

**Greater Johnstown Career and Technology Center
and Monroeville Satellite Campus
Practical Nursing Program**

The 2022-2023 Student Handbook

The Student Handbook is compiled to acquaint students with the policies of the Practical Nursing Program and the Student Organization. The Handbook ensures that students are informed of their privileges and responsibilities as a student in the Greater Johnstown Career and Technology Center and Monroeville, Ebensburg, and Cheswick Campuses Practical Nursing Programs. Policies are subject to change. Students are notified of policy changes in writing.

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Approval/Accreditation

The Greater Johnstown Career and Technology Center Practical Nursing Program is approved by the State Board of Nursing and accredited by the Pennsylvania Department of Education.

Pennsylvania State Board of Nursing
Department of State Bureau of Professional
and Occupational Affairs
P.O. Box 2649
Harrisburg, PA 17105-2649
Telephone: (717) 783-7146

Pennsylvania Department of Education
Career and Technical Education
333 Market Street
Harrisburg, PA 17126
Telephone (717) 772-4968

Public Notice of Non-Discrimination

The Greater Johnstown Career and Technology Center does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities. Career and Technical education program offerings include: Secondary programs - Automotive Repair Technology, Collision Repair & Refinishing, Construction Technology, Cosmetology, Culinary Arts, Diesel Mechanics, Early Childhood Education, Graphic & Digital Media Design, Health Assistant, Laboratory Technology, Machine Tool Technology, and Welding. Adult Education programs –Advanced Manufacturing and Programming Education, Auto Inspection, Commercial Driver Training, Cosmetology, Electrical Technology, HVAC, Mobile Equipment Operations, Nurse Aide, Practical Nursing, and Welding. Inquiries may be directed to: Title IX Coordinator at 445 Schoolhouse Road, Johnstown, PA 15904 or at (814)266-6073 ext. 121 or trummel@gjctc.org.

The Greater Johnstown Career and Technology Center affirms that all employment practices will be done in adherence to Title IX of the Educational Amendments of 1972, Title VI and VII of the Civil Rights Act of 1964, and Section 504 of the Rehabilitation Act of 1973. We further affirm that all curriculum offerings and student enrollment practices will be handled without discrimination based on sex, age, race, color, religion, national origin, or non-job related handicaps or disabilities. Inquiries should be directed to: The Title IX Coordinator at the Greater Johnstown Career and Technology Center, 445 Schoolhouse Road, Johnstown, PA 15904-2998. (814) 266-6073, ext. 121 or trummel@gjctc.org.

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Practical Nursing Program

Dr. Michael Rietscha, DNP, MSN, AAS, RN	Program Coordinator
Ms. Susan Zack	Monroeville Secondary Campus
Dr. Joyce Miketic	Monroeville Secondary Campus
Ms. Melissa Clawson-Rietscha	Monroeville Secondary Campus
Ms. Laura Hollis	Monroeville Secondary Campus
Ms. Kim Gustkey	Johnstown Campus
Ms. Damiana Kniss	Johnstown Campus
Mrs. Annette Fisanick RN, BSN	Johnstown Campus
Mrs. Jennifer Steele	Secretary
Ms. Nanette Anslinger	Workforce Placement Coordinator

Administration

Mr. Thomas Kakabar	Chief School Administrator
Mr. John Augustine II	Administrative Director
Mrs. Tricia Rummel	Adult Education Supervisor
Dr. Michael Rietscha	Nursing Coordinator
Mr. Kevin Snyder	Financial Aid Officer

Joint Operating Committee

Mr. Galen George, Chairperson	Mr. David Hudak, Vice-Chairperson
Mr. Jeffrey Alesantrino	Mr. Alan Tresnicky, Secretary
Mr. Julian Beglin	Mr. Richard Knavel, Treasurer
Mr. Roger Birkhimer	Mr. Ronald Repak, Solicitor
Dr. William Carney	Mr. Eugene Pentz
Dr. Kamal Gella	Dr. Timothy Ondrejik
Mr. Robert Gleason	Mr. Matt Waite
Mr. Steve Kormanik	Mr. Stephen Thompson
Dr. Rocco Mantini	

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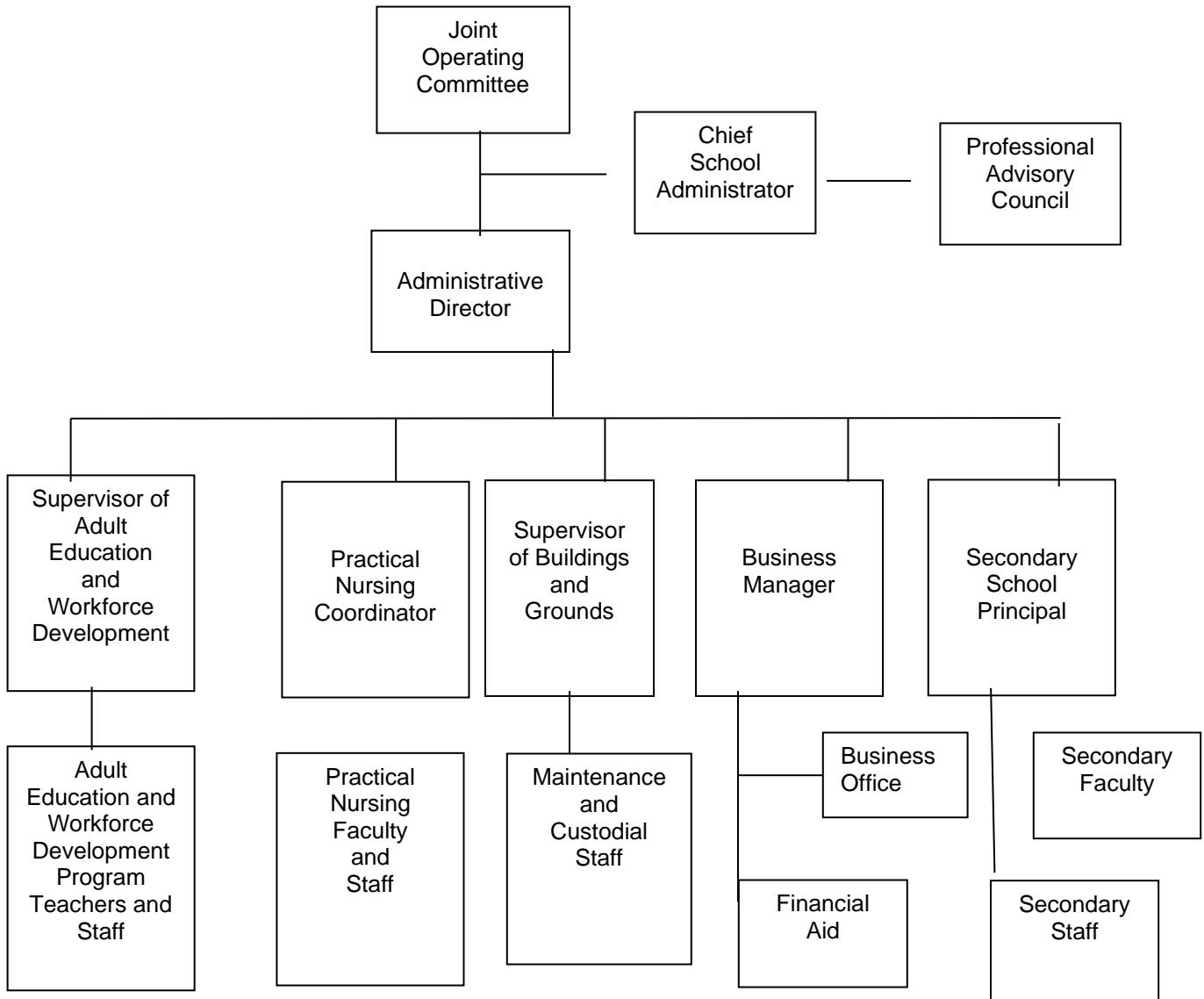
Mission, Vision Statements and Ethical Obligations

Mission Statement: Ensure Student Success

Vision Statement: Our graduates will be leaders with employability skills for a changing workforce

Ethical Obligations:
Promote Learning
Ensure Health and Safety
Protect the Public and Private Trust
Promote the Transfer of Knowledge Respect
Diversity

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History of the Practical Nursing Program

The Practical Nursing Program at Greater Johnstown Career and Technology Center was started in 1952 on a cooperative basis between the Johnstown School District and Lee Hospital to relieve the shortage of nurses in the Johnstown community. Classes were held in Osborne Street School in Johnstown. In 1970, the program relocated to its present site at the Greater Johnstown Career and Technology Center where a facility had been designed specifically to accommodate the curriculum. The LPN program applied for National League for Nursing Accreditation and received full accreditation status in 1985. The program maintained full accreditation status with the National League for Nursing Accreditation Commission through December 2009. The program was fully accredited by the Pennsylvania Department of Education in 2008.

In 1991, a proposal to open a satellite LPN program in Ebensburg, Pennsylvania was submitted and approved by the Pennsylvania State Board of Nursing. Fifteen students began the LPN satellite program at the Admiral Peary Area Vocational Technical School in Ebensburg in March of 1992. In 2003, a proposal to begin a part-time evening weekend program was submitted and approved by the Pennsylvania State Board of Nursing. Fifteen students began the two year part-time program in September 2003. The Ebensburg Campus continued enrolling students until 2014 when the campus was closed.

In 2006, a proposal was submitted to the Pennsylvania State Board of Nursing to establish a branch campus in Monroeville. Twenty-four students were admitted to the satellite campus program in November 2006. A part-time program was approved for the Monroeville campus in 2007. In 2009, a proposal to begin a second full-time class in March at the Monroeville campus was approved by the Pennsylvania State Board of Nursing.

Job Opportunities

Job opportunities for Licensed Practical Nurses have increased due to changes in the health care delivery system. Recent career information indicates that the need for the Licensed Practical Nurse will continue to increase in the coming years. Practical Nursing offers many areas of employment opportunities including:

Acute Care Facilities
Home Health Care
Nursing and Convalescent Homes
American Red Cross
Psychiatric Facilities
Medical and Dental Offices
Occupational Health
Community Health Agencies
Armed Forces
Outpatient Care Clinics
Ambulatory Care Centers
Private Duty

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Philosophy

We believe that:

Man is a social being with basic physiological, psychosocial, and spiritual needs that must be met from conception to old age. Man constantly adapts to changes in the environment to achieve and maintain health.

Nursing is the process of assisting individuals of any age and socioeconomic group to meet their needs in performing activities of daily living and to cope with health and illness throughout the life cycle. Practical Nursing is an integral part of all nursing. As a member of the health care team, the graduate will perform nursing under the direction of a licensed professional nurse, licensed dentist and/or a licensed physician in settings where nursing takes place.

Education is a life-long process. Students learn when interest, ability and motivation are present, when learning progresses from simple to complex using a systems approach, when theory and practice are concurrent and when there is an opportunity for individual and professional growth.

Nursing Education is a process that involves the development of knowledge, nursing skills, critical thinking, communication skills and attitudes of the individual as a member of society and the health team. It begins with entry into a program of learning and continues throughout the practical nurse's career.

The curriculum incorporates physiological and psychosocial theory content, nursing skills and clinical experiences. The primary goal of the practical nursing program is to educate students to function as safe, competent practical nurses in the health care delivery system utilizing the nursing process, nursing skills, critical thinking and communication skills.

The faculty is responsible for developing and implementing the course of study and ensuring student achievement. The program is continually evaluated in order to meet the stated objectives. It is also the responsibility of the faculty to exhibit leadership with updated knowledge in all issues affecting the program and expected outcomes.

Students are responsible for their own learning. They must actively pursue their course of study and meet the objectives of the program. Faculty is committed to assist student learning and ensure student achievement.

Equal opportunity and program accessibility must be provided for all students regardless of age, sex, race, religion, creed, ethnic origin, marital status, or handicap in so far as they are able to meet the stated requirements of the program.

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Conceptual Framework

The conceptual framework of the Greater Johnstown Career and Technology Center is designed to provide the student with a framework for nursing practice. The conceptual framework identifies these major interrelated concepts: man and his needs, environment, life cycle, and health and illness. The conceptual design reflects the premise that man has physical, psychological, social and spiritual needs that must be met throughout the life cycle. Man is influenced by changes in his environment, his stage in the life cycle and his position on the health-illness continuum. As a result, man's needs are continually changing. The practical nurse is concerned with assisting man in adapting to these changes in order to maintain optimum health on the health-illness continuum.

Nursing education enables the student to learn knowledge, nursing skills, critical thinking skills, communication skills and behaviors and attitudes which form the basis necessary to practice nursing. The nursing process applies the learned knowledge, skills and attitudes and affects man, his environment, and health and illness throughout the life cycle. The nursing process is taught throughout the curriculum content. The curriculum utilizes a systems approach and is planned to facilitate learning that progresses from simple to complex. Theory and clinical experiences are planned concurrently

In the first level of learning, emphasis is placed on wellness or normal patterns and the impact of man's environment on his wellbeing. Students in the second and third levels apply the nursing process in caring for the patient through the various stages of illness throughout the life cycle.

Program Objectives

Upon completion of the program, the graduate, through the acquisition of knowledge, skills, and attitudes, will:

Function as a beginning practical nurse utilizing the nursing process in the health care delivery system.

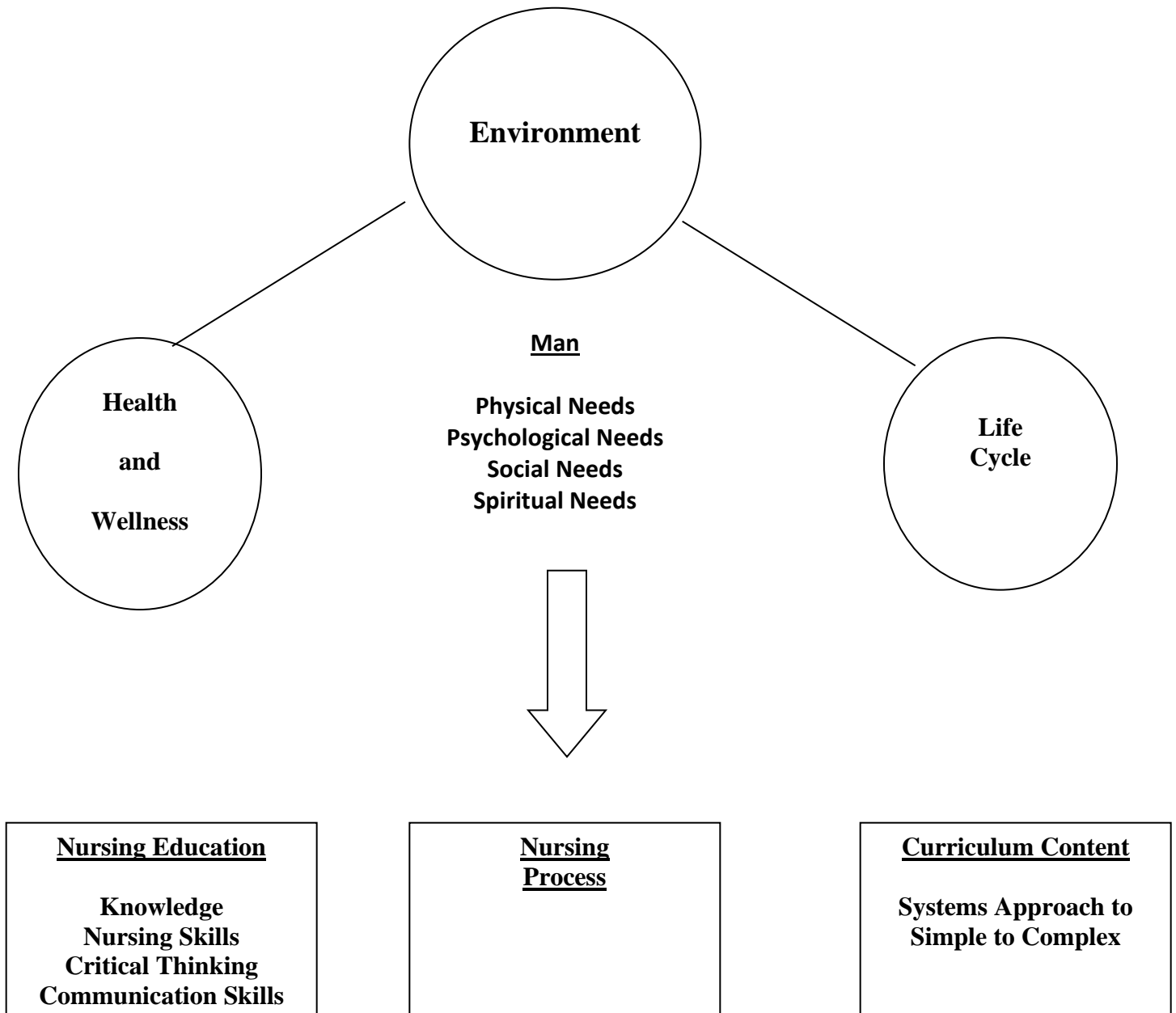
Perform nursing skills in a safe, competent, accountable manner according to the policies established by the employing agency and the tenets of the law.

Communicate effectively with patients, families, and members of the health care team.

Assume responsibility as a member of the nursing profession for professional growth, lifelong learning and self-development.

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Conceptual Framework



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Level Objectives

Level I Objectives:

At the end of Level I, the practical nursing student, with appropriate supervision, will:

1. Identify the patient's basic physiological, psychosocial and spiritual needs.
2. Begin to apply the nursing process to meet patient's basic needs.
3. Provide basic nursing care in a safe, competent manner.
4. Begin using communication skills with patients and health team members.
5. Define the need for health teaching for patients.
6. Begin to function as a member of the health care team.
7. Identify behaviors and attitudes consistent with the practice of nursing.
8. Identify accountability and responsibility in the practice of nursing.

Level II Objectives:

At the end of Level II, the practical nurse student, with appropriate supervision, will:

1. Determine the patient's physiological, psychosocial and spiritual needs.
2. Apply the nursing process in meeting the patient's needs.
3. Provide nursing care in a safe, competent manner.
4. Develop effective communication skills with patients and health team members.
5. Determine the need for health practices for patients and their families.
6. Begin to function as a member of the health care team.
7. Begin to demonstrate behaviors and attitudes consistent with the practice of nursing.
8. Demonstrate accountability and responsibility in the practice of nursing.

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Level III Objectives:

During Level III, the practical nurse student, with appropriate supervision, will:

1. Assess the patients' physiological, psychosocial and spiritual needs.
2. Utilize the nursing process in meeting the patient's needs.
3. Provide nursing care in a safe, competent manner throughout the life cycle.
4. Utilize effective communication skills with patients and health team members.
5. Implement health teaching with patients and their families.
6. Function as a member of the health care team.
7. Demonstrate work habits and attitudes consistent with the practice of nursing.
8. Assume accountability and responsibility in the practice of nursing.

At the end of Level III, the student will have met the program objectives and is eligible to sit for the National Council Licensure Examination for Practical Nurses.

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Course Descriptions

Level I

Nursing Fundamentals - 170 theory hours, 133 clinical hours.

The course provides the student with the knowledge and skills required to perform basic nursing care procedures in a safe, competent manner. Essential theoretical background and laboratory practice are presented through lecture, audio-visual aids, demonstration and lab practice. Students perform patient care and selected nursing skills in clinical settings.

Body Structure And Function - 120 theory hours

The course introduces a systematic study of the structure and function of the human body systems. The student is introduced to the pathophysiology of common health alterations of the human body systems.

Personal And Vocational Relationships - 30 theory hours – Some content delivered online

The course introduces the student to the nurse's role as a health care team member in the health care delivery system. Study skills, communication skills, nursing history and ethical and legal issues are presented.

Nutrition - 40 theory hours – Some content delivered online

The course introduces the fundamental principles and practices essential in nutritional care. Nutrient function, nutritional requirements, food safety, and the role of nutrition in illness are presented.

Mathematics For Nursing - 25 theory hours

The course presents units of measurement utilized in preparation and administration of medications. The course builds upon basic mathematical abilities and provides instruction for calculating drugs and solutions for nursing.

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Level II/III

Maternity Nursing - 64 theory hours, 48 clinical hours

The course presents the normal process of pregnancy, labor, delivery as well as the complications of the antepartum, intra-partum and post-partum period. Care of the newborn is included. The course provides theory as well as clinical experience of Family-Centered Maternity Nursing.

Pediatric Nursing - 64 theory hours, 48 clinical hours

The course teaches normal growth and development of the child, as well as common childhood illnesses and conditions. Opportunities are provided to enable the student to assist the child to meet their changing needs during wellness and illness.

Medical-Surgical Nursing - 75 theory hours, 240 clinical hours

The course provides the opportunity to acquire knowledge, skills and understanding to meet the changing needs of the adult patient by utilizing the nursing process. The course includes medical-surgical nursing theory and related clinical experiences.

Medical-Surgical Nursing - 179 theory hours, 322 clinical hours

The course provides the opportunity to acquire knowledge, skills and understanding to meet the changing needs of the adult client by utilizing the nursing process. The course includes medical- surgical nursing theory and related clinical experiences.

Pharmacology - 45 theory hours

The course involves the study of pharmacologic agents and the effects these agents have on man. Responsibility for administering medication and evaluating its effectiveness is stressed.

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Curriculum Plan

Program Length - 12 Calendar
Months Program Hours – 1603
Theory Hours – 812
Clinical Hours – 791
Vacation/Holiday- 4 weeks
Total Credit Hours - 40.1

Level I

16 Weeks Course	Theory Hours	Clinical Hours	Credit Hours
Nursing Fundamentals	170	133	21.4
Body Structure and Function	120	Integrated	12
Personal and Vocational Relations	30	Integrated	3
Nutrition	40	Integrated	4
Mathematics for Nursing	25	Integrated	2.5
Totals	385	133	43

Level II

16 Weeks Course	Theory Hours	Clinical Hours	Credit Hours
Medical Surgical Nursing	179	322	28.6
Pharmacology	45	Integrated	4.5
Totals	224	322	33.1

Level III

16 weeks Course	Theory Hours	Clinical Hours	Credit Hours
Maternity Nursing	64	48	8
Pediatric Nursing	64	48	8
Medical-Surgical Nursing	75	240	15.5
Totals	203	336	31.5

Credit Hours Key:

30 hours Theory = 1 credit hour
60 hours Clinical = 1 credit hour

Quality Point Average Scale:

A = 4
B = 3
C = 2

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Admission Policy

Applicants for admission are selected by the Greater Johnstown Career and Technology Center Program Faculty based on their academic qualifications, personal attributes and general health status. Applicants are given individual consideration in the selection process. Qualified applicants are selected without discrimination, regardless of age, sex, race, religion, creed, marital status, familial status, ancestry, national origin, sexual orientation, height, weight, disability or status as a disabled veteran or a veteran of the Vietnam era, or handicap which does not interfere with attainment of program objectives.

Individuals who complete the application procedure and meet the admission criteria will be considered for acceptance into the program. The selection of students is based on individual qualifications. Acceptance of a position in the program by the applicant signifies agreement to abide by the policies and procedures of the School. The faculty reserves the right to select applicants who best meet the admission criteria, demonstrate motivation and personal qualities suitable for practical nursing and give evidence of satisfactory pre-admission health examinations. Acceptance of a position in the program by the applicant signifies agreement to abide by the policies and procedures of the School.

Admission requirements:

1. Graduate of an accredited high school or GED equivalent
2. Satisfactory achievement on pre-admission test (HESI A2 admission assessment). Applicants may take the test twice within a one year time period. A minimum of 30 days must separate test retakes if the same format of the pre-admission test is repeated. Scores are valid for one year. Pre-Entrance tests taken at other nursing programs are considered on an individual basis and must be approved by the Coordinator.
3. Submission of three professional references. References from family/friends are not acceptable.
4. Personal conference with the coordinator, faculty member, or career coach.
5. Evidence of good physical and mental health determined by pre-admission examination by a physician, laboratory testing, and current immunization status
6. Current Cardiopulmonary Resuscitation (CPR) Certification, Health Care Providers Course
7. Liability insurance with \$1,000,000 to \$3,000,000 coverage prior to admission to the program
8. Satisfactory FBI criminal check through the Department of Human Services and if applicable satisfactory FBI criminal check through the Department of Aging., Pennsylvania Criminal Record Check and Child Abuse History Clearance.

To attend clinical experiences, students must have a clear child abuse history clearance. Students must

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also have a clear criminal record for certain types of offenses to attend clinical experiences. A list of prohibited criminal offenses is given to the applicant with the program application and at the orientation session prior to admission. If the student is ineligible to attend clinical experiences, the student is ineligible for admission.

Negative urine drug screen -- Physician prescribed medications that test positive must be verified with current and valid prescriptions. If the urine drug screen is positive for any illegal substance, regardless of the route the student absorbed it, it is deemed a positive drug screen for that substance.

** Students are responsible for submitting records on time and should keep a copy of all materials submitted for their records

Individuals Who Have Been Convicted of a Crime:

Completion of the Practical Nursing Program is not a guarantee that the Pennsylvania State Board of Nursing will allow the student to sit for the NCLEX-PN licensure examination. Individuals convicted or having a charge/charges pending against them regarding a violation of any Federal, State or local law (except for minor violations of traffic laws) may be denied. Licensure may be denied if an individual has had 1) disciplinary action taken against or been denied any license, certificate, registration, or permit as a nurse or any regulated health occupation, 2) is now or ever been treated for drug abuse or alcohol problem, 3) been convicted of, pled guilty or nolo contendere to an offense, misdemeanor, or felony in any state, or violated any Federal, State or local law related to the use, manufacture, distribution or dispensing of controlled substances, alcohol or other drugs.

If a student has convictions, it is his/her responsibility to contact/petition the State Board of Nursing for notification and consideration of their petition.

Advanced Placement Policy

The Practical Nursing Program offers advanced placement for the following curriculum courses to students who meet the qualifications:

Nursing Fundamentals - Level I, 170 hours

The requirements for advanced placement for curriculum courses are:

Nursing Fundamentals (Level I)

1. Completion of a Nursing Fundamentals course in a high school health assistant program
2. Student must be a participant in the SOAR program and has met all qualifications, graduated within past (one) year.
3. Completion of the Practical Nursing Program Nursing Fundamentals final course examination with a grade of 78% or higher **and** satisfactory performance on selected clinical skills as assessed by the Practical Nursing Program.
4. Completion of fundamental skill demonstrations to be reviewed by Nursing Coordinator

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Students taking final course examinations for advanced placement in Nursing Fundamentals are provided with courses outlines, syllabi in advance of the testing date. If a student does not achieve the required grade on an examination or does not achieve satisfactory performance in the clinical testing, the student must take the curriculum course. Courses for which advanced placement are granted are not calculated in the student's final quality point average upon completion of the program. To apply for advanced placement, the applicant must meet all admission requirements and have official transcripts and course descriptions/outlines, as applicable, sent to the Practical Nursing Program.

Clock Hour/Credit Hour Conversion Policy

All adult education courses and fulltime programs at GJCTC are "Clock Hour" based, i.e., students who successfully complete training are awarded clock hours as presented on the schools' clock hour/credit hour conversion charts, grade reports and official transcripts, et.al. **It should be noted that there is no system in place for GJCTC to award "Credit Hours" or "Credits".**

The schools' presentation of "Credit Hours" and "Credits" as related to "Clock Hours" is intended only as a guide or suggested format to those students who, at some future point, request clock hour to credit hour conversion as part of their application to another postsecondary school. It also should be noted that, with the exception of GJCTC's official articulation agreements with postsecondary colleges and universities, the school makes no claim the clock hours are readily transferable to other postsecondary institutions. Since the acceptance of clock hours for credit conversion rests with the receiving institution, with the exception of the aforementioned articulation agreements, GJCTC makes no assertion that any other institution will accept its clock hours for credit conversion. The following clock/hour/credit hour conversion formula, as used by GJCTC, is based upon the Pennsylvania State Board for Vocational Education's (PA-SBVE), suggested format for clock hour to credit hour conversion as presented in the "Accreditation Guidelines for the Accreditation System of Institutions for Adult Education,"

September, 2011:

10 Theory Hours = 1 Credit Hour

20 Lab Hours = 1 Credit Hour

30 Internship/Externship Hours = 1 Credit Hour

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Academic Calendars

Updated calendars are available on the GJCTC website and are distributed at orientation.

Academic Policies Grading

Students are promoted to the next level and to graduation by maintaining satisfactory achievement in theory and clinical components and by meeting requirements in conduct and attendance. It is the student's responsibility to keep family/significant others informed of grades and status in the program as appropriate and assure that all appropriate fees and requirements are met.

Theory Grading

The grading scale for theory is:

- A= 94%- 100%
- B = 85%-93%
- C= 78%-84%
- F = 0-77%
- I = Incomplete
- W= Withdrawal

Final theory grades are a composite of quizzes, unit exams and final exams given within each course. Dates of unit and final exams are announced in advance. Quizzes may be given without prior notice. Points may be deducted from the course grade for assignments not done or received late.

Students are required to take all tests on the date and time the exams are scheduled. All materials not used for test taking must be removed from the student's surrounding area. Students may also be randomly relocated to different seats during an exam. Use of cell phone calculators is not permitted. If a student is in attendance on the day of a scheduled exam, the exam must be taken on that day. A student who refuses to take a scheduled exam on a day he/she was in attendance will receive a zero (0) for that exam. *If a student is absent for an exam, the make-up exam must be taken on the first class/clinical day of the student's return unless exempted by an instructor.* Make-up tests taken on class days will be taken in a designated place at the beginning of class. Alternative exams (completion/essay questions) will be given for students who miss exams or are late for scheduled exams on a regular basis. Action for any student who demonstrates a pattern of being tardy or absent for exams will be considered on an individual basis by the faculty at that campus.

Students are informed of test grades after tests are scored. Tests are reviewed in class. All materials not used for test taking must be removed from the student's surrounding area to protect the security of the test. Discussion of individual questions will not occur during test review. If students have questions concerning the test, they are to meet with the instructor at break times or after class. *The student will be responsible to supply to the instructor in writing the question with supporting evidence that the answer was incorrect.* Students are informed of cumulative theory progress at appropriate intervals throughout the course, particularly if the student's grade average is lower than expected. Students are responsible for maintaining a record of their grades in each

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course. Final theory grades are distributed at the end of each level. Students whose theory grades are below the expected level of achievement will be counseled by the course instructor.

Online Learning

Students will be required to complete online assignments and exams. All online assignments must be submitted through the online course. No email, fax or paper copy will be accepted. Students will be required to complete online examinations as scheduled. Students must complete the examination within the given release period and allotted time. Exceptions will not be made for computer, internet or device failure. It is the student's responsibility to have reliable resources or to use the computer lab during scheduled course times. Failure to notify the instructor prior to the examination will result in a "0" zero for the exam. Students will not be permitted to retake examinations.

Students are encouraged to seek assistance for any difficulties encountered in theory attainment with the faculty or the coordinator. Appointments for additional help should be made in advance with the instructor. Faculty may refer students to the coordinator for below average theory grades. Remedial work may be assigned to help students improve in theory achievement.

A student who does not meet financial aid eligibility due to lack of academic progress (less than 78%) at the time funds are received at the school or disbursed to the student must render payment to the school to remain enrolled in the program. The student must achieve a final theory grade of 78% or higher in each curriculum course to be promoted to the next level and to graduation. A final course grade below 78% is considered failure and results in dismissal from the program with opportunity for readmission at the discretion of the faculty.

A student who is unable to complete the theoretical component or does not complete the ATI tests for specified courses during the scheduled time will receive an incomplete grade (I) for the course or courses. A student cannot progress into the next level with an incomplete grade. The student may be able to finish the incomplete theoretical component within 12 months as determined on an individual basis by faculty. A student must repeat the entire curriculum if the incomplete grade is carried longer than 12 months.

Clinical Grading

The clinical components of the program are graded at the end of each level as:

S = Satisfactory

U= Unsatisfactory

I = Incomplete

Students must attain a satisfactory final clinical grade to be promoted to the next Level and to graduation. To receive a satisfactory rating for clinical evaluation, the student must demonstrate satisfactory performance in all clinical objectives. A student attaining an unsatisfactory final clinical grade is dismissed

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from the program.

Students receive feedback on attainment of the clinical objectives verbally from the instructor on an ongoing basis. Written feedback is given in anecdotal records on the evaluation form at least every other week. Written feedback may be given more often as necessary. Students sign and date the anecdotal record below the instructor's signature to indicate his/her review of the comments. The student may add comments on the form relative to the instructor's evaluation following the evaluation.

Anecdotal comments indicating a need for improvement in any clinical objective are entered on the Weekly Clinical Evaluation Form with the date of the anecdotal record describing the behavior(s)/performance. Patterns of concern can be identified and plans for improvement initiated. Students must write a self-evaluation statement under the instructor's comments when a need for improvement in any clinical objective is identified.

The student receives a formal final evaluation from the instructor summarizing the student's clinical performance. Clinical performance recorded on final evaluations is graded according to the Clinical Grading Scale as indicated on the evaluation form. Students review and sign the final evaluations. Students may comment on the evaluations as desired.

Weekly evaluations: If a student receives an evaluation with an unsatisfactory two consecutive weeks or on a consistent basis, the student will be counselled and may be placed on clinical probation with a plan of correction. The student will be offered a two week time period of remediation and then will be re-evaluated on his or her performance.

Final Evaluation: The student must earn an evaluation independent, supervised or assisted (assisted is only available in Level 1 and 2). If a student is showing marginal or dependent clinical performance he/she may not advance to the next level. A student showing assisted clinical performance may advance onto the next level, however will be placed on remediation for two weeks and then re-evaluated. If the student does not show improvement in performance with remediation the student will receive a final clinical grade of unsatisfactory for the course and is unable to proceed to the next level or to graduation and is not eligible for readmission.

The student writes a self-evaluation reflecting his/her attainment of the clinical objectives at the end of the course. The student gives the form to the instructor. The instructor signs the student's evaluation to indicate review and attaches the evaluation to the instructor's evaluation for the student.

A student who is unable to complete the theory and/or clinical component of a course during the scheduled time will receive an incomplete grade (I) for the course. A student cannot progress into the next level with an incomplete grade.

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The student may be able to finish the incomplete theory and/or clinical component within 12 months as determined on an individual basis by faculty. A student must repeat the entire curriculum if the incomplete grade is carried longer than 12 months. Students who do not achieve a satisfactory theory grade in a course are required to repeat both theory and clinical components of the course should they be readmitted to the program.

Technology Requirement

Computers are available at the campuses during regular school hours. Access to the internet at home is recommended.

Critical Incident

A critical incident is a behavior of a student in the clinical and/or classroom settings that demonstrates unsatisfactory performance. Documentation of critical incidents serves as a written warning indicating an immediate need for improvement in performance.

Critical incidents may include, but are not limited, to:

- a. An incident that causes or puts the patient at risk for serious physical or psychological injury. The phrase "at risk" means the student's actions carry a significant chance of a causing an adverse outcome to the patient.
- b. An incident that involves a violation of conduct requirements as defined in the Student Handbook, Academic Policies. This includes, but is not limited to, attendance policy requirements also.

Documentation on a critical incident is written on a Critical Incident Form and recorded on the student's clinical evaluation. The student reviews the form and signs that the documentation on the critical incident has been read. Students may comment on the form as desired. The completed Critical Incident Form is given to the Coordinator and is kept in the students file.

A student may have two (2) documented critical incidents and remain in the program. If the student receives documentation on a THIRD critical incident during the program, the student is dismissed from the program. The dismissal is recorded as an unsatisfactory clinical grade in the course the student is in when the third critical incident is received.

Academic Probation

Academic probation is verbal and written notification that the student must demonstrate improvement in meeting theory requirements, clinical objectives, and attendance requirements or conduct requirements within a specific time period to remain in the program. Academic probation may affect financial aid eligibility as academic progress is jeopardized by academic probation. Academic probation and the length of the probation period are determined by faculty and the program coordinator. Areas of weaknesses and a probationary plan for improvement are identified in writing for the student. The student, faculty and the Coordinator meet to discuss the probationary status and the plan for improvement.

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Further meetings may be held at the coordinator, faculty or student's initiation. The student is assisted in attaining improvement through remediation, counseling and individualized instruction as necessary. Students are encouraged to utilize library, audio/visual and computer resources as appropriate to improve performance. At the end of the probationary period, student performance is documented by the faculty as applicable. If the student has demonstrated satisfactory improvement in the areas of identified weaknesses, the student may continue in the program. Once the terms of academic probation have been met within the specified time frame, the academic probation will be lifted. If the student has not demonstrated satisfactory improvement in identified areas, the student will be withdrawn (dismissed) from the program.

Withdrawal/Dismissal

Withdrawal from the program may be voluntary or involuntary. Tuition refunds based on the student's official date of withdrawal will be prorated as per the GJCTC Tuition Refund Policy (Refer to information in the Financial Aid pages of this handbook). All property belonging to Greater Johnstown Career Technical Center/Monroeville Satellite Campus Practical Nursing Program must be returned.

Withdrawal - A student planning to withdraw from the program shall meet with the coordinator and submit

A letter of resignation. The date of the resignation letter shall be the official date of withdrawal from the program.

Dismissal -A student may be dismissed (involuntary withdrawal) from the program for the following reasons:

- Final course theory grade below 78%
- Unsatisfactory clinical performance per school or agency guidelines
- Failure to meet attendance requirements
- Failure to meet financial commitments to the School Failure to adhere to conduct requirements
- Illegal drug/alcohol use
- Positive drug and/or alcohol screening
- Violation of drug, alcohol or smoking policies on School or cooperating agencies' property
- Violation of GJCTC/APAVTS and/or cooperative clinical agency policies

Leave Of Absence

A leave of absence may be granted for prolonged illness or personal reasons. The student must discuss the situation with the Coordinator. The student submits a written request for a leave of absence to the Coordinator. Decisions regarding the leave of absence are made by the Coordinator and Administration of Greater Johnstown Career and Technology Center.

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The date of return from a leave of absence must be within one year. The student requests to return from leave of absence in writing. The written request to return from leave of absence must be received at least eight weeks prior to the anticipated date of return. All outstanding financial obligations to the School must be paid prior to return from leave of absence.

Satisfactory criminal record check, child abuse history clearance and urine drug screening as per admission requirements must be current within one year.

A student is permitted one leave of absence from the program. Refer to the leave of absence policy in the Financial Aid Policy and Procedure Handbook and the Tuition Refund Policy below.

Readmission

A student is permitted *one* readmission to the program. Students who did not earn a satisfactory theory grade in a program course must repeat both theory and clinical components of the course if readmitted. Students who earned an unsatisfactory clinical grade in a nursing course are not eligible for readmission. A student accepted for readmission must repeat the entire curriculum if longer than 12 months has lapsed since the last program attendance. To request readmission, the student submits a written request to the Coordinator at least eight weeks prior to the desired date of return. All outstanding financial obligations to the School must be paid prior to readmission. Physical examination, required laboratory tests, criminal record check, child abuse history clearance and urine drug screening as per admission requirements must be satisfactory and current within one year. If the student wishes to re-enter into level 2 or level 3 the student must satisfactorily demonstrate all level 1 clinical skills.

Tuition Refund Policy/Financial Aid Eligibility for Withdrawal or Loan

Students are informed that according to current U.S. DOE Return of Funds policy, financial aid eligibility may be reduced for the portion of time attended based on absentee time. Also, depending on re-entry date, a student may or may not be entitled to financial aid for re-entry period.

The following Refund Policy applies to all post-secondary education programs offered at Greater Johnstown Career and Technology Center:

If a student withdraws from a post -secondary education program before the first class session, 100% of the tuition that has been paid by the student will be refunded. The registration fee of \$100.00 is non-refundable and will be retained by the school.

If a student withdraws after attending 60% of the total hours required for the program and has entered into level three --- NO refund will be issued. At this time, the student is responsible for paying the total cost of tuition and fees.

If a student leaves the institution during the program, the Business Office recalculates the tuition due for the amount of time attended. Total clock hours attended is divided by the total clock hours

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of the program. This will give the percentage of time attended. The Business Office will be notified by the Financial Aid Officer of the amount of Title IV aid earned, if any, that will be applied to the student's account. If a credit balance does occur, the refund will be sent to the student after all refunds to Title IV have been satisfied. If a balance due on the account remains, it will be the student's responsibility to satisfy the balance.

When a student withdraws prior to the program completion, 5% of the total tuition will be assessed as an administrative fee and included in the final amount owed.

Students who have already received Federal Pell grant money may be required to pay a portion of this grant back to the U.S. Department of Education when they withdraw from a program early, if based on the actual hours attended, it is determined that they received more aid than entitled to for that period.

*Student withdrawal may be voluntary or involuntary.

Random Drug Testing- Random drug or alcohol screenings for reasonable suspicion may be held at any time during the school year without advanced notice. If a student refuses a drug or alcohol test which is scheduled at random or for reasonable suspicion, the results will be considered to be positive. **Any student with a positive drug or alcohol screen is immediately dismissed from the program.** Students on physician prescribed medications that test positive in the drug screen may be tested for therapeutic drug levels if the student's behavior suggests abuse.

Attendance- Class and clinical absenteeism may jeopardize the student's ability to achieve the course objectives and may result in failure or dismissal from the program. Students must attend and be punctual for all classes and clinical experiences in order to meet all course objectives and correlate theory with clinical practice.

Students are responsible for signing the class attendance sheet in the morning and in the afternoon on class days at the Johnstown and Monroeville campuses. Students may not sign the sheet for other students. The student must sign out with the time leaving if the student leaves class early for any reason.

The policy for federally funded financial aid mandates that students must have attended more than 90% of the scheduled hours at the time of the grant or loan draw down and disbursement to the student to be eligible for funding. Doctor and dentist appointments are to be scheduled outside of school time. Absences for doctor appointments, illnesses or illnesses of family members are counted as absent time.

Students will not be excused from classroom or clinical hours due to conflict with employment schedules.

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A physician's statement is necessary to return to School for absences of 3 days or longer or may be requested for repeated absences or absences of less than 3 days at the discretion of the instructor.

Absence for a death in the family will be considered an absence according to the policies of Greater Johnstown Career and Technology Center. Absence, not in excess of three regularly scheduled days (provided that one of the days is the date of the funeral), is excused for members of the immediate family -father, mother, brother, sister, son, daughter, husband, wife, mother-in-law, father-in-law, any relative who resides in the same household, or any Person with whom the student has made his/her home. Absence of one day is excused to attend the funeral of a near relative- grandfather, grandmother, grandchild, aunt, uncle, niece, nephew, son-in-law, daughter-in-law, brother-in-law, sister-in-law or first-cousin. Obituaries must be provided for excused absences.

Attendance Policy Requirements:

Students are expected to be present for all scheduled classes and clinical. Student receiving Title IV financial aid funds must maintain 90% class attendance throughout the program.

Documentation of illness is expected. According to financial aid regulations, absenteeism in excess of 10% of the schedule hours at the date the federal funds are received at the school or disbursed to the student, affects and delays the students' receipt of financial aid funds. The student is required to pay tuition and fees from private sources to remain in the program, in cases of excessive absenteeism delaying funding.

Absenteeism will be handled on a progressive scale which could result in dismissal from the program.

25 hours missed	Counseling and written warning
38 hours missed	First Critical Incident
52 hours missed	Second Critical Incident
60 hours missed	Written warning/meeting with Coordinator
68 hours missed	Written warning/meeting with Coordinator
75 hours missed	Dismissal from Nursing Program

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Classroom Absence or Tardiness:

The student is responsible for notifying the school for classroom absence or if the student will be late.

Classroom Absence:

The student is responsible for all information covered and/or assignments given in the classroom. It is the responsibility of the student to get copies of class notes or other assignments if absent. Tests will not be rescheduled due to students missing class notes or assignments before the test date. Any student who demonstrates a pattern of being absent for exams will be taken to Faculty Organization for action on an individual basis.

Classroom Tardiness:

Defined as not being seated at the scheduled start of class. Students will not be permitted to enter the classroom at any time when a test is in progress in order not to disturb students who were punctual. Students who are not on time on days that exams are given will take the exam, at a specified location, only after all students, who were on time, finish testing. Any student who demonstrates a pattern of being absent for exams will be taken to Faculty Organization for action on an individual basis. Tardiness will be recorded as absent time. Leaving class before the class is over is counted as absent time for the remainder of the scheduled class day. Repeated tardiness or episodes of leaving early may result in academic probation.

Clinical Absence or Tardiness:

The student is responsible for notifying the instructor for clinical absence or tardiness prior to the start of the clinical experience. Students must notify their assigned instructor no later than 0600 for daylight clinical and 1400 for evening clinical.

Clinical Absence:

An absence or tardiness without notifying the instructor by the assigned call off time for any clinical experience will result in the following:

First Offense -Unsatisfactory clinical evaluation and an automatic 1% grade reduction from the final theory grade for the course with the clinical component

Second Offense - Unsatisfactory clinical evaluation and placement on academic probation and a 2% additional grade reduction from the final theory grade for the course

Third Offense - Dismissal from the program

Students who have missed more than 2 days of clinical experience are required to complete a written clinical assignment for each day of absence to help the student attain the clinical objectives for the course.

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The assignment is graded and calculated into the requirements for written nursing care plans in that course. Students must meet the established requirements to satisfactorily pass the clinical component of the course.

Clinical Tardiness:

Defined as not being on the clinical area at the scheduled time (example: 6:45 am). Please note this time varies per clinical site. Students are expected to be on time for clinical experiences. Students are expected to notify their Instructor if they will be tardy. *If a student is more than 15 minutes tardy they are not permitted to participate in the clinical experience and will be counted absent for the entire day.*

Specific times that the student must be on the clinical unit for the start of clinical, varies among sites.

Tardiness will result in:

- Verbal warning for the first occurrence
- Written warning for the second and third occurrences
- Deduction of 5 percentage points from the theory grade total for each further occurrence during the school year
- Points for tardiness will be deducted from the curriculum course associated with the clinical experience. Students who have a legitimate reason for tardiness should notify faculty on the clinical area prior to the start of the clinical experience. Personal situations will be considered by faculty on an individual basis. Students who are late for clinical and have not notified the instructor will be sent home and marked absent for the clinical day. Repeated tardiness on the clinical area may be taken to Faculty Organization for additional action on an individual basis. Students who leave clinical before the scheduled departure time (unless situation is exempted by the instructor) will be marked absent for the entire clinical day.

Absences with extenuating circumstances (such as documented hospitalization or extended illness, etc.) are evaluated by the Coordinator of Practical Nursing and the Administration of Greater Johnstown Career and Technology Center on an individual basis.

Conduct Requirements

Students must adhere to standards of conduct that are congruent with and complimentary to professional and technical nursing practice. Conduct requirements ensure that students are academically honest, accountable and responsible for their behavior, attitude, grooming and appearance in class, clinical experiences and at any time that the student is a representative of the program. Dishonesty, inappropriate behavior, attitude, appearance or grooming will not be tolerated and may result in probation or dismissal from the program.

Academic Honesty Standards –

A foundation of trust and individual responsibility is essential in an academic setting and in nursing.

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Faculty assumes the responsibility of creating an environment in which honesty is encouraged and dishonesty is discouraged.

Students are obligated to demonstrate respect for the principles of academic integrity by not participating in acts of Academic dishonesty and by reporting violations to faculty or administration. Academic dishonesty may take many forms. The following list, although not inclusive, represents unacceptable behavior:

Cheating - using unauthorized assistance, materials, or study aid in any academic test or exercise

Plagiarism - using the words or ideas of another without appropriate

Acknowledgment Fabrication - falsifying or inventing information or data

Deception - misrepresenting work or academic records; forging signatures

Electronic dishonesty- using network access in an inappropriate way, having an impact on a class or the work of others

Facilitating academic dishonesty - intentionally assisting another student to commit an act of academic misconduct.

This includes the use of any assistive resources, devices, manipulation of course material and examinations, or sharing information during online examinations. It is expected that all material submitted is the students "original" work and is not a reproduction of another student or internet material.

If an instructor has reason to suspect cheating, a "0" zero will be given for the assignment or test and the Student will be placed on Academic Probation. As part of the Academic Probation, the student will be required to write a research paper on academic integrity. Academic dishonesty will not be tolerated. The school reserves the right to involuntarily withdraw a student should the severity of the incident or repetition warrant further action.

Behavior and Attitude:

Students are expected to behave in a manner appropriate in a mature learning environment and in health care settings. Misconduct, inappropriate behavior or student actions that affect the educational environment for other students will result in dismissal from class or the clinical area. Time missed due to dismissal from class or clinical is counted as absent time.

Incidents of inappropriate behavior or attitude will be documented on the "Professional Behavior Evaluation- Classroom" form or on the student's clinical evaluation. Incidents will result in counseling with a faculty member. Improvement in behavior is expected. Severe or repeated incidents will result in probation and/or dismissal from the program.

Behavior in the Classroom:

Students are expected to act professionally in the class setting. Unacceptable behavior will be documented and placed in the students file. Repeated behaviors in the classroom that are not congruent with professional behavior may result in counseling, probation, or dismissal from the

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program.

No student is permitted to disrupt the learning and education setting for other students in any manner. Students are expected to be polite, courteous and respectful to fellow students, instructors and all individuals encountered in the educational process. Challenging or verbally discrediting faculty during class time is inappropriate behavior. Students are expected to participate in classroom discussion as appropriate. A student will not be permitted to control class discussion and is expected to accept the responsibility to make appropriate meaningful contributions to class discussions.

Students are expected to be alert and attentive in class.

Students are not to disrupt class by talking during lecture.

Students are not to leave the classroom until break or lunch times. Leaving the classroom at other times is considered disruptive to other students.

Inappropriate language or mannerisms or gestures, comments or body language that is belittling or threatening gestures, comments or body language will result in the student being sent home and marked absent for the day.

Cellular phones must be silenced or turned off in the classroom. If cell phone usage is interrupting the educational process of the other student you will be told to leave the classroom. Cell phones may not be used as calculators during tests. Cell phones are not permitted on the desktop. Students may store the cell phone in a locker or in their pocket.

Personal computers and other devices are permitted in the classroom for note-taking only. Playing games or visiting non-school related websites, during class time, is not permitted.

Children may not accompany adults to class nor may they be left unattended at any time in the building. If the student is inattentive or disruptive, the instructor may ask the student to leave the class.

Behavior in the clinical area:

- Students are expected to maintain confidentiality for all materials encountered in the clinical setting.
- Students are expected to be courteous and respectful to patients, families, fellow students, instructors, staff and all encountered in the educational process.
- Students are expected to give nursing care with a non-discriminatory attitude and performance.
- Students are expected to be accountable and responsible for their actions. Students are expected to exhibit a caring attitude on the clinical area.
- Students are expected to show respect for the rights and safety of peers, personnel, affiliating agencies, patients, families and visitors.
- Inappropriate language or mannerisms will result in unsatisfactory evaluation on the student's clinical evaluation form and the student being sent home and marked absent for the day.

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- Cellular phones and all other outside electronic devices are NOT permitted in the clinical area.

Dress Code:

Grooming - Expectations include, but are not limited to, the following:

- Daily hygiene maintenance (bathing, deodorant use, mouth care)
- Clean, neatly styled hair
- Clean and presentable clothing
- Proper dental appearance and care

Classroom Attire -

- ONLY the School approved nursing uniforms are to be worn at all times in the classroom (unless otherwise approved by the Coordinator)
- Shoes must be worn
- ID Badges and Key Fobs are to be worn DAILY, attached to the uniform top above the waist line.
- Hats and head wraps are not permitted in the school
- Hair is permitted to be down
- Smart watches, Fitbits, etc are not permitted
- Tattoos may be uncovered, unless offensive or inappropriate for the school environment

All other dress code rules apply on theory days!

Clinical Attire -

- The School uniform is to be worn for all clinical experiences. Uniforms must be clean and presentable.
- Photo ID badge (issued by the school) is required for all clinical experiences. A white warm-up jacket may be worn to the clinical area, not permitted on the unit or during direct patient care.
- White T shirts (long or short sleeve) may be worn under the uniform if desired.
- Colored T-shirts or shirts with visible printing are not permitted with the uniform
- White nursing shoes or all white sneakers (no cloth, mesh, or canvas) are required to be worn with the uniform.
- Open toed, sling back, Croc brand, or clog-style shoes are not permitted.
- Shoes and laces must be clean and polished.
- White stockings or socks are worn with the uniform.
- Hair must be worn off the collar and neatly maintained.
- Extreme hair styles, color, or excessive hair ornaments are not permitted.
- Excessive make-up, perfume, cologne or after shave is not permitted.
- Fingernails are to be kept short and clean. No nail polish or artificial nails are acceptable.
- Gum, candy or tobacco may not be used/chewed in the clinical setting. Vaping is not permitted in the clinical setting or on campus.
- Jewelry is limited to watch with a second hand and one band style ring (no stones permitted). Tongue rings and other body piercings seen outside the uniform are not permitted.

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Students may wear a flesh tone or clear spacer. Gauges, bars, bar bells, or any post style device are not permitted.

- One set of post-style earrings in each ear is permitted.
- All visible tattoos must be covered by an opaque cover regardless of the location of the tattoo.
- Men must be cleanly shaven or if worn, moustaches and beards must be clean and neatly trimmed
- Smart Watches and Fit bits are not permitted at clinical nor while taking a test/exam
- Students who are non-compliant with dress code will be subject to disciplinary action, up to and including being sent home from the clinical unit. All missed time will be counted against the student's absence time.
- Students are not permitted to post pictures from any clinical sites on social media sites.

Social Media

Social Media is a powerful communication tool that may have a significant impact on personal, professional and organizational reputations. There are numerous media resources available but are not limited to Twitter, Face book, MySpace, You-Tube and Linkin. Students are liable for anything that is posted on a social network site. Social media is a dialog, not a monologue. Know and follow fair use laws, copyright laws, code of ethics, HIPPA regulations, and good conduct guidelines of being professional and representative of the Practical Nursing Program and Greater Johnstown Career and Technology Center. Posting Pictures should be flattering and what you would place in the newspaper. Do not provide any confidential or proprietary information. Be respectful of your audience. You are not permitted to post material that is obscene, threatening, harassing, abusive, slanderous, hateful, embarrassing or unlawful. You are not permitted to utilize the Greater Johnstown Career and Technology Center logo or Practical Nursing logo.

Privacy does not exist in social media. The fact that Face Book's Privacy Policy States:
"You post User Content on the site at your own risk. Although we allow you to set privacy options that will limit access to your page, please be aware that no security measure is perfect or impenetrable. We cannot control the actions of other Users with whom you may choose to share your pages and information. Therefore, we cannot and do not guarantee that User content you post on the site will not be viewed by unauthorized persons."

Best Practices:

- Think twice before posting
- Be respectful of your audience
- Photographs should represent how you want the public at large or future employer to view you as a person
- Respect all laws
- Do not use logos or images without permission
- Protect confidential and proprietary information
- Follow code of conduct guidelines
- Try to add value to others
- Identify your views as you own
- protect the institutional voice
- Do not have the illusion that anything you say is private

A situation that comes to the attention of the school will be reported to the Coordinator of Practical

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Nursing. A disciplinary decision will be made by the Administrative Director of Practical Nursing or the Director of the Greater Johnstown Career and Technology Center.

Student Retention

It is the purpose of the Practical Nursing Program to educate all students in theory and clinical practice in preparation for taking the NCLEX-PN licensing examination. Our goal is to graduate all students admitted to the program. Students must actively participate in the educational process to achieve success and complete the program. The program offers academic and school-related personal counseling, financial aid assistance, and tutoring to promote student retention. The student is encouraged to inform faculty and the coordinator if he/she is having any difficulties during the program so that these services can be utilized as soon as possible to enhance student retention.

General Student Policies

Greater Johnstown Career and Technology Center Substance Abuse Policy

The Greater Johnstown Career and Technology Center Practical Nursing Program is committed to the maintenance of a drug-free campus.

Drug-Free School and Communities Act Amendment of 1989

The Greater Johnstown Career and Technology Center is committed to a drug-free campus for its students and employees. As part of that commitment, this document provides information pursuant to the Drug-Free Schools and Communities Act Amendments of 1989 (Public Law 101-226). The act requires that as a condition of receiving funds or any other form of financial assistance under any federal program to prevent the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees.

Standards of Conduct

The purpose of any policy must relate to the welfare and well-being of individual students, employees and the school population in general. Individuals under the influence of drugs, alcohol, or mood-altering substances may have their mental processes altered, thus impeding their own learning and/or present social and behavioral problems within the school community. The Greater Johnstown Career and Technology Center recognizes that the use and abuse of drugs and alcohol is a serious and difficult problem for an educational system.

Our policy is based on the belief that chemical dependency is a life-threatening illness that affects individuals in all areas of their lives, emotionally, physically, intellectually and socially. It is also our belief that chemical dependency is a treatable illness.

Through the implementation of an appropriate curriculum, classroom activities, community support and resources, a strong and consistent administrative and faculty effort, and rehabilitative and disciplinary procedures, the Greater Johnstown Career and Technology Center works to educate, prevent and intervene in the use and abuse of all drug, alcohol and mood-altering substances by the

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entire student body and staff.

It is the intent and obligation of our school to provide a drug-free, healthful, safe and secure work environment free of drug and alcohol abuse.

The Greater Johnstown Career and Technology Center prohibits the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees on its property or as any part of its activities.

Legal Consequences of Alcohol and Other Drug Violations

The unlawful manufacturing, distribution, possession or use of a controlled substance or alcohol on school property or while conducting school business off-campus is absolutely prohibited.

A student or employee who is on school property or anywhere at a school-sponsored activity and is under the influence of alcohol, drugs or a mood-altering substance, or possesses, uses, dispenses, sells or aids in the procurement of alcohol, narcotics, restricted drugs, anabolic steroids, mood-altering substances or any substance purported to be a restricted substance or over-the-counter drug shall be subjected to legal sanctions under local, state or federal law for the unlawful possession or distribution of illicit drugs or alcohol. The legal consequences of alcohol and controlled substances and other violations are described in the Greater Johnstown Career and Technology Center pamphlet under **Drug-Free Schools and Communities Act Amendments of 1989** and **Standards of Conduct** sections.

Greater Johnstown Career Technology Center Tobacco Policy #6280

Tobacco- Employees, post-secondary and/or adult evening students:

Employees, Post-secondary and/or adult evening students of the Greater Johnstown Career Technology Center are not permitted to use tobacco products in the school building, on the school grounds, nor at any school sponsored event.

Use of tobacco products is prohibited inside the Greater Johnstown Career and Technology Center buildings at any time by anyone.

Use of tobacco products is prohibited inside of the individual employee's or adult education students vehicle when secondary classes are in session; nor anywhere on school grounds.

Tobacco - General Public:

Tobacco use by the general public will not be permitted anywhere within the building or anywhere on the property of the Greater Johnstown Career and Technology Center.

Smoking will not be permitted in the building or on school property at any time.

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Employees, post-secondary and/or adult evening students violating the tobacco/smoking rules shall receive the following:

- A. First offense, \$25.00 fine or magistrate's office
- B. Second and further offense, \$50.00 fine each or district magistrate
- C. A court cost will accompany each fine.
- D. Certificates of completion will be withheld until all fines have been paid.

No employee may use tobacco or a tobacco product when working with a student in a professional capacity or within the GJCTC building or property, to include any student activity.

Greater Johnstown Career and Technology Weapons Policy #6190

Purpose: The Greater Johnstown Career and Technology Center recognizes the importance of a safe school environment to the vocational education process. Possession of weapons in the school environment is a threat to the safety of students and staff and is prohibited by law.

Definitions: "Weapon"- the term shall include but not be limited to any knife, cutting instrument, cutting tool, nunchuk stick, brass or metal knuckles, firearm, shotgun, rifle, bb or pellet gun, look-alike gun, paintball gun, chemical agent, explosive device, and any other instrument or implement capable of inflicting serious bodily injury.

"Possession"- a student is in possession of a weapon when the weapon is found on the person of the student, in the student's locker, under the student's control while the student is on school property, on property being used by the school, at any school function or activity, at any school event held away from the school; or while the student is on the way to or from the Greater Johnstown Career and Technology Center

Authority

The Joint Operating Committee prohibits possession of weapons and replicas of weapons in any school district building, on school property, at any school-sponsored activity, and in any public conveyance providing transportation to school or a school-sponsored activity.

6190.4	The Joint Operating Committee shall expel for a period of not less than one (1) year any student who violates this weapons policy. Such expulsion shall be given in conformance with formal due process proceedings required by law. The Administrative Director may recommend discipline short of expulsion on a Case-by-case basis.
6190.5	In the case of an exceptional student, the Administrative Director shall take all necessary steps to comply with the Individuals with Disabilities Education Act.
6190.6	In addition to existing admission requirements, each new student's parent or guardian must provide a sworn statement or affidavit stating if the student was previously expelled or suspended for an act or offense

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6190.7	Involving weapons, alcohol or drugs, or for a willful infliction of injury to another person or for any act of violence committed on school property.
6190.8	Transfer students must have a copy of the disciplinary record sent to the home high school forwarded to the
6190.9	Greater Johnstown Career and Technology Center Such record does not require parental permission and must be provided within a reasonable period of time, which should not exceed ten school days.
6190.1	Delegation of Responsibility:
6190.11	The Administrative Director or designee shall report the discovery of any weapon prohibited by this policy to the student's parents, home school authorities, and to local law enforcement officials.
6190.12	The Administrative Director or designee shall report all incidents relating to exclusions for possession of a weapon on school grounds to the Department of Education.
Guidelines:	The Administrative Director or a designee shall take the necessary actions to develop an understanding with local law enforcement officials that sets forth procedures to be followed when an incident occurs involving an act of violence or possession of a weapon by any person on school property.
	Acts of violence or possession of a weapon on school property in violation of this policy shall be reported to the Office for Safe Schools on the designated form twice per year, as required. The provisions of this policy shall not apply to the following:
	Items identified as a weapon being used as part of a program approved by the Superintendent,
	Administrative Director or Building Principal.
	Students and staff shall be informed concerning this policy at least annually.
	An exception to this policy may be made by the Administrative Director who shall prescribe special conditions or procedures to be followed. The Administrative Director or Principal shall designate in the Student Handbook procedures for students to turn in weapons brought to school accidentally, i.e., a knife used for hunting over a weekend or a scouting event, etc. Adopted 11/26/96

Lockdown Procedures - Greater Johnstown Career and Technology Center

Stage 1:

Teachers in classrooms and other staff members should lock doors and continue activity. Any student in the halls should report to their classroom. No one is to leave the room until an additional announcement is made. Ignore bells or the fire alarm. An announcement will end the lockdown.

Stage 2:

Teachers in classrooms and other staff members should lock doors and move to a safe area away from doors and windows, on an interior wall if possible. Turn out lights and close windows and blinds. Keep students quiet. Any student in the halls should report to the nearest safe area. No one is to leave the room until an additional announcement is made. Ignore bells or the fire alarm. An announcement will end the lockdown.

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Building Access - Greater Johnstown Career and Technology Center

Johnstown: School doors are locked when high school is in session. B Wing door is open at 7:00AM each morning. The Learning Lamp Pre-School and Daycare door is locked at all times and is not to be used for entry or exit by students.

Monroeville: Monroeville doors are locked at all times. Students may gain access with a registered Key Fob from 7am to 3:30pm.

Criminal Record Check FBI Criminal Check and Child Abuse History Clearance

Students are required to submit a Pennsylvania State Police criminal record check, FBI fingerprinting through the Department of Welfare and Child Abuse Record Clearance. Any student that has not been a resident of Pennsylvania for the past two years without interruption, or is currently living outside of the state must submit additional FBI fingerprinting through the Department of Aging. Students must supply proof of residency requirements upon request. Students are responsible for submitting the requests to the appropriate agencies and are responsible for the cost<; of all the required clearances. *Students must also supply any additional clearance as required at the clinical sites at the students' expense.*

Offenses on a student's criminal record or child abuse history may prohibit the student from attending required clinical experiences in the program. State law prevents individuals with a criminal record (2 misdemeanors in specified offenses or 1 felony conviction) or a history of child abuse to work in specified employment areas of health care. If the student has a positive record and is ineligible to attend scheduled clinical experiences, the student is ineligible for admission.

The State Board of Nursing considers licensure applicants with criminal records on an individual basis and may delay or prohibit graduates with criminal offenses from obtaining a license to practice nursing.

Urine Drug Screening

Accepted applicants are required to submit a urine specimen for drug screening to a testing service utilized by the School Applicants who test positive for prohibited drugs in the urine drug screen, except for physician prescribed medications, are not eligible for admission. Additional drug screenings may also be required at different times throughout the program to continue participation. Random drug or alcohol screenings for reasonable suspicion may be held at any time during the school year without advanced notice. If a student refuses a drug or alcohol test which is scheduled at random or for reasonable suspicion, the results will be considered to be positive. Any student with a positive drug or alcohol screen is immediately dismissed from the program. Students on physician prescribed medications that test positive in the drug screen may be tested for therapeutic drug levels if the student's behavior suggests abuse. *All screening is at the expense of the student.*

Liability policy

Students are required to purchase a liability insurance policy. Application forms are given to the

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student prior to enrollment. The liability policy must be in effect for the student to attend clinical experiences. Limits for liability insurance are required to be at least \$1,000,000 per occurrence and \$3,000,000 annual aggregate.

CPR Policy

CPR certification with an American Heart Association approved **CPR - BLS Health Care Providers Course** is a program requirement. Students must be certified in CPR prior to admission to the program. The dates of certification must extend throughout the program. Certification cards must be submitted to the program prior to admission.

Release of Information (FERPA/Buckley Amendment)

The Practical Nursing Program complies with the Family Educational Rights and Privacy Act of 1974 (Buckley Amendment). This federal law ensures confidentiality of student records. Practical Nursing Faculty and Staff, School Administrators and the Financial Aid Officer have access to student educational records. No one outside the institution shall have access to, nor will the institution disclose any information from, students educational records without the written consent of the student except for exceptions permitted under the Act. Student records are subject to review for approval and accreditation visits and financial auditing purposes. Student health files are considered confidential

The student has the right to inspect and review his/her educational record. To request review of the records, a written request must be submitted to the Coordinator. The student will review the record in the presence of the Coordinator or the program secretary, at the convenience of the School personnel. The review will take place within two (2) days of receipt of the written request. The student may add comments to his/her educational record. A student may not review records for which rights have been waived.

Grades are given only to students. The student is responsible for sharing grades and program progress with parents, spouse and significant others as desired. Student progress and status in the program are not released or discussed with parents, spouse or significant others without the permission and presence of the student. Meetings with parents, spouse, or significant others will be held only if the student is present. Student financial information obtained from financial aid documents will remain confidential. Confidential parental information will not be disclosed to the student without parental permission.

Records are maintained as per the Records Management Policy in the Faculty Handbook. Records are kept in locked, fire proof files. Non-permanent records following graduation are disposed of in a manner that ensures confidentiality. Students may review the Records Management Policy upon request.

School Cancellation Policy

Generally, with the **exception of only the most extreme weather conditions and emergencies, adult and postsecondary classes and clinical experiences, including Practical Nursing, are**

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held as scheduled. Also, **the high school has no bearing on adult education.** Adult day school and adult evening schedules are separate and independent. On the rare occasion of a schedule modification, the student will be notified via "phone chain". The student should notify the school or clinical area if he/she will be absent. (See Absence Policy and Attendance Requirements).

Clinical Sites

Students are subject to the rules and regulations of all cooperating agencies while on clinical experience. Agency regulations are covered in orientation for each affiliating agency. If the requirements for student affiliation at the clinical facilities are revised by the clinical agency, students must comply with the agency revisions.

Textbooks

Required textbook costs are listed on the Tuition, Fee and Expense Sheet. Required textbooks are to be purchased by the student prior to the first day of class. Information is provided to order from multiple vendors, however students may purchase books from any source. Textbooks must be of the correct edition and author as assignments/grades are made according to the content.

Technology Device

A device to support online learning is required. There are a variety of options including laptops, tables and iPods. This is listed on the Tuition, Fee and Expense Sheet. This is to be purchased by the student prior to the first day of class.

Uniforms

Students are required to purchase Greater Johnstown Career and Technology Center Practical Nursing uniforms from The Uniform Place. The approximate cost for uniforms is listed on the Tuition, Fee and Expense Sheet. Information on uniforms is given prior to admission and at orientation.

Replacement Photo ID's and Key Fobs

Replacement of lost or damaged ID badges will be issued for a nominal fee upon request to the Coordinator. Replacement of lost or damaged Key Fobs will be replaced according to the following scale:

First Occurrence	\$25.00
All other occurrences	\$50.00

Transportation

All students are responsible for transportation to class and clinical experiences. Expenses for parking at clinical sites are the responsibility of the student. Students are encouraged to car pool, if possible, as parking may be limited at clinical sites.

Meals

Lunch may be brought to school and eaten in specified areas. Students have the option of leaving the building during lunch periods. A refrigerator and microwave is available in the Practical Nursing Area for student use. It is the responsibility of the students to keep the appliances clean. Vending machines are available at locations within the school and satellite campuses.

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Johnstown: A school cafeteria line is available from September through May. Eating or drinking is not permitted in hallways at the Johnstown campus.

Monroeville: Many restaurants/fast food facilities are available in the area.

Lunches at the clinical facilities are the responsibility of the student. The Greater Johnstown Career and Technology Center prohibits home-made foods from being served at social activities within the school. Pre-packaged food or commercially purchased food is permitted at school functions.

Parking

Adequate parking is available in designated parking lots around the Johnstown and Monroeville campuses and is provided on a first-come basis. Handicapped parking is available on a limited basis. Parking in the grass or in areas not designated as parking areas is not permitted and will result in cars being towed. The speed limit on school property is enforced. Parking at the clinical sites is the responsibility of the student. Car-pooling is encouraged.

Use of equipment and facilities

All School equipment and facilities for student use are to be used properly, kept orderly and cleaned, if appropriate.

Equipment may not be taken from the school. Equipment in need of repair, and breakage or damage to equipment is to be reported to the instructors immediately. Students who intentionally mishandle or damage equipment or School furnishings will be held financially responsible for repair or replacement.

Copy Machine

Students are not permitted to use the School's copy machines. Copies of handouts given in class should be obtained from the instructor. At the Johnstown and Monroeville campuses, students can have copies made on the school copier at a cost of 10 cents per page. Materials to be copied are given to the faculty or program secretary. Completion of copying is done as time permits. Students are not permitted to remove any information from the copier. Faculty or staff will remove information from the copier and distribute it to the student.

Lockers

Full-time students at the Johnstown campus will be assigned a locker if desired. The student is responsible for keeping the locker clean and well maintained. Students at Monroeville have a coat closet for use. The student assumes all responsibility for personal property.

Change of name, address, telephone number

It is the responsibility of the student to report and changes in name address or telephone number in writing to the School during enrollment.

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Telephone

The School telephones are not to be used for personal calls. Personal cellular phones must only be used during breaks. In case of emergency, messages conveyed to the School personnel will be given to the student as soon as possible. Only public telephones at the clinical sites are to be used for personal calls.

Child Care Services

Learning Lamp Preschool and Day Care services are available at the Johnstown campus for payment to the agency. Inquiries should be made to the Learning Lamp.

Student Employment

Since many hours are required for study, in addition to actual school and clinical instruction, it is strongly recommended that the students limit employment while attending the Practical Nursing Program. The student may not perform functions typically assigned to a licensed practical nurse while employed in any health care setting.

Graduation

To be eligible for graduation and receive a diploma, students must meet all program, theory and clinical requirements, fulfill all financial obligations to the School, return all School property and complete a job resume for their file. Students who have had student loans during the program must participate in a financial aid exit interview.

The graduation uniform is a white dress or pants uniform for females and a white tunic and pants for males. All other requirements listed under Clinical Appearance (Academic Policies; Conduct Requirements) apply to the graduation ceremony.

Licensure

Graduates of the program are eligible to take the National Council Licensure Examination for Practical Nurse (NCLEX-PN) and may apply for licensure in any state in the United States. Applications for the NCLEX-PN examination and Pennsylvania licensure are given to the student prior to graduation. The current costs of the NCLEX-PN and application for Pennsylvania state license are itemized on the Tuition, Fees and Expenses Sheet.

All applicants for Pennsylvania state license must demonstrate to the Pennsylvania State Board of Nursing's satisfaction that they are of good moral character. Good moral character is defined, in part, as an absence of proven conduct or acts which have been historically considered as manifestation of moral turpitude. Pennsylvania courts have defined moral turpitude as "anything done knowingly contrary to justice, honesty or good morals". The Board has concluded in previous cases that an indicated report of child abuse is evidence that an applicant is not of good moral character.

The Pennsylvania State Board of Nursing also determines whether an applicant with a criminal record

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will be permitted to take the NCLEX-PN Examination. The Practical Nursing Law of Pennsylvania (P.L. 1211, No. 376) states:

"The board shall not issue a license or certificate to an applicant who has been 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 convicted of a felony relating to a controlled substance in a court of law of the United States or any other state, territory or country unless:

1. At least (10) years have elapsed from the date of conviction;
 2. the applicant satisfactorily demonstrates to the board that he or she has made significant progress in personal rehabilitation since the conviction such that licensure of the applicant should not be expected to create a substantial risk of harm to the health and safety of patients or the public or a substantial risk of further criminal violations; and
 3. The applicant otherwise satisfies the qualifications contained in or authorized by this act.
4. As used in this section the term "convicted" shall include a judgment, an admission of guilt or a plea of nolo contendere. An applicant's statement on the application declaring the absence of a conviction shall be deemed satisfactory evidence of the absence of conviction, unless the board has some evidence to the contrary." (Section 5, amended Dec 20, 1985, P.L. 423, No. 110) and-"The board may refuse, suspend or revoke any license in any case where the board shall find, that the licensee Is guilty of gross immorality; s unfit or incompetent by reason of negligence, habits or other causes;
5. Has willfully or repeatedly violated any of the provisions of this act or of the regulations of the board;
 6. Has committed fraud or deceit in the practice of practical nursing or in securing his or her admission to such practice or to practical nursing school;
 7. Has been convicted or has pleaded guilty or entered a plea of nolo contendere or has been found guilty by a judge or jury of a felony or a crime of moral turpitude in the courts of this Commonwealth, the United States, or any other state, territory or country, or has received probation without verdict, disposition in lieu of trial or an Accelerated Rehabilitative Disposition in the disposition of felony charges, or has been dishonorably discharged or has been discharged under circumstances amounting to dishonorable discharge from the military forces of the United States or other country;
 8. Is addicted to alcohol or is addicted to hallucinogenic or narcotic drugs or other drugs which tend to impair judgment or coordination, so long as such dependence shall continue, or if he or she has become mentally incompetent.
 9. Is continuing to practice nursing when such licensee knows he or she has an infectious, communicable or contagious disease;
 10. Has been guilty of unprofessional conduct or such conduct as to require a suspension or revocation in the public interest;
 11. Has had his or her license suspended or revoked, or received other disciplinary action by the proper licensing authority in another state, territory, possession or country;
 12. Has acted in such a manner as to present an immediate and clear danger to the public health or safety." (Section 16, amended Dec. 20, 1985, P.L. 423, No. 110)

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Temporary Practice Permit

The Pennsylvania Practical Nurse Law allows graduates to practice practical nursing under a temporary practice permit for a specified time following graduation or until results of the NCLEX-PN are received. The temporary practice permit expires immediately if the graduate fails the licensing examination. Application for temporary practice permits, application for initial licensing exam, and registration with Pearson Vue for the NCLEX exam, and associated processes will be reviewed as appropriate by the Coordinator of Practical Nursing close to the time of the student practical nurse's graduation from the Greater Johnstown Program.

Transcripts

Official transcripts (with the School seal and the Coordinator's signature) of a student's or graduates academic record will be issued only to educational institutions, agencies or employers. The student or graduate must submit a written request for an official transcript to the Coordinator, Practical Nursing. Requests must include the student's name (former name if applicable), social security number, date/dates of attendance or graduation and be signed by the student or graduate. Requests are to include the institution or agency, department or name of person intended to receive the transcript and complete address. Unofficial transcripts may be issued to students or graduates. The fee per transcript is \$3.00 payable at the time of request. **Transcripts will not be issued for a student or graduate who has outstanding financial obligations to the School.**

Bylaws of the Student Organization

Article I: Name

The name of this organization shall be the Student Organization of the Greater Johnstown Career and Technology Center Practical Nursing Program.

Article II: Purpose

The purpose of this organization is to promote School activities, enhance interclass relationships and stimulate community and professional involvement in the Practical Nursing Program.

Article III: Functions

Section A. The functions of the Student Organization are:

1. To foster leadership, citizenship, and responsibility
2. To encourage student participation in educational, vocational, civic, recreational, and social activities
3. To provide a means of communication for students and faculty
4. To serve as a means for evaluation and resolution of student ideas and concerns
5. To promote the Practical Nursing Program in the community

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Article IV - Membership and Voting

Section A. All students enrolled in a class (September Class, Johnstown campus; October and March Classes, Monroeville campus) are voting members of their respective Student Organizations.

Section B. Faculty members and the Coordinator of the Practical Nursing Program are non-voting members of the Student Organization.

Section C. The Student Organization may invite any person or persons whose participation is deemed beneficial to attend meetings as non-voting participants.

Article V - Officers

Section A. The officers of the Student Organization are:

1. President
2. Vice President
3. Secretary
4. Treasurer
5. Historian
6. Class Representative

Section B. The duties of the President are:

1. Schedule and preside at all meetings
2. Prepare the agenda for all meetings in consultation with the Vice president
3. Appoint members to special committees as needed
4. Serve as ex-officio member of all committees
5. Maintain a bank account for the Student Organization in conjunction with the treasurer

Section C. The duties of the Vice President are:

1. Assume the duties of the President in the event of absence
2. Assist the President by performing duties as designated
3. Supervise all committee work and apprise the President of progress

Section D. The duties of the Secretary are:

1. Record the minutes of all meetings
2. Proof and sign all minutes
3. Tabulate and report results of voting during meetings

Section E. The duties of the Treasurer are:

1. Collect membership dues (if applicable)
2. Maintain a bank account, in conjunction with the President, to deposit and withdraw money as necessary
3. Keep an official record of all expenses and receipts of the organization
4. Prepare a financial report for each meeting

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Section F. The duties of the Historian are:

1. Maintain a scrapbook of the class activities
2. Assist other officers as designated by the President

Section G. The duties of the Class Representative are:

1. Attend Faculty Organization meetings as a voting representative
2. Bring any concerns/comments from the class to the Faculty Organization meetings
3. Report on Faculty Organization meetings to the class members

Article VI- Nominations, Elections and Terms of Office

Section A. The officers and student representative to Faculty Organization shall be elected by a majority vote of the student membership one month after the start of classes

Section B. Nominations for offices and the student representative to Faculty Organization are taken from the floor

Section C. Nominated persons must agree to run for office

Section D. Elections are by written ballot

Section E. The counting of ballots shall be done by Faculty members

Section F. In the event that an officer or representative is unable to fulfill the duties of the elected position, a letter of resignation shall be submitted to the Coordinator. The candidate receiving the next highest number of votes in the original election will assume the office.

Section G. A vote may be taken upon petition by two-thirds of the membership to determine whether any officer not fulfilling the officer's obligations should continue in office

Article VII- Meetings and Quorum

Section A. The regular meetings of the Student Organization will be held every other month. Times and dates will be scheduled by the President. Meetings will not be held during class time.

Section B. Special meetings shall be called by the President as necessary. Section C. The majority of voting membership constitutes a quorum.

Article VII - Dues/Fund Raising

Section A. The class decides by majority vote if dues shall be collected from all class members.

Section B. The amount of dues and the method of collection of dues shall be determined at the first regular class meeting as appropriate.

Section C. Class majority vote will decide if any fund raising is to be done and the types of fund raising activities.

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Section D. Class majority vote will decide what dues and monies raised from any fund raising activities and how class funds shall be used.

Section E. Dues and fund raising monies are non-refundable to students.

Section F. Students who do not participate in paying dues or fund raising activities will not be eligible to benefit from any activities paid for with Student Organization monies

Section G. Student Organization funds cannot be used for off-school parties.

Article IX- Order of Business

Section A the order of business at regular Student Organization meetings is:

1. Call to Order
2. Minutes
3. Treasurer Report
5. Committee Reports
6. Unfinished Business
7. New Business
8. Other
9. Adjournment

Article X- Parliamentary Authority

Section A. The Bylaws of the Student Organization are the first source of authority.

Section B. Roberts Rules of Order Revised serves as parliamentary authority in areas not specified in the Bylaws of the Student Organization.

Article XI - Amendments

Section A. Amendments may be made at any regular or special meeting of the organization by a two third's vote of the membership.

Counseling and Guidance Policies

Counseling and guidance policies are provided to assist the student in meeting the program objectives. Counseling and guidance services may be initiated by faculty or students.

Objectives:

1. Inform the student of progress in theory and clinical performance.
2. Assist the student in becoming self-directed.
3. Provide the opportunity for educational, vocational, social and personal growth.
4. Encourage student self-evaluative and decision-making skills.
5. Provide referrals for individual student needs as appropriate.

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The coordinator and faculty are available to each student to serve in a counseling capacity. Should the student feel they have a problem that may be affecting their academic and/or clinical performance; they are encouraged to discuss their concerns with the Faculty or the Coordinator.

Conferences are scheduled periodically for the purpose of discussing the student's theory and clinical progress. A record of all counseling and guidance conferences will be kept on the Counseling Forms and/or the Student Evaluation Forms. The student and counselor will sign the form indicating that a counseling session took place.

If professional assistance in counseling and guidance is necessary, appropriate referrals may be made through the parent institution, skilled counselors, psychiatrists, psychologists, or religious advisors.

Health Policies

It is the belief of the Practical Nursing faculty that optimum physical and mental health is necessary to meet the educational requirements of the program and is an individual responsibility. Individual health records are kept on file during enrollment and shall be retained for a period of five (5) years following graduation.

Objectives:

1. Assist the student in maintaining optimal physical and mental health.
2. Maintain an individual health profile.
3. Ensure availability for student immediate health care needs. Pre-Entrance Health Requirements shall include (but not be limited to):
4. Physical examination by a licensed health care provider
5. Laboratory tests results interpreted by physician including: Complete blood count (CBC)
6. Qualitative Mumps, Rubella, Rubeola and Varicella, and Hepatitis B titers
7. Polio neutralization serum anti body titer only if unable to provide verification of 3 dose series vaccine.
8. Urinalysis
9. Two-Step Tuberculin test administered and read by a qualified health care provider or agency
10. Positive tuberculin tests require a recent chest x-ray report and physician evaluation
11. Health care provider interpretation of all qualitative titers and documentation of any necessary boosters to ensure active immunity
12. Health care provider verification of DTP vaccine booster within 10 years
13. Health Care Provider Verification of Seasonal influenza vaccine
14. Hepatitis B vaccine series is highly recommended
15. All students will be required to complete random urine drug screens throughout the year
16. Student prescribed or who are taking mind altering drugs Methadone, Suboxone etc. are not permitted on clinical units

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Health maintenance, dental and eye care are the responsibility of the student. Neither the School nor any affiliating agency is responsible for any health care costs incurred by the student. Greater Johnstown Career and Technology Center Practical Nursing Program does not provide medical care or medical insurance for the student. Students are responsible for all health care costs through insurance coverage or cash payment. It is highly recommended that students carry personal health insurance.

Students who are ill are to call the instructor and report off by the specified time before the clinical experience. If the student becomes ill or injured while in class or on the clinical area, the instructor is to be notified immediately. Provisions for immediate health care needs are available on site at clinical locations, through local Emergency Medical Services or personal physician. Health care services and referrals for immediate health care needs are the financial responsibility of the student.

A physician's release is necessary to return to School following absences of 3 days or longer, hospitalizations, injuries or accidents. A physician's statement may be requested for repeated absences or absences of less than 3 days at the discretion of the instructor. Refer to Academic Policies, Attendance Requirements for policies on assisting the student in attaining the learning objectives not achieved due to absences.

Random Drug Testing - Random drug or alcohol screenings for reasonable suspicion may be held at any time during the school year without advanced notice. If a student refuses a drug or alcohol test which is scheduled at random or for reasonable suspicion, the results will be considered to be positive. Any student with a positive drug or alcohol screen is immediately dismissed from the program. Students on physician prescribed medications that test positive in the drug screen may be tested for therapeutic drug levels if the student's behavior suggests abuse.

Maternity Policy

Upon admission or following the first prenatal visit, the student must submit to the Coordinator a physician's statement indicating the expected date of delivery and any restrictions. The student may remain in the program as long as performance is not adversely affected or unless contraindicated by the student's physician. The student must provide documentation that she is able to participate in clinical with **NO restrictions** in order to participate. The student must comply with the Attendance Requirements. Following delivery, the student submits a physician statement indicating the date she may return to the program. It is the student's responsibility to meet with the instructor to discuss additional requirements as indicated.

Library Policies

The library's resources shall include textbooks, journals, reference materials, computer software

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and audiovisual materials. The Practical Nursing Program library is operated within the overall mission and objectives of the Greater Johnstown Career and Technology Center.

Objectives:

1. To provide current health resource material for students and faculty
2. To facilitate the use of computer resources in the curriculum

Circulation of library resources:

1. Materials on the reserved shelf, journals, computer software and audiovisual materials cannot be signed out of the library.
2. Textbooks are returned to the coordinator or secretary.
3. A student may request to have a textbook/textbooks reserved. The student will be notified when the textbooks are available.
4. Students will be billed for textbooks not returned within two (2) weeks without renewal.
5. Students will be billed for replacement costs for textbooks that are damaged or lost.

Textbook deletion:

Obsolete texts will be removed from the shelves by the coordinator. Textbooks older than 10 years will be deleted. Textbooks with historical value will be retained in a special collection.

Access to additional library resources:

Students have access to library facilities as available at all clinical sites. Access to materials on the internet is available on the computers in the Practical Nursing Department.

Health Insurance Portability and Accountability Act (HIPAA)

The Greater Johnstown Career and Technology Center (hereinafter referred to as "GJCTC") is acutely aware of its obligation to comply with the Privacy Regulations promulgated by the Health Insurance Portability and Accountability Act (HIPAA) of 1996. The HIPAA Privacy Rule prevents the unauthorized disclosure of patient health information without that patient's consent. These regulations establish standards to protect the privacy of individually identifiable health information held, used or disclosed by health care providers and other covered entities. HIPAA requires the covered entities and hybrid entities, such as the GJCTC to develop written policies and procedures to insure compliance with the requirements of HIPAA's Privacy Rules.

It shall be the policy of the GJCTC to have in place the appropriate administrative, technical and physical safeguards to protect the privacy of Protected Health Information (PHI). This shall include Protected Health Information that is created, acquired and maintained by the GJCTC.

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For purposes of HIPAA, schools are considered hybrid entities. The "hybrid entity" standards under the HIPAA Privacy Rule recognize the fact that many entities have different purposes and functions. For instance, schools only use or disclose Protected Health Information for a part of its business operations. The GJCTC has declared itself a hybrid entity for HIPAA purposes. The GJCTC, therefore, will segregate the functions and create adequate "firewalls" between the health care component and other components of the entity.

The policies contained in the HIPAA manual are designed to advise schools and personnel of their obligations in protecting the privacy of students or employees, identify the uses and disclosures of Protected Health Information, afford students and employees access regarding their personal health information and identify administrative procedures for the implementation of these policies.

The HIPAA policies do not apply to student records covered by the Family Educational Rights and Privacy Act (FERPA) even though these records may contain individually identifiable health information.

The HIPAA Policy and Procedure Manual are kept in the coordinator's office and are available for review by students upon request.

Notice of Privacy Practices

This notice describes how medical information about you may be used and disclosed and how you can get access to be information, please review it carefully.

1. Purpose of this Notice:

Pursuant to the Health Insurance Portability and Accountability Act of 1996 (HIPAA), this notice explains how the Greater Johnstown Career and Technology Center may use and disclose your Protected health information. This notice describes the types of information that is collected and your rights with regards to that information.

2. Definitions:

As used in this Notice, the following capitalized terms shall have the meanings ascribed to them unless the context clearly indicates otherwise.

Includes and/or including means inclusive of and not limited to and by way of example and not limitation. "Notice" means this Notice of Privacy Practices.

"Protected Health Information" means your individually identifiable health information maintained in any form or medium by the Greater Johnstown Career and Technology Center. Protected Health Information Includes the following: health history; medical records; name, address, and date of birth; marital status; sex; social security number; information regarding dependents, and; other similar information that relates to past, present or future medical care. Protected Health

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Information does not include individually identifiable health information maintained in education records, as defined by the Family Education Rights and Privacy Act.

"Provider" refers to all employees, agents and subcontractors of the Greater Johnstown Career and Technology Center who provide medical care or health services for which the Greater Johnstown Career and Technology Center seeks reimbursement through electronic means. For the purposes of this Notice and YOUR rights under the Health Insurance Portability and Accountability Act of 1996, Provider refers to the health care component designated as the Provider by Greater Johnstown Career and Technology Center.

"You" And "Yours" refers to the individual whose Protected Health Information is covered by this Notice. In the case of an un-emancipated minor, "You" and "Your" refer to the un-emancipated minor, or the parents or other legal guardians entitled to exercise rights under this notice, as the context requires.

Permitted and Uses Disclosures of Protected Health Information:

Uses and Disclosures for Treatment:

The Provider may use or disclose Your Protected Health Information without your authorization for all treatment purposes as allowed by law, including to doctors, nurses, laboratory technicians, medical students, psychologists, physical therapists, speech therapists, and other health care and personnel involved in your treatment.

Uses and Disclosure for Payment:

The provider may use and disclose your protected health information without YOUR authorization for its own payment activities as allowed by law, including obtaining reimbursement for eligible medical and health services under the Medical Assistance Program.

Uses and Disclosures for Operations:

The provider may use and disclose your protected health information without your authorization for all of its own health care operations as allowed by law, including the provision of "related services" as required by the individuals with Disabilities Education Act.

Other Uses and Disclosures for Which Your Authorization are not required:

In the situations described below, Greater Johnstown Career and Technology Center may disclose your protected health information without obtaining YOUR authorization:

When requested by a public health authority for the purpose of preventing or controlling disease, injury, or disability;

When requested by a public health authority in connection with reporting of child abuse or neglect;

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To a government authority of the provider: (1) reasonably believes that you may be the victim of abuse, neglect, or domestic violence; (2) is required by law to make the disclosure; (3) you are unable to consent to the disclosure; and, (4) the provide reasonably believes, in the exercise of professional judgment, that informing you of the disclosure would place you at risk of serious harm;

To a health oversight agency for oversight activities authorized by law, including; audits; civil, administrative, or criminal investigations; inspections; licensure or disciplinary actions; civil, administrative, or criminal proceedings or actions; or other activities necessary for appropriate oversight of the health care system;

In response to an order of court or administrative tribunal, but only to the extent required by the order;

In response to a subpoena, discovery request, or other lawful process, if the requesting party demonstrates that it made a good faith attempt to notify you of the request;

To a law enforcement official, as required by law, pursuant to a warrant, subpoena, or other administrative summons; To a law enforcement official, upon request for the purpose of identifying or locating a suspect, fugitive, material witness, or missing person;

To a law enforcement official, upon request, for identification of a victim of a crime, where you are unable to consent, where such information is not intended to be used against you, where immediate law enforcement activity depends upon the disclosure, and where the provider determines that it is in your best interest to make the disclosure;

To a law official, for the purpose of alerting law enforcement of the death of the individual if the provider has a suspicion that such death may have resulted from criminal conduct;

To a law enforcement official, where the provider believes in good faith that the protected health information constitutes evidence of criminal conduct that occurred on the premises of the Greater Johnstown Career and Technology Center;

To a law enforcement official to avert a serious threat to health and safety;

To a coroner, medical examiner or funeral director as required by, or consistent with, applicable law;

To organ procurement organizations or other entities engaged in the procurement, banking, or transplantation of cadaveric organs, eyes, or tissue for the purpose of facilitating organ, eye, or tissue donation and transplantation;

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To military, national security, and intelligence officials, as required by law.

Statement of Privacy Policy and Practices:

It is the policy and practice of the Greater Johnstown Career and Technology Center to maintain your protected health information confidential and to not use or disclose your protected health information unless you authorize such use or disclosure, or such use or disclosure is permitted or required by law as described in the "permitted uses and disclosures of protected health information." any use or disclosure of our protected health information by the Greater Johnstown Career and Technology Center other than as listed in the "permitted uses and disclosures of protected health information" or "other uses and disclosures for which your authorization is not required" sections of this notice will only be made with your prior written authorization. In situations where you authorize the Greater Johnstown Career and Technology Center to disclose your protected health information, you may revoke that authorization. Such revocation must be in writing to the contact person designated in this notice. If you provide proper written notice of revocation of authorization, the Greater Johnstown Career and Technology Center is bound by that revocation except to the extent that it has acted in reliance on the authorization.

The Greater Johnstown Career and Technology Center has adopted appropriate administrative, technical and physical safeguards to prevent unauthorized uses and disclosures of your protected health information.

**Your Rights Covered Under the Health Insurance Portability and Accountability Act of 1996:
Restrictions.**

You have the right to request restrictions on how the provider uses or discloses your protected health information. Such requests must be in writing to the Contact Person designated in this notice. The Greater Johnstown Career and Technology Center is not bound by your request, and may refuse to accept the requested restriction. If the Greater Johnstown Career and Technology Center agrees to your request for a restriction, the Greater Johnstown Career and Technology Center will notify you in writing of its acceptance of the restriction.

Communication.

You may request to receive communications of your protected health information by reasonable alternative means or at reasonable alternative locations, if disclosure of all or part of that information could endanger you. Such request must be made in writing to the Contact Person designated in this notice, must specify how the alternative communication is to be made, and must explain that the reasonable alternative means or reasonable alternative locations are requested because disclosure of all or part of the information could endanger you.

Right to Inspect.

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You have the right to inspect and/or copy your protected health information that is maintained in a designated record set by the Greater Johnstown Career and Technology Center. A request to inspect or copy must be made in writing to the Contact Person designated in this notice. The Greater Johnstown Career and Technology Center will act on your request within 30 days of receipt. If the Greater Johnstown Career and Technology Center grants your request, you may be charged a reasonable fee for copying and postage. If the Greater Johnstown Career and Technology Center denies your request, the Greater Johnstown Career and Technology Center will inform you in writing and will explain how you may contest the denial.

Right to Request an Accounting.

You have the right to request an accounting of all disclosures by the Greater Johnstown Career and Technology Center of your protected health information in the six years prior to the date on which the accounting is requested, or since April 14, 2003, whichever period is shorter. A request for an accounting must be made in writing to the Contact Person designated in this notice. The Greater Johnstown Career and Technology Center will provide an accounting of all disclosures of your protected health information, except those that it is not required by law to disclose.

Right to Receipt of this Notice.

You have the right to receive a written copy of this notice by requesting a copy from the Contact Person designated in this notice.

The Greater Johnstown Career and Technology Center's Duties.

The Greater Johnstown Career and Technology Center is required by law to maintain the privacy of protected health information and to provide individuals with notice of its legal duties and privacy practices with respect to protected health information. The Greater Johnstown Career and Technology Center will abide by the terms of the notice in effect at the time action is taken.

Right to Change Notice.

The Greater Johnstown Career and Technology Center reserves the right to change the terms of its notice and to make the new notice provisions effective for all protected health information that it maintains. If the Greater Johnstown Career and Technology Center revises its notice in any substantive manner, the Greater Johnstown Career and Technology Center will notify you by regular mail of the revision. You may obtain a copy of the revised notice by requesting it from the contact person designated in this notice.

Complaint Procedure.

You may complain to the Greater Johnstown Career and Technology Center and to the Secretary of the United States Department of Health and Human Services if you believe that the Greater Johnstown Career and Technology Center has violated your privacy rights. If you wish to initiate a complaint with the Greater Johnstown Career and Technology Center, you may do so by writing to

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the contact person designated in this notice, stating the grounds for your complaint and the individual(s) or entity(ies) that you believe violated your privacy rights.

The Greater Johnstown Career and Technology Center will investigate your complaint and will take appropriate action.

The Greater Johnstown Career and Technology Center will not retaliate against you for filing a complaint, either with or with the Secretary of the United States Department of Health and Human Services.

Contact Person.

The Contact Person for the Greater Johnstown Career and Technology Center designated by this notice is: Mr. John Augustine, Administrative Director. In the event that your complaint concerns actions by the Contact Person, you may alternatively contact the Privacy Officer: Melissa McCall.

Effective Date:

The effective date of this notice is April 14, 2004.

Unlawful Harassment Policy #6290

Purpose: The Joint Operating Committee strives to provide a safe, positive climate for students in the school. Therefore, it shall be the policy of the School to maintain an educational environment in which harassment in any form is not tolerated.

Authority: Title IX 42 U.S.C. Sec 1681; 43 P.S. Sec 951 et seq; 29 CFR Sec 1606.8 (a)

The Joint Operating Committee prohibits all forms of unlawful harassment of students and third parties by all School students and staff members, contracted individuals, vendors, volunteers, and third parties in the school. The Joint Operating Committee encourages students and third parties who have been harassed to promptly report such incidents to the designated administrators.

The Joint Operating Committee directs that complaints of harassment shall be investigated promptly, and corrective action be taken when allegations are substantiated. Confidentiality of all parties shall be maintained, consistent with the School's legal and investigative obligations.

Neither reprisals nor retaliation shall occur as a result of good faith charges of harassment.

Definition: 29 CFR Sec.1606.8 (a) 62 Fed. Reg.12033 (March 13, 1997) 66 Fed. Reg.5512 (Jan.19, 2001) For purposes of this policy, harassment shall consist of verbal, written, graphic or physical conduct relating to an individual's race, color, national origin, ethnicity, gender, age, disability, sexual orientation, education or religion when such conduct:

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1. Is sufficiently severe, persistent or pervasive that it affects an individual's ability to participate in or benefit from an educational program or activity or creates an intimidating, threatening or abusive educational environment.
2. Has the purpose or effect of substantially or unreasonably interfering with an individual's academic performance.
3. Otherwise adversely affects an individual's learning opportunities

For purposes of this policy, sexual harassment shall consist of unwelcome sexual advances; requests for sexual favors; and other inappropriate verbal, written, graphic or physical conduct of a sexual nature when:

1. Submission to such conduct is made explicitly a term or condition of a student's academic status.
2. Submission to or rejection of such conduct is used as the basis for academic or work decisions affecting the individual.
3. Such conduct deprives a student of educational aid, benefits, services or treatment.
4. Such conduct is sufficiently severe, persistent or pervasive that it has the purpose or effect of substantially interfering with the student's school performance or creating an intimidating, hostile or offensive educational environment. Examples of conduct that may constitute sexual harassment include but are not limited to sexual flirtations, advances, touching or propositions; verbal abuse of a sexual nature; graphic or suggestive comments about an individual's dress or body; sexually degrading words to describe an individual; jokes; pin-ups; calendars objects; overt sexual conduct; or any conduct that has the effect of unreasonably interfering with a student's ability to work or learn or creates an intimidating, hostile or offensive learning or working environment.

In order to maintain an educational environment that discourages and prohibits unlawful harassment, the Joint Operating Committee designates the Administrative Director to assume the responsibility of coordinating and implementing activities as Compliance Officer.

The Compliance Officer shall publish and disseminate this policy and the complaint procedure at least annually to students, parents/guardians, Employees, independent contractors, vendors, and the public. The publication shall include the position, office address and telephone number of the Compliance Officer.

Each staff member shall be responsible to maintain an educational environment free from all forms of unlawful harassment.

Each student shall be responsible to respect the rights of their fellow students and School employees and to ensure an atmosphere free from all forms of unlawful harassment.

The building Administrative Director or designee shall be responsible to complete the following

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duties when receiving a complaint of unlawful harassment:

1. Inform the student or third party of the right to file a complaint and the complaint procedure.
2. Inform the complainant that s/he may be accompanied by a parent/guardian during all steps of the complaint procedure.
3. Notify the complainant and the accused of the progress at appropriate stages of the procedure.
4. Refer the complainant to the Compliance Officer if the building Administrative Director is the subject of the complaint.

Guidelines

Complaint Procedure - Employee/Third Party

Step I - Reporting

A student or third party who believes he/she has been subject to conduct that constitutes a violation of this policy is encouraged to immediately report the incident to the building Administrative Director.

A school employee who suspects or is notified that a student has been subject to conduct that constitutes a violation of this policy is encouraged to immediately report the incident to the Administrative Director or a School employee.

If the building Administrative Director 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 is encouraged to use the report form available from the building Administrative Director, but oral complaints shall be acceptable.

Step 2 -Investigation

Upon receiving a complaint of unlawful harassment, the building Administrative Director shall immediately notify the Compliance Officer. The Compliance Officer shall authorize the building Administrative Director to investigate the complaint, unless the building Administrative Director 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.

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 Administrative Director shall prepare a written report within fifteen (15) days, unless

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additional time to complete the investigation is required. The report shall 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 findings of the investigation shall be provided to the complainant, the accused, and the Compliance Officer.

Step 4 - School Action

If the investigation results in a finding that the complaint is factual and constitutes a violation of this policy, the School shall take prompt, corrective action to ensure that such conduct ceases and will not recur.

Disciplinary actions shall be consistent with the Student Code of Conduct, Joint Operating Committee policies and School procedures, applicable collective bargaining agreements, and state and federal laws. If it is concluded that a student has knowingly made a false complaint under this policy, such student shall be subject to disciplinary action.

Appeal Procedure

If the complainant is not satisfied with a finding of no violation of the policy or with the corrective action recommended in the investigative report, s/he may submit a written appeal to the Compliance Officer within fifteen (15) days. The Compliance Officer shall review the investigation and the investigative report and may also conduct a reasonable investigation.

The Compliance Officer shall prepare a written response to the appeal within fifteen (15) days. Copies of the response shall be provided to the complainant, the accused and the building Administrative Director who conducted the initial investigation.

School Safety Procedures

The campuses of the Greater Johnstown Career and Technology Center and the Admiral Peary Area Vocational Technical Schools include the school buildings, surrounding parking lots and grounds. The Monroeville campus is located on the second floor of the Parkway Building. The schools strive to provide safe environments for students, employees and visitors. Fire alarm systems are maintained and fire drills are routinely conducted.

The Johnstown campus is monitored by the custodial staff, 24 hours per day and 7 days per week. The interior and exterior of the school is patrolled from 4:00p.m. until 11:00 p.m. each evening classes are in session by a security guard. The Richland Police also patrol the grounds periodically when evening classes are in session. The Admiral Peary campus is monitored 24 hours per day, 7 days per week by maintenance staff and a security agency. The Monroeville campus is patrolled by the local police department.

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Fire Safety:

To react safely and according to policy in the event of a fire or fire drill for safety, faculty and students will:

1. Know the proper exit routes and the location and operation of fire extinguishers and fire alarm boxes in the School and assigned clinical facilities.
2. Exit route for Johnstown campus: Exit Practical Nursing area. Turn left and proceed down stairwell at the end of corridor. Exit building by "B" wing doors and proceed to Parking lot #4. Stay in your class group outside the building. If the stairwell is not accessible for a safe evacuation, an alternative plan must be used. Follow directions given by a person in authority.
3. Exit route for Monroeville Campus: Exit program front door and take stairs beside elevator to first floor and exit building. A second set of stairs is located on the second floor to the right of the program entrance at the rear of the building.
4. Participate in fire drills at the campuses and assigned clinical facilities.
5. Know the proper procedure to follow in the event of a fire. In-service on fire safety is presented as part of each clinical orientation.
6. Fire Drills are conducted according to School and affiliating clinical agencies' policies. Fire instructions are posted in each classroom and common area in the Practical Nursing area and on patient areas in affiliating clinical facilities.

Power Failure: Remain seated in the classroom unless instructed to move to another area.

Equipment Failure: Do not attempt to use any equipment that is not functioning properly. Report the problem immediately.

Procedure for Tornado- Johnstown Campus

1. Exit Practical Nursing Area and turn left down stairwell at end of corridor
2. Turn right to B-Wing corridor, first floor, right side
3. Stand facing inside wall.

Procedure for Tornado - Monroeville Campus

1. Proceed to the inside hallway on the first floor and stand facing wall.

Student and Faculty Responsibilities

An effective faculty-student partnership is an essential component to achieving student academic success. As is true with any partnership, both parties are expected to contribute. Faculty brings knowledge and expertise to the partnership. Their responsibility is to create an environment conducive to learning and to promote opportunities for student learning, while respecting the diversity of the student body. Faculty has a professional responsibility to plan and deliver quality instruction as defined by course objectives and to clearly outline expectations. The faculty role in the faculty-student partnership includes but is not limited, to:

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1. Evaluating student work in a fair, objective, timely manner;
2. Respecting opinions without demeaning the student;
3. Giving help and clarification when needed;
4. Being accessible and approachable to students;
5. Having a positive, caring attitude toward teaching and learning; and
6. Presenting facts and skills in an organized manner that respects various learning styles.

Students contribute effort and potential to the partnership. Students are responsible for participating in the learning process in a conscientious manner while taking full advantage of the educational opportunities available. Students are also expected to conduct themselves in such a manner as to not interfere with the learning of others. The student role in the faculty-student partnership includes, but is not limited, to:

1. Attending all class sessions prepared and on time;
2. Displaying interest in the subject matter through participation, questions, etc ;
3. Discussing concerns with appropriate individuals;
4. Seeking help and clarification when necessary (i.e. through study groups, tutoring, use of extra resources);
5. Engaging in accurate, objective self-assessment of one's own work and being aware of course grades and clinical performance status;
6. Understanding the instructor's expectations and methods of assessment;
7. Meeting all course requirements in a timely manner (i.e. tests, nursing care plans, class assignments, etc.); and
8. Initiating and completing all necessary paperwork to enroll, including financial aid documents.

Everyone has a responsibility to respect the rights of others regarding academic affairs. This includes refraining from inappropriate comments, engaging in value-neutral discussions when differences occur, developing sensitivity to diversity among students and faculty, allowing others an equal opportunity to participate, and respecting the personal time of others.

The welfare and academic success of the students are the primary considerations for the learning partnership. The contributions made by both faculty and students are critical to the success of the partnership.

STUDENT GRIEVANCE PROCEDURE:

Objectives

1. Provide opportunity to equitably resolve disputes or complaints within the educational setting

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2. Promote communication between administration, faculty and students

Each step is to be completed within defined time frames to ensure a prompt resolution.

Failure to do so will result in dismissal of the grievance.

The grievant has the option of discontinuing the grievance at any stage of the procedure.

The Greater Johnstown Career and Technology Center recognizes the right of the student to present complaints to the school. Those persons who have complaints may submit them through the following grievance procedure:

For the purpose of implementing the grievance procedure, days shall be defined as Monday through Friday and shall exclude holidays.

STEP I:

- Within five (5) days after an alleged violation, the grievant shall initiate an informal discussion with the instructor. If this informal discussion does not resolve the issue, the grievant shall, within five (5) days, submit a written complaint to the lead instructor of the program.
- An informal conference with all parties involved shall be called in order to solve the problem.
- The lead instructor shall decide the issue and reply in writing to the grievance within five (5) days.

STEP II:

- If the grievance is not resolved under Step I, the grievant has five (5) days to refer the written complaint through the student advisor assigned to the student.
- The student advisor will reply in writing to the grievance within five (5) days.

STEP III:

- If the action in Step II fails to resolve the grievance to the satisfaction of the affected parties, the grievance, within five (5) days, shall be referred to the Supervisor of Adult Education/Workforce Development.
- The Supervisor shall return the written decision to the lead instructor of the program with five (5) days.

STEP IV:

- If the Supervisor of Adult Education/Workforce Development is unable to resolve the complaint, the aggrieved, within five (5) days, may request the complaint be referred to the Administrative Director.

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- The Administrative Director shall return the written decision to the Supervisor of Adult Education/Workforce Development.

STEP V:

- If the Administrative Director is unable to resolve the complaint, the aggrieved, within five (5) days, may request the complaint be referred to the Chief School Administrator for a decision.
- The Chief School Administrator will decide the issue and return the written decision to the Administrative Director within fifteen (15) days.
- At the discretion of the Chief School Administrator, a complaint will be directed to the Joint Operating Committee for **final resolution** at the next scheduled meeting following the decision date of Step IV (B).

A grievance is any dispute or complaint arising from the student's educational relationship with the School. The grievance procedure provides the means for a prompt and equitable resolution of a grievance.

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Division of Veterans/Military Education State
Approving Agency

Policies for Student Veterans/Eligible Persons/Reservists Receiving
V.A. Educational Assistance Allowance

Leave

Leave of absence is granted only to students who wish to temporarily interrupt their training for personal reasons. A request for leave must be made in advance in writing, or time away from school will be considered an absence. Administration will be notified immediately when a veteran student is granted a leave of absence.

Class Cuts

Class cuts are not permitted and shall be recorded as absences.

Make-Up Work

Make-up work is not permitted for the purposes of receiving Veterans Administration Training Allowances.

Credit for Previous Education and Training

Appropriate credit is given for comparable previous education and training and the training period will be shortened accordingly.

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