



PRACTICAL NURSE
(LICENSED VOCATIONAL NURSE)
ASSOCIATE OF APPLIED SCIENCE
DEGREE PROGRAM



Hacienda La Puente Adult Education
14101 E. Nelson Avenue
La Puente, Ca 91746

(626) 934-2801

HLPUSD Board of Education

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Mission Statement

Hacienda La Puente Adult Education provides a comprehensive educational and career training program that helps a diverse population achieve their goals.

State Authorization to Operate

The California *Education Code (EC)* sections 52501, 52502, 52503 and California *Code of Regulations*, Title 5 Section 10560 allows unified or high school districts to establish separate adult schools. The Hacienda La Puente Adult Education (HLPAE) is a vocational education institution funded by federal, state, and local resources.

Institutional Accreditation

Hacienda La Puente Adult Education is accredited by:

The Council on Occupational Education (COE)

Address: 7840 Roswell Road, Building 300, Suite 325,
Atlanta, GA 30350.
Phone: 800-917-2081
Website: www.council.org.



The Western Association of Schools and Colleges (WASC)

Address: 533 Airport Blvd. Suite 200, Burlingame, CA
94010. Website: www.acswasc.org.



Contact Information for Accreditation Commission for Education in Nursing:

3343 Peachtree Road NE, Suite 850
Atlanta, Georgia 30326
Phone: (404) 975-5000

Notice of Non-Discrimination Policy

The Hacienda La Puente Adult Education admits students of any race, color, national and ethnic origin, or physical handicap to all the rights, privileges, programs and activities generally accorded or made available to students. HLPAE does not discriminate on the basis of race, color, sex, national and ethnic origin or physical handicap in the administration of its educational policies, admission policies, scholarship programs, and other school administered student programs. HLPAE does not discriminate on the basis of race, color, sex, national and ethnic origin or physical handicap in its administration of employee policies as relating to hiring, promotion, and application of benefits accorded to such employees.

Schoolwide Student Learning Outcomes

(SLOs)

Set Goals:

Students will define goals and set short-term objectives.

Achieve Skills:

Students will achieve measurable increase in skills, knowledge, proficiency, and technology in their area of study.

Demonstrate Learning:

Students will apply newly acquired knowledge from their area of study to their personal and professional life

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Course Calendar

2019

September 9, 2019	First day of class
November 11, 2019	Veteran's Day
November 25-29	Thanksgiving Holiday
December 23, 2019 – January 4, 2020	Winter Break
January 20, 2020	Martin Luther King Day
February 10, 2020	Lincoln's Birthday
February 17, 2020	Washington's Birthday
April 6 – 11, 2020	Spring Break
September 27, 2020	Last day of class

Health Careers and Workforce

Administration - Adult Education

Executive Director.....Dr. Gregory Buckner
Director, Career &
Technology Education.....Micah Goins
Program Administrator,
Health CareersValerie Clifford
Program Administrator,
Workforce.....Jorge Seccia
Administrator of
Counseling Services.....Rosie Sandoval
Director of Nursing.....Suzanne Zemer

ABOUT THE SCHOOL

Hacienda La Puente Adult Education is a pre and post-secondary institution offering entry-level and advanced courses in technology, health, business, trades and service careers. We also offer English as a second language, basic academic skills, High School Equivalency (HSE) preparation, high school diploma, parent education and citizenship. We are also a state-approved testing center for all three California state high school equivalency exams (GED, HiSET and TASC.)

Hacienda La Puente Adult Education works closely with the America's Job Center of California and other agencies and industry partners to provide job training and job

placement assistance for all adults including adults with disabilities. We offer a variety of courses for older adults, parenting classes, and a broad selection of special-interest courses.

Student Services

Hacienda La Puente Adult Education offers ability and aptitude assessment screening, career guidance counseling, job placement, and student financial aid services. Special support is provided for clients referred from the State Department of Rehabilitation and the County Department of Public Social Services. HLP AE is a veteran friendly and veteran approved school.

PHILOSOPHY

It is the philosophy of the Hacienda La Puente Practical Nurse (Licensed Vocational Nurse) A.A.S. Degree Program that the curriculum will provide an organized and sequential pattern of learning experiences which will ensure qualified graduate vocational nurses. Throughout the course of instruction, the faculty will provide individualized learning experiences for the students. Experiences will be selected to enable each student to become increasingly proficient in giving direct patient care in any nursing situation relatively free of scientific complexity. In situations where the patients' physical or behavioral state is more complex, the students will learn to assist the registered nurse or physician in observing and caring for the patient.

With respect for the diversity of the consumer/patient population, it is our position that there are commonalties found in caring for and in meeting the needs of patients. The faculty will provide learning situations for students to assess, plan, implement and evaluate patient care in relation to patient's physiological and psychosocial needs. The problem solving approach used will be the nursing process. The faculty understands that learning occurs in different ways, therefore the educational program will employ a variety of teaching strategies. Clinical assignments will

correspond to concurrent nursing theory whenever possible.

The overall goal of the Vocational Nursing Program is to prepare a student who, upon completion of the course of study, is eligible for licensure and prepared to act as a safe and competent practitioner. The graduate will be capable of rendering nursing care related to the patient's psychological and physiological comfort, carrying out the physician's therapeutic plan, and making simple judgments commensurate with his/her scope of practice.

A graduate of the Hacienda La Puente Practical Nurse (Licensed Vocational Nurse) A.A.S. Degree Program, having acquired the principles and skills necessary to give safe competent nursing care, will be able to function as a valuable member of the health care team, will have developed an ethical responsibility to patients and the nursing profession, and will be prepared for continued growth as a Licensed Vocational Nurse.

**ABOUT THE PRACTICAL NURSE
(LICENSED VOCATIONAL NURSE) ASSOCIATE OF
APPLIED SCIENCE DEGREE PROGRAM**

The Practical Nurse (Licensed Vocational Nurse) Associate of Applied Science Degree has been designed to be a two year program.

Year 1: In the first year of the program, students complete all Vocational Nursing core subjects (39 units) and at the culmination of year 1, take their National Council Licensure Exam (NCLEX) to earn their LVN license.

Year 2: In the second year, students must complete (earning a C or better) 30 units of general education from Rio Hondo Community College (or other accredited institution) in the following subjects:

General Education Course Requirements:

- Math 70 or equivalent
- Psychology 101
- English 101

- Counseling 101
- Biology 10 or equivalent
- Introduction to Human Anatomy
- Math 130 (Statistics)
- Speech Communication 101
- Electives

In order to apply for the A.A.S degree, a student must have met all prerequisites for the Nursing Services/Vocational Nurse (LVN) program including:

- Providing proof of High school diploma or equivalency
- Achieving a score of 12 or higher on the TABE assessment
- Providing results of health screening
- Providing proof of first aid/CPR certificate through the American Heart Association (AHA) for healthcare providers with AED. BLS.

PREPARING FOR THE PROGRAM

While in the Nursing Services/Vocational Nurse (LVN) program, students who want to obtain their Associate of Applied Science Degree MUST meet with the Program Administrator of Health Careers and the Administrator of Counseling Services to review official transcripts and determine what courses are needed to meet the requirements. If general education credits are needed, students are encouraged to take classes concurrently if their schedule permits.

All students are provided information about the A.A.S degree program at the initial Nursing Services/Vocational Nurse (LVN) orientation.

TRANSFER POLICY

HLP AE clearly defines and publishes a policy on the transfer of students between programs within the institution and the transfer of students from other institutions. The HLP AE Transfer

Policy is published in the school brochure, student handbook and on the website.

Transferring within HLP AE Programs

The Hacienda La Puente Adult Education's policy on the transfer of students between CTE programs within the institution is that at the time of registration, students must meet the requirements of the program in which they are enrolling (to include testing, pre-requisites, physical requirements etc.).

Student transfers within HLP AE must be approved by the instructor of the program to which they are transferring and by administration. The student receiving assistance from an agency may need to get permission from that agency. Once approved, counseling staff will complete a new registration form to be processed by the attendance office. The student must provide a copy of the completed form to the new instructor prior to entering the program.

Transfer of Credit Earned at another Institution

Students who transfer from other institutions are evaluated to meet the requirements of the certificate training program and receive advanced placement approval from the Executive Director of the Adult School or the Career and Technical Education Director. Any new student enrolling in a HLP AE CTE program and wishing to transfer hours and/or competencies for courses completed at a different school must show proof of:

1. The course was taken at an accredited school
2. The student received a "C" grade or higher
3. The course is approved or meets state licensure requirements if applicable
4. Individual HLP AE CTE programs may add additional requirements before granting the transfer.

For students enrolling in the Associate's Degree program as a transfer, student must provide a

sealed official transcript from the transfer school. The transcript will be evaluated by a counselor or administrator.

COURSE CREDIT TRANSFER

Admission requirements for a student planning to transfer to a two year college, four year college, or university vary from school to school and from major to major. It is in the student's best interest to read carefully the requirements set forth in the catalog of the institutions that interest them.

FEE PAYMENT POLICY

Course tuition is \$7542.00. Payments must be made before students start each segment of the program. Nonpayment of fees by the first day of each program segment may result in dismissal. The breakdown of fees is as follows:

1. Fundamental of Nursing \$1000.00, Insurance of \$18.00 and school name tag \$6.00.
BLS card for current year from the American Heart Association. (Price varies)
2. First semester \$3250.00.
3. Second semester expenses: Fee of \$3250. and Insurance of \$18.00.
4. The Practical Nurse (Licensed Vocational Nurse) Associate of Applied Science Degree Program adheres to the school refund policy as stated in the school course catalog.
5. Financial Aid: Students with a written voucher for financial aid (Pell or other) must submit the signed approval form by the required dates to remain in the program.
6. Students will not be entitled to letters, transcripts, completion certificates, etc., until all fees have been paid and all checks from students have cleared.

FEES

Fees must be paid when registering.

ATM/debit, credit cards, and money orders are also accepted. Make money orders payable to "Hacienda La Puente Adult Education." Other

classes, like fee-based require cash only. **Personal checks are not accepted. All fees must be paid prior to attending class. We do not accept Discover card or American Express.**

For specific program fees or for a complete itemized list of costs see the listing in the brochure, visit www.hlpae.com.

REFUND POLICY

Hacienda La Puente Adult Education follows a fair and equitable refund policy for the refund of fees and other institutional charges as adopted by the Commission on Occupational Education. Refunds are given if the class is cancelled. If the student requests a refund, it must be prior to the second class meeting, whether attended or not. Student initiated refunds will be reduced by a 15 percent service charge.

To receive a refund, students request a refund form from the Willow Campus Main Office. Once the form is completed by the student and an explanation is provided, it must be approved by the Director. Upon approved, a refund request form will be submitted to the Hacienda La Puente Unified District Office where the refund is processed. A refund check will be mailed to the student. The process may take up to six weeks. No refunds will be given for missed classes, insurance fee, books, materials fee, equipment or cosmetology kits.

Return of Title IV Funds (R2T4) Policy

When a student withdraws or is dismissed from Hacienda La Puente Adult Education, a determination of the earned and unearned portion of Title IV aid will be determined. The date of withdrawal or last date attended will be used according to attendance records generated by the school's attendance system (ASAP). For further information contact the Workforce Office or visit www.hlpae.com.

STUDENT GUIDE TO ACCOMMODATIONS POLICY AND PROCEDURES

Hacienda La Puente Adult Education has a policy of providing reasonable accommodations to qualified students with a disability according to Section 504 of the Rehabilitation Act and Title II of the Americans with Disabilities Act to ensure that there will be no discrimination on the basis of disability. The campus is fully accessible to the physically disabled and interpreters are available for the deaf.

Accommodations are adjustments made for students with disabilities in order to allow them to access the same education experiences as their peers. The purpose of an accommodation is to all equal access to the curriculum.

Types of Enrollment

1. Full time: Full time enrollment is when a student enrolls in 12 or more credit hours for a semester.
2. Three fourths time: Three fourths time enrollment is when a student enrolls in 9-11 credit hours a semester.
3. Half-time: Half-time enrollment is when a student enrolls in 6-8 credit hours for a semester.
4. Less than half-time: Less than half-time enrollment is when a student enrolls in 5 or less credit hours for a semester.

IDENTIFICATION CARDS

Students ID cards are available in the Workforce Office at the Willow Campus. A current registration form is required. Students must show proof of registration and attendance and pay the \$6 ID fee for an ID. Fee Based classes do not qualify for a student ID.

STUDENT RECORDS REQUEST

Students may request official transcripts by completing the AUTORIZATION TO RELEASE RECORDS form. These forms are located in the Willow Campus front office and are published on the HLP AE website. Once the

form is completed, the student must show proper ID and pay a non-refundable \$5.00 fee by credit card, cashier's check or cash. Student transcripts are prepared in the counseling office and signed by an HLP AE Administrator. The student may pick up the transcript in person with proper ID or direct the school to mail it to a specific institution or individual.

FOR ACADEMIC TESTING (GED, HiSET, TASC) RECORDS If the HSE test was taken at the HLP AE State Approved Testing Center, students may request HSE test scores from the Willow Main Office by completing the **AUTHORIZATION TO RELEASE RECORDS** form for tests taken prior to July 1, 1990. If taken after July 1, 1990, students must contact ETS – GED Records Center, P.O. Box 4005, Concord, CA 94524-4005. (866)370-4747.

VERIFICATION OF ENROLLMENT AND ATTENDANCE

Students may request verification of enrollment or attendance for outside agencies by providing an attendance verification request or by meeting with the Administrator of Counseling Services during scheduled counseling hours. The student may pick up the information in person or direct the school to mail it to a specific institution or individual.

ATTENDANCE

The characteristics that lead to success in employment and education are preparation and consistent attendance. Students are expected to be on time, attend all scheduled classes, and be prepared to learn. Specific attendance policies may vary with each instructor. It is the responsibility of the student to notify the instructor prior to any absence of a scheduled class. Specific attendance policies can be found in the course syllabus.

GRADING POLICY

The grading scale for all CTE programs varies.

Please see the Nursing Services/Vocational Nurse (LVN) Handbook for specific grading policies.

REVIEW OF INSTITUTION'S POLICIES/FINANCIAL AID

Admissions Policy

To be eligible to receive Title IV funds, the regulations require that institutions admit, as regularly enrolled students, persons who have a high school diploma or its recognized equivalent.

SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY AND ATTENDANCE

Students must maintain satisfactory academic progress (SAP) to participate in the Federal Title IV programs (TIV). The PELL Grant Award is proportional to the student's attendance and satisfactory progress in their course of study (pursuant to the institutions standards and practices). Satisfactory Academic Progress (SAP) is a measure of whether a student is progressing adequately toward completion of his or her course of study. It is determined in terms of grade point average and course completions.

Progress is defined as passing all course objectives as defined in the course outline for each particular course and progressing towards the completion and certification of any eligible course in a satisfactory time period. Students will demonstrate a basic competency of instructional units through successful completion of assignments as determined by assessment and objective evaluation. Satisfactory progress will be assessed at the end of each session, semester, and/or academic year. At each point, students must meet the following minimum standards:

- **Qualitative Standard:** The minimum passing score for students is 70%. Scores below 70% require additional study and retesting. Tests may not be repeated on the same day. Students will

have an opportunity to complete all units of instruction within a one year period. Any additional time required must be counselor approved.

Grades for CTE courses may vary, but are completed on a percentage basis and can be no less than:

- 90% - 100% = A
- 80% - 89% = B
- 70% - 79% = C

Less than 70% is failing.

Homework and examinations are mandatory and must be complete and on time for full credit. Late work, including work returned as incomplete will lose credit. Late exams will be permitted only with instructor's permission and may lose credit.

Failed course work may be repeated to the satisfaction of the instructor on an individual basis. Students failing to meet standards may be dismissed from program.

Repetition of failed courses will be permitted only on a space available basis and approval by the Director of Adult Education.

- **Quantitative Standard:** Students must have successfully completed the total number of hours required for each course of study as indicated on each course outline. For example Practical Nurse – LVN requires 1576 hours of instruction over the course of one year.
- **Satisfactory attendance is defined as:**
 - Fulltime status (attending 30 hours per week)
 - $\frac{3}{4}$ time status (attending 25 hours per week)
 - $\frac{1}{2}$ time status (attending 20 hours per week)
 - Less than $\frac{1}{2}$ time status (attending a minimum of 12 hours per week but no more than 19 hours per week)

Student attendance will be collected for each student for every pay period earned. All absences will be reported to the Financial Aid Office in writing. If absences are not reported, financial aid payments will be delayed. Absences will affect the total amount of hours paid and may affect the Pell Grant award.

ACADEMIC WARNING AND PROBATION:

Warning: Students who are failing to make satisfactory academic progress, as defined above, will be placed on warning status. This designation indicates that the student's financial aid will continue into the next payment period, but the student needs to meet the SAP requirement for aid to continue. If a student does not meet SAP financial aid will be suspended.

Resolve Warning Status

To get out of warning status and get back into "Good Standing", students need to

- Complete the Warning term successfully, which is defined as meeting satisfactory academic progress as defined above.

Students who do not complete the necessary requirements to meet SAP while on warning will be placed on financial aid suspension and are ineligible for federal student aid for the next term or payment period.

Appeals

Students who are found to be out of compliance with the standards for satisfactory progress at the end of the probationary period and have lost eligibility for federal aid, may appeal such a decision. A written appeal must be submitted to the Director of Adult Education outlining the basis of the appeal along with supporting documents for the appeal. The appeal must be submitted within 10 days of the probationary period. The Director will rule on the student's appeal within 5 days of its receipt and will inform the student in writing of the decision.

Probation:

If your appeal is approved, students will be placed on probation and/or put on student contract for the academic year following the period during which they do not meet the minimum Satisfactory Academic Progress. Student eligibility for Federal Aid will be restored for the next term/payment period/evaluation period. Students who do not meet the Qualitative and Quantitative Standards at the end of the evaluation period are no longer eligible for Title IV aid unless they successfully appeal the decision.

REINSTATEMENT

Students reinstated upon appeal will be placed on probation or put on student contract for the academic year following. Students must meet the terms set out in the Director's letter granting the appeal. The student's academic progress will be monitored monthly.

STUDENT WITHDRAWAL, INCOMPLETES, COURSE REPETITIONS

A student must notify the financial aid office (30 days) ahead in writing of any withdrawal from school in order to maintain financial aid eligibility if the student hopes to return within the enrollment pay period. It is understood that a student who withdraws during a payment period may be responsible for the portion of overpayment of any Federal Pell Grant or FSEOG that exceeds the amount for which the student was not eligible and may also be responsible for the portion of an Over Award of any amount of campus-based aid (FWS) that exceeds a student's need.

The date of withdrawal could be the date when the student provides official notification to the school of his or her intent to begin the withdrawal process, or the date of the student's notification, whichever is later. If a student does not provide notification in writing, the date of the institution's determination that the student withdrew would be the date the student ceased attendance. If a student

Maximum Time Frame (MTF)

To maintain eligibility for Title IV aid, students must complete their program within a maximum time frame not to exceed 1.5 times the normal length of time required to complete the program. The normal length of time is defined in terms of the number of clock hours attempted by the student.

Weeks are approximate excluding any holidays and dark weeks throughout the year as calculated starting from 8/12/19.

receives an incomplete grade or fails to meet the course objectives, he/she is ineligible to receive Title IV funds. If a student is suspended from a program, he/she will not be entitled to receive financial aid until he/she has been re-instated and have demonstrated satisfactory progress. All course objectives must be completed in order to receive certification of course completion.

LEAVE OF ABSENCE

A student who is participating in Title IV who is unable to meet the attendance requirement must request a leave of absence in writing from the Director, Adult Education. A student who fails to resume classes on the date designated for return will lose eligibility for Title IV aid.

TRANSFER CREDITS

Transfer credits will be considered for the MTF for the purposes of determining satisfactory academic progress by the Director of the Adult School.

REFUND POLICY

Refunds are given if the class is cancelled. If the student requests a refund, it must be prior to the second class meeting, whether attended or not. Student initiated refunds will be reduced by 15 percent service charge. No refunds will be given for missed classes, insurance fee, books, materials fee, equipment or cosmetology kit.

RETURN OF TITLE IV FUNDS (R2T4)

POLICY

When a student withdraws or is dismissed from Hacienda La Puente Adult Education, a determination of the earned and unearned portion of Title IV aid will be determined.

The date of withdrawal or last date attended will be used according to attendance records generated by the school's attendance system (ASAP).

The total amount of the Title IV aid disbursed for the period must be first calculated in order to determine the percentage of Title IV aid earned by the student. The total scheduled clock hours completed as of the determined withdrawal date in the period will be divided by the total clock hours that should have been completed for the same period. (If a student has completed more than 60% of the payment period the student is considered to have earned 100% of Title IV aid for that period).

If the calculation is less than 60% the school will determine Title IV aid to be returned by subtracting the amount of Title IV aid earned by the student from the total Title IV aid disbursed for the period. If a student received more assistance than he/she earned, the excess funds must be returned by the school and/or student.

The school must return the amount of Title IV funds for which it is responsible no later than 45 days after the date of determination.

When a student receives less assistance than they earned the student may be eligible for those additional funds. A student who is eligible will receive a Post-Withdrawal Disbursement if the amount earned is greater than the total Title IV aid disbursed for the period.

The school must offer any amount of the Post-Withdrawal Disbursement that is not credited to a student's account within 30 days of the determination.

TREATMENT OF OVERPAYMENT

Students who owe overpayments are ineligible for additional Federal Pell Grant assistance. Students who owe overpayment of the Federal Pell Grant Funds/FSEOG Funds and who have not paid in full the overpayment or have failed to make satisfactory repayment arrangements with the school will be reported to the Department of Education and will not be eligible for any further Title IV funds. Certificates will not be issued until repayment of an overpayment has been made.

COST OF ATTENDANCE:

Components for determining student cost of attendance will be Tuition and Fees, Room & Board, Instructional Materials & Books, Miscellaneous Expense, Transportation Expense. Cost of Attendance is calculated for Dependent and Independent students. Your total Cost of Attendance will be used to calculate your Federal Student Aid.

PAYMENT PERIODS:

Your Pell Grant is calculated based on hours you have completed or will complete in the payment period. A payment period is defined as 300 hours. There are 3 payment periods in any award year or 900 hours total. Thus payments are scheduled as follows:

- 1st payment = 300 hours
- 2nd payment = 600 hours
- 3rd payment = 900 hours

Awards are made after a student has been in attendance, based on the above, for at least thirty (30) days. All awards are divided into increments of 300 hours of completion. All payments are issued at the last day of the month when all paperwork is complete and verified.

The current Academic period covered by award: July 1, 2019 through June 30, 2015

Check Dispersal Periods

All Checks are dispersