or leased by or under the control of the Intermediate Unit.

Title 18 Sec. 6306.1
The Intermediate Unit will initiate prosecution of a student who violates the tobacco use policy per Act 168 of 1988 and Act 145 of 1996.

Title 22 Sec. 12.3
Students and parents shall be notified about the tobacco use policy by publishing such policy in the Code of Discipline and by other efficient means.

ISC 1303-A (b)
Incidents of possession, use and sale of tobacco in violation of this policy by any person on school property shall be reported to the Office of Safe Schools on the required form at least once each year.
**Title 18 Sec. 6306.1**
A student convicted of possessing or using tobacco in a school building or on a school bus or school property owned or leased by or under the control of the Intermediate Unit may be fined up to maximum allowable amount plus court costs, or admitted to alternative adjudication.

**DCIU DRUG AND SUBSTANCE ABUSE POLICY**

**Purpose**
The Board recognizes that the misuse of drugs is a serious problem with legal, physical, and social implications for the whole school community and is concerned about the problems that may be caused by employees, especially as the use relates to an employee’s safety, efficiency and productivity.

The primary purpose and justification for any action will be for the protection of the health, safety and welfare of students, staff and school property.

It will be the policy of the Delaware County Intermediate Unit to provide an employment and learning environment that is safe and provides appropriate motivation to ensure a creative and productive work force and student body. To this end, the Delaware County Intermediate Unit unequivocally endorses the philosophy that the schools should be free from the detrimental effects of illicit drugs and alcohol.

**Standards of Conduct**
It is absolutely prohibited for any student or employee to engage in the possession, use, or distribution of alcohol or illicit drugs on school premises or as part of any of the Intermediate Unit’s student program activities, or for any student or employee to under the influence of illicit drugs or alcohol on the Intermediate Unit premises or while attending any school activity. Compliance with standards of conduct for student behavior in the Delaware County Intermediate Unit prohibiting the unlawful possession, use or distribution of illicit drugs or alcohol on school premises or as part of any of the school activities is mandatory.

**DCIU PUPILS POLICY 227 CONTROLLED SUBSTANCES**

1. **Purpose**
   It will be the policy of the Intermediate Unit to provide a learning environment that is safe and provides appropriate motivation to ensure a creative and productive student body. To this end, DCIU unequivocally endorses the philosophy that the schools should be free from the detrimental effects of illicit drugs and alcohol.

2. **Definition 42 P.S. 8337 Act 64 of 1972**
   Illicit drugs will mean, but not be limited to, any substance which is declared by an applicable law to be a controlled substance which is used or possessed pursuant to lawful prescription.

   School premises will mean any property owned, leased, or under control of the Delaware County Intermediate Unit Board.

   Any school activities will mean any student activity carried out in whole or in part under the auspices of the Intermediate Unit.

   Under the influence of alcohol or illicit drugs will mean a person who has, prior to coming to the school premises or a school activity, used alcohol or illicit drugs in a manner such that the presence of the alcohol or illicit drug can be detected in the individual’s body through the performance of an available test.
3. Authority SC 510 Title 22 Sec. 12.3

The Board absolutely prohibits any student to engage in the possession, use or distribution of alcohol or illicit drugs on school premises or as part of any of the Intermediate Unit's student program activities, or for any student to be under the influence of illicit drugs or alcohol on the Intermediate Unit premises or while attending any school activity. Compliance with standards of conduct for student behavior in the Intermediate Unit prohibiting the unlawful possession, use, or distribution of illicit drugs or alcohol on school premises or as part of any of the school activities is mandatory.

This policy shall apply to violations by students with a disability. Board policy 113.1 shall guide such occurrences.

Title 22 Sec. 12.12 42 P.S. 8337 Pol. 207

The privileged confidentiality between students and guidance counselors, school nurses, school psychologists, home and school visitors and other school employees shall be respected; and no confidential communication made to any such employee shall be required to be revealed without the consent of the student or his/her parent, unless the best interests of the student can be served only by such release.

4. Delegation of Responsibility

The Intermediate Unit shall provide an age-appropriate, developmentally based drug and alcohol education program and prevention program for all students serviced by the Intermediate Unit, as dictated by guidelines developed by the Pennsylvania Department of Education. The Intermediate Unit shall provide information to all students concerning available drug and alcohol counseling, rehabilitation, and re-entry programs in the immediate area. Information concerning these resources will be posted in the schools.

The Intermediate Unit shall provide each student and his/her parent or guardian with a copy of the standard of conduct for behavior in the Intermediate Unit, which prohibits the unlawful possession, use or distribution of illicit drugs or alcohol on school premises or as a part of any of the Intermediate Unit's activities. Such standards of conduct will be given to full and half-time students at the beginning of each school year.

The administration of the Intermediate Unit shall review biennially its program pertaining to the prevention of the possession, use or distribution of illicit drugs, and the abuse of alcohol.

5. Guidelines

Drug Education

The school at all levels shall present, through the regular classroom and through special programs, a comprehensive educational program aimed at preventing drug abuse by using materials and activities appropriate to the age and maturity level of the student.
A continuing program of teacher education, through in-service attendance at workshops, seminars and professional reading in drug abuse, shall be made available.

Parent education is an essential part of an overall drug educational program. Special presentations shall be conducted so that parents may gain a better understanding of the seriousness of the drug abuse problem, the role of the school in dealing with the drug issue, and the crucial part played by the family in the prevention and treatment of drug abuse.

**Detection, Referral and Treatment**

A teacher who observes symptoms of a physical or emotional abnormality, which may or may not be drug related, shall refer the student to the school nurse/designee. Symptoms associated with drug use are extreme drowsiness, excessive elation, severe mood swings, extensive change in customary behavior, unusual silliness, and complete withdrawal from all activity. If the symptoms are combined with belligerence, violence or physical abuse, the referral should be made directly to the school administrator. In all cases the teacher should refrain from diagnosing a condition, searching a student or his/her possessions, or accusing a student of drug abuse. The school administrator in consultation with the school nurse will determine appropriate action.

The parents shall be notified of action taken and asked to come to the school or hospital. The possibility of drug involvement should be explained to the parents, and they should be urged to seek prompt medical attention through their family doctor.

If a student refers himself/herself for help, the parents should not be notified without the student’s consent.

**Consent of Minor**

A minor who suffers from the use of a controlled or harmful substance may give consent to furnishing of medical care or counseling related to diagnosis or treatment. The consent of the minor shall be valid and binding as if the minor has received his/her majority. Such consent shall not be voidable nor subject to later disaffirmance because of minority.

Any physician or any agency or organization operating a drug abuse program who provides counseling to a minor who uses any controlled or harmful substance may, but shall not be obliged, to inform the parents or legal guardian of any such minor as to the treatment given or needed.

Serious efforts should be made to help the student understand the judiciousness of including his/her parents in the treatment process.

**Reporting of Drug Offenses and/or Drug-Related Incidents**

Any student found in possession of drugs or suspected of selling, transporting or distributing drugs on school property or away from school in a school sponsored activity, shall be reported to the school administrator. If appropriate, law enforcement will be contacted and charges made.
All alleged evidence of the above violations should be given to the school administrator, and the pupil is then entitled to a formal hearing which is a fundamental element of due process. At the hearing due process requirements shall be observed.

The school, at all times, shall cooperate fully with law enforcement agencies, following guidelines which have been developed cooperatively by those agencies and school administrators.

**Pol. 233**

The Intermediate Unit Executive Director and the Division Director shall be notified of all drug violations, and they shall take whatever action is deemed appropriate by the circumstances, including but not limited to, suspension and/or expulsion. Board notification will be by discretion of the Executive Director.

**School Code 510**

The basic welfare and health of the entire student body should be the primary concern in any drug abuse offense or drug-related incident.

PA Code Title 22 Sec. 12.3, 12.12

PA Statute 42 P.S. 8337
Purpose

Internet access, electronic mail (E-mail) and network resources are available to teachers, administrators and students in the Organization, which includes the Delaware County Intermediate Unit and the Delaware County Technical Schools, for educational and instructional purposes and other purposes consistent with the educational mission of the Organization. The Delaware County Intermediate Unit and the Delaware County Technical Schools will be referred to as “Organization” throughout this policy. Use of the internet and E-mail network is a privilege. This Acceptable Use Policy establishes guidelines for such use.

With Internet and E-mail comes the availability of material that may not be considered appropriate in a school setting. The Organization cannot regulate and monitor all the information received or sent by persons who use the Internet or E-mail; and the Organization cannot ensure that students who use the Internet or E-mail will be prevented from accessing inappropriate materials or sending or receiving objectionable communications. To the extent practical, steps shall be taken to promote the safety and security of users of the Organization online computer network. Specifically, as required by the Children’s Internet Protection Act.

Procedures

A. Monitoring. The Organization reserves the right to log, monitor and review Internet, E-mail and other network use of each user. This logging, monitoring and review may be conducted without cause and without notice. Each user of an Organization’s computer by the use thereof agrees and consents to such logging, monitoring and review and acknowledges that s/he has no right or expectation of confidentiality or privacy with respect to Internet, E-mail or other network usage. Network storage areas may be treated like school lockers. Network administrators may review student and staff files and communications to maintain system integrity and ensure that students and staff are using the system only for appropriate purposes. Users should expect that files stored on the Organization’s servers or computers will not be private. The Organization does not maintain archives of all E-mail messages.

B. Filter. The Organization will employ the use of an Internet filter (the “Filter”) as a technology protection measure pursuant to the Children’s Internet Protection Act, blocking shall be applied to
visual depictions of materials deemed obscene or child pornography or to any material deemed harmful to minors. The Filter may be disabled by the network administrator at the workstation level for use by an adult administrator or teacher for bona fide research or other lawful purposes. The Filter may not be disabled for use by students or other minors for any reason.

C. Access Agreement. All students, administrators and teachers who use the Internet, E-mail, and other network facilities must agree to and abide by all conditions of this policy. Each user must sign the Organization’s Internet, E-mail and Network Access Agreement (“Agreement”), which is attached to this Policy as Appendix A. In the case of a student, the student’s parent(s)/guardian(s) must sign the Agreement and Notice to Parents/Guardians. Students may not use the Organization’s computers for access to the Internet or for E-mail without the approval or supervision of a teacher of Organization staff member.

Acceptable Use Policy

A. Prohibitions. Use of the Internet, E-mail and network technology must be in support of the educational mission and instructional program of the Organization and in accordance with this policy and the Children’s Internet Protection Act. With respect to all users, the following are expressly prohibited:

- Use for inappropriate or illegal purposes.
- Use in an illegal manner or to facilitate illegal activity.
- Use for commercial, private advertisement or for-profit purposes.
- Use for lobbying or political purposes.
- Use to infiltrate or interfere with a computer system and/or damage the data, files, operations, and software or hardware components of a computer or system.
- Hate mail, harassment, discriminatory remarks, threatening statements and other antisocial communications on the network.
- Use for the purpose of visiting Internet websites that provide materials or suggest violence against others.
- The illegal installation, distribution, reproduction, or use of copyrighted software.
- Use to access, view or obtain material that is pornography or child pornography.
- Use to transmit material likely to be offensive or objectionable to recipients.
- Use to obtain, copy, or modify files, passwords, data or information belonging to other users.
- Use to misrepresent other users on the network.
- Use of another person’s E-mail address, user account, or password.
- Loading or use of unauthorized games, programs, files, music or other electronic media.
- Use to disrupt the work of other persons (the hardware or software of other persons shall not be destroyed, modified or abused in any way.
- Use to upload, create, or attempt to create a computer virus.
- The unauthorized disclosure, use or dissemination of personal information regarding minors.
- Use for purposes of accessing, sending, creating or posting, materials or communications that are:
  - Damaging to another’s reputation,
  - Abusive,
  - Obscene,
  - Sexually oriented,
• Threatening,
• Contrary to the Organization policy on harassment,
• Harassing, or
• Illegal.
• Use which involves any copyright violation or for the copying, downloading or distributing copyrighted material without the owner's permission, unless permitted in accordance with the Fair Use Guidelines. (Copies of the Fair Use Guidelines are available in the Film Library and the Technology Center.)
• Use to invade the privacy of other persons.
• Posting anonymous messages.
• Use to read, delete, copy or modify the E-mail or files of other users or deliberately interfering with the ability of other users to send or receive E-mail.
• Use while access privileges are suspended or revoked.
• Any attempt to circumvent or disable the filter or any security measure.
• Use inconsistent with Network etiquette and other generally accepted etiquette.

1. Facilitating illegal activity.
2. Commercial or for-profit purposes.
3. Nonwork or non-school related work.
4. Product advertisement or political lobbying.
5. Bullying/Cyberbullying.[17][12]
6. Hate mail, discriminatory remarks, and offensive or inflammatory communication.
7. Unauthorized or illegal installation, distribution, reproduction, or use of copyrighted materials.
8. Accessing, sending, receiving, transferring, viewing, sharing or downloading obscene, pornographic, lewd, or otherwise illegal materials, images or photographs.[18]
9. Access by students and minors to material that is harmful to minors or is determined inappropriate for minors in accordance with Board policy.
10. Inappropriate language or profanity.
11. Transmission of material likely to be offensive or objectionable to recipients.
12. Intentional obtaining or modifying of files, passwords, and data belonging to other users.
13. Impersonation of another user, anonymity, and pseudonyms, including use of another user's email address, user account or password.
14. Fraudulent copying, communications, or modification of materials in violation of copyright laws.[19]
15. Loading or using of unauthorized games, programs, files, unlicensed software or other electronic media.

16. Disruption of the work of other users.

17. Destruction, modification, abuse or unauthorized access to network hardware, software and files.

18. Accessing the Internet, Intermediate Unit computers or other network resources without authorization.

19. Disabling or bypassing the Internet blocking/filtering software without authorization.

20. Accessing, sending, receiving, transferring, viewing, sharing or downloading confidential information without authorization.

B. Students. Student users (and any other minors) also:
   - Shall not use the system to access inappropriate materials or materials that may be harmful to minors.
   - Shall not disclose, use or disseminate any personal identification information of themselves or other students.
   - Shall not engage in or access chat rooms or instant messaging without the permission and direct supervision of a teacher or administrator.

C. Etiquette. Users are expected to abide by the generally accepted rules of network etiquette. These include but are not limited to the following:
   - Be polite. Do not become abusive in messages to others. General Organization rules and policies for behavior and communicating apply.
   - Use appropriate language. Do not swear or use vulgarities or other inappropriate language.
   - Do not reveal the personal addresses or telephone numbers of others.
   - Recognize that E-mail is not private or confidential.
   - Do not use the Internet or E-mail in any way that would interfere with or disrupt its use by other users.
   - Consider all communications and information accessible via the Internet to be private property.
   - Respect the rights of other users to an open and hospitable technology environment, regardless of race, sexual orientation, color, religion, creed, ethnicity, age, marital status, or handicap status.

D. Security. Security on any computer system is a high priority, especially when the system involves many users. Each user is required to report any security problems to the system administrator. The problem is not to be demonstrated to other users.

System security is protected through the use of passwords. Failure to adequately protect or update passwords could result in unauthorized access to personal or Intermediate Unit files. To protect the integrity of the system, these guidelines shall be followed:

1. Employees and students shall not reveal their passwords to another individual.

2. Users are not to use a computer or software that has been logged in under another student’s or employee’s name.
3. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the network.

Consequences of Inappropriate Use
The user, whether a student or employee, shall be subject to appropriate discipline, including dismissal in the case of employees, and permanent expulsion in the case of students, in the event any one or more provisions of this policy is violated. The network user shall be responsible for damages to the equipment, systems, and software resulting from deliberate or willful acts. [14]

Illegal use of the network; intentional deletion or damage to files or data belonging to others; copyright violations; and theft of services shall be reported to the appropriate legal authorities for possible prosecution.

General rules for behavior and communications apply when using the Internet, in addition to the stipulations of this policy.

Vandalism shall result in loss of access privileges, disciplinary action, and/or legal proceedings. Vandalism is defined as any malicious and/or intentional attempt to harm or destroy data of another user, Internet or other networks; this includes but is not limited to uploading or creating computer viruses.

Failure to comply with this policy or inappropriate use of the Internet, Intermediate Unit network or computers shall result in usage restrictions, loss of access privileges, disciplinary action, and/or legal proceedings.[6][7][8]

DCIU PUPILS POLICY NO. 815 – ACCEPTABLE USE OF INTERNET, COMPUTERS AND NETWORK RESOURCES

Purpose
The Board supports use of the computers, Internet and other network resources in the Intermediate Unit’s instructional and operational programs in order to facilitate learning, teaching and daily operations through interpersonal communications and access to information, research and collaboration.

The Intermediate Unit provides students, staff and other authorized individuals with access to the Intermediate Unit’s computers, electronic communication systems and network, which includes Internet access, whether wired or wireless, or by any other means.

For instructional purposes, the use of network facilities shall be consistent with the curriculum adopted by the Intermediate Unit as well as the varied instructional needs, learning styles, abilities, and developmental levels of students.

Definitions

The term child pornography is defined under both federal and state law.

Child pornography - under federal law, is any visual depiction, including any photograph, film, video, picture, or computer or computer-generated image or picture, whether made or produced by electronic, mechanical, or other means, of sexually explicit conduct, where:[1]
1. The production of such visual depiction involves the use of a minor engaging in sexually explicit conduct;

2. Such visual depiction is a digital image, computer image, or computer-generated image that is, or is indistinguishable from, that of a minor engaging in sexually explicit conduct; or

3. Such visual depiction has been created, adapted, or modified to appear that an identifiable minor is engaging in sexually explicit conduct.

**Child pornography** - under state law, is any book, magazine, pamphlet, slide, photograph, film, videotape, computer depiction or other material depicting a child under the age of eighteen (18) years engaging in a prohibited sexual act or in the simulation of such act.[2]

The term "harmful to minors" is defined under both federal and state law.

**Harmful to minors** - under federal law, is any picture, image, graphic image file or other visual depiction that:[3][4]

1. Taken as a whole, with respect to minors, appeals to a prurient interest in nudity, sex or excretion;

2. Depicts, describes or represents in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or lewd exhibition of the genitals; and

3. Taken as a whole lacks serious literary, artistic, political or scientific value as to minors.

**Harmful to minors** - under state law, is any depiction or representation in whatever form, of nudity, sexual conduct, sexual excitement, or sadomasochistic abuse, when it:[5]

1. Predominantly appeals to the prurient, shameful, or morbid interest of minors;

2. Is patently offensive to prevailing standards in the adult community as a whole with respect to what is suitable for minors; and

3. Taken as a whole lacks serious literary, artistic, political, educational or scientific value for minors.

**Obscene** - any material or performance, if:[5]

1. The average person applying contemporary community standards would find that the subject matter taken as a whole appeals to the prurient interest;

2. The subject matter depicts or describes in a patently offensive way, sexual conduct described in the law to be obscene; and

3. The subject matter, taken as a whole, lacks serious literary, artistic, political, educational or scientific value.

**Technology protection measure** - a specific technology that blocks or filters Internet access to visual depictions that are obscene, child pornography or harmful to minors.[4]

**Authority**

The availability of access to electronic information does not imply endorsement by the Intermediate Unit of the content, nor does the Intermediate Unit guarantee the accuracy of information received. The Intermediate Unit shall not be responsible for any information that may be lost, damaged or unavailable when using the network or for any information that is retrieved via the Internet.
The Intermediate Unit shall not be responsible for any unauthorized charges or fees resulting from access to the Internet or other network resources.

The Board declares that computer and network use is a privilege, not a right. The Intermediate Unit’s computer and network resources are the property of the Intermediate Unit. Users shall have no expectation of privacy in anything they create, store, send, delete, receive or display on or over the Intermediate Unit’s Internet, computers or network resources, including personal files or any use of the Intermediate Unit’s Internet, computers or network resources. The Intermediate Unit reserves the right to monitor, track, and log network access and use; monitor fileserver space utilization by users; deny access to prevent unauthorized, inappropriate or illegal activity; revoke access privileges; and/or administer appropriate disciplinary action. The Intermediate Unit shall cooperate to the extent legally required with the Internet Service Provider (ISP), local, state and federal officials and/or authorities in any investigation concerning or related to the misuse of the Intermediate Unit’s Internet, computers and network resources.

The Board requires all users to fully comply with this policy and to immediately report any violations or suspicious activities to the Executive Director or designee.

In addition to those stated in law and defined in this policy, The Board establishes the following types of materials to be inappropriate for access by minors:

1. Defamatory.
2. Lewd, vulgar, or profane.
3. Threatening.
4. Harassing or discriminatory.
5. Bullying.
6. Terroristic.

The Intermediate Unit reserves the right to restrict access to any Internet sites or functions it deems inappropriate, or the use of software and/or online server blocking. Specifically, the Intermediate Unit operates and enforces a technology protection measure(s) that blocks or filters access to inappropriate matter by minors on its computers used and accessible to adults and students. The technology protection measure shall be enforced during use of computers with Internet access.

Upon request by students or staff, the Executive Director or designee shall expedite a review and may authorize the adjustment of Internet blocking/filtering software to enable access to material that is blocked through technology protection measures but is not prohibited by this policy.

Delegation of Responsibility

The Intermediate Unit shall make every effort to ensure that this resource is used responsibly by students and staff.

The Intermediate Unit shall inform staff, students, parents/guardians and other users about this policy through employee and student handbooks, posting on the Intermediate Unit website, and by other appropriate methods. A copy of this policy shall be provided to parents/guardians, upon written request.
Users of Intermediate Unit networks or Intermediate Unit-owned equipment shall, prior to being given access or being issued equipment, sign user agreements acknowledging awareness of the provisions of this policy, and awareness that the Intermediate Unit uses monitoring systems to monitor and detect inappropriate use and tracking systems.

Student (minor) user agreements shall also be signed by a parent/guardian.

Administrators, teachers and staff have a professional responsibility to work together to help students develop the intellectual skills necessary to discern among information sources, to identify information appropriate to their age and developmental levels, and to evaluate and use the information to meet their educational goals.

Students, staff and other authorized individuals have the responsibility to respect and protect the rights of every other user in the Intermediate Unit and on the Internet.

Building administrators and program supervisors shall make initial determinations of whether inappropriate use has occurred.

The Executive Director or designee shall be responsible for recommending technology and developing procedures used to determine whether the Intermediate Unit's computers are being used for purposes prohibited by law or for accessing sexually explicit materials. The procedures shall include but not be limited to:

1. Utilizing a technology protection measure that blocks or filters Internet access for minors and adults to certain visual depictions that are obscene, child pornography, harmful to minors with respect to use by minors, or determined inappropriate for use by minors by the Board.

2. Maintaining and securing a usage log.

3. Monitoring online activities of minors.

The Executive Director or designee shall develop and implement administrative regulations that ensure students are educated on network etiquette and other appropriate online behavior, including:

1. Interaction with other individuals on social networking websites and in chat rooms.

2. Cyberbullying awareness and response.

The Executive Director or designee shall develop other administrative regulations as necessary to implement the requirements of this policy.

Guidelines

Network accounts shall be used only by the authorized owner of the account for its approved purpose. Network users shall respect the privacy of other users on the system.
Safety

It is the Intermediate Unit’s goal to protect users of the network from harassment and unwanted or unsolicited electronic communications. Any network user who receives threatening or unwelcome electronic communications or inadvertently visits or accesses an inappropriate site shall report such immediately to a teacher or administrator. Network users shall not reveal personal information to other users on the network, including chat rooms, email, social networking websites, etc.

Internet safety measures shall effectively address the following:[4][16]

1. Control of access to inappropriate matter on the Internet and World Wide Web.
2. Safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications.
3. Prevention of unauthorized online access by minors, including “hacking” and other unlawful activities.
4. Unauthorized disclosure, use, and dissemination of personal information regarding minors.
5. Restriction of minors’ access to materials harmful to them.

Prohibitions

Users are expected to act in a responsible, ethical and legal manner in accordance with Board policy and administrative regulations, accepted rule of network etiquette, and federal and state law. Specifically, the following uses are prohibited:

1. Facilitating illegal activity.
2. Commercial or for-profit purposes.
3. Nonwork or nonschool related work.
4. Product advertisement or political lobbying.
5. Bullying/Cyberbullying.[17][12]
6. Hate mail, discriminatory remarks, and offensive or inflammatory communication.
7. Unauthorized or illegal installation, distribution, reproduction, or use of copyrighted materials.
8. Accessing, sending, receiving, transferring, viewing, sharing or downloading obscene, pornographic, lewd, or otherwise illegal materials, images or photographs.[18]
9. Access by students and minors to material that is harmful to minors or is determined inappropriate for minors in accordance with Board policy.
10. Inappropriate language or profanity.
11. Transmission of material likely to be offensive or objectionable to recipients.
12. Intentional obtaining or modifying of files, passwords, and data belonging to other users.

13. Impersonation of another user, anonymity, and pseudonyms, including use of another user’s email address, user account or password.

14. Fraudulent copying, communications, or modification of materials in violation of copyright laws.[19]

15. Loading or using of unauthorized games, programs, files, unlicensed software or other electronic media.

16. Disruption of the work of other users.

17. Destruction, modification, abuse or unauthorized access to network hardware, software and files.

18. Accessing the Internet, Intermediate Unit computers or other network resources without authorization.

19. Disabling or bypassing the Internet blocking/filtering software without authorization.

20. Accessing, sending, receiving, transferring, viewing, sharing or downloading confidential information without authorization.

Security

System security is protected through the use of passwords. Failure to adequately protect or update passwords could result in unauthorized access to personal or Intermediate Unit files. To protect the integrity of the system, these guidelines shall be followed:

1. Employees and students shall not reveal their passwords to another individual.

2. Users are not to use a computer or software that has been logged in under another student’s or employee’s name.

3. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the network.

Copyright

The illegal use of copyrighted materials is prohibited. Any data uploaded to or downloaded from the network shall be subject to fair use guidelines and applicable laws and regulations.[20][19]

Intermediate Unit Website

The Intermediate Unit shall establish and maintain a website and shall develop and modify its web pages to present information about the Intermediate Unit under the direction of the Executive Director or designee. Content shall be accessible to disabled users or available from another accessible source. All users publishing content on the Intermediate Unit website shall comply with this and other applicable Board policies.

Users shall not copy or download information from the Intermediate Unit website and disseminate such information on unauthorized web pages without authorization from the building administrator or program supervisor.
Consequences for Inappropriate Use

The network user shall be responsible for damages to the equipment, systems, and software resulting from deliberate or willful acts.[14]

Illegal use of the network; intentional deletion or damage to files or data belonging to others; copyright violations; and theft of services shall be reported to the appropriate legal authorities for possible prosecution.

General rules for behavior and communications apply when using the Internet, in addition to the stipulations of this policy.

Vandalism shall result in loss of access privileges, disciplinary action, and/or legal proceedings. Vandalism is defined as any malicious and/or intentional attempt to harm or destroy data of another user, internet or other networks; this includes but is not limited to uploading or creating computer viruses.

Failure to comply with this policy or inappropriate use of the Internet, Intermediate Unit network or computers shall result in usage restrictions, loss of access privileges, disciplinary action, and/or legal proceedings.[6][7][8]

Legal
1. 18 U.S.C. 2256
2. 18 Pa. C.S.A. 6312
3. 20 U.S.C. 6777
4. 47 U.S.C. 254
5. 18 Pa. C.S.A. 5903
6. Pol. 218
7. Pol. 233
8. Pol. 317
9. Pol. 103
10. Pol. 103.1
11. Pol. 104
12. Pol. 249
13. Pol. 218.2
14. 24 P.S. 4604
15. 24 P.S. 4610
16. 47 CFR 54.520
17. 24 P.S. 1303.1-A
18. Pol. 237
19. Pol. 814
20. 17 U.S.C. 101 et seq
24 P.S. 4601 et seq
18 Pa. C.S.A. 2709
Pol. 220
In addition to disciplinary procedures, the user shall be responsible for damages to equipment, systems or software resulting from deliberate or willful acts. Illegal activities or use (for example, intentional deletion or damage to files of data belonging to others; copyright violations; etc.) may be reported to the appropriate legal authorities for possible prosecution. The Organization reserves the right to remove a user account from the network to prevent unauthorized or illegal activity.

The user of the Internet and E-mail is a privilege, not a right. Organization administrative staff, along with the system administrator, will deem what is appropriate and inappropriate use, and their decision is final.

Other Issues

A. **Disclaimer.** The Organization makes no warranties of any kind, whether express or implied, for the service it is providing. The Organization is not responsible, and will not be responsible, for any damages, including loss of data resulting from delays, non-deliveries, missed deliveries, or service interruption. Use of any information obtained through the use of the Organization’s computers is at the user’s risk. The Organization disclaims responsibility for the accuracy or quality of information obtained through the Internet or E-mail.

B. **Charges.** The Organization assumes no responsibility or liability for any charges incurred by a user. Under normal operating procedures, there will be no cost incurred.

C. **List Servers and Software.** Subscriptions to list servers must be pre-approved by the Organization. A student may not download or install any commercial software, shareware, or freeware onto network drives or disks, unless s/he has the specific, prior written permission from a teacher or administrator.
INTERNET, E-MAIL, AND NETWORK ACCESS AGREEMENT
(Policy 816)
DELAWARE COUNTY INTERMEDIATE UNIT AND
DELAWARE COUNTY TECHNICAL SCHOOLS

I understand, accept, and will abide by the Organization’s Internet Access, E-mail & Network Resources Acceptable Use Policy. I further understand that any violation of this Policy is unethical and may constitute a criminal offense. I understand that use of the Internet and access to E-mail is a privilege and not a right. I agree that I have no expectation of privacy and no right to privacy when I use the Organization’s computers; I acknowledge that all aspects of my use of the Organization’s computers is subject to monitoring and review without cause and without notice; and I consent to the monitoring and review of all aspects of my use of the Organization’s computers. I understand that any violation or inappropriate conduct may result in termination of my access privileges, other disciplinary action and/or legal action.

I understand that the Organization makes no assurance of any kind, whether express or implied, regarding any Internet or E-mail services. I further understand that the use of any information obtained via the Internet and/or E-mail is at my own risk; that the Organization specifically disclaims responsibility for the accuracy or quality of such information; and that the Organization is not and will not be responsible for any damage or loss which I suffer.

________________________________________
User Name (please print)

________________________________________  __________________________
User signature  Date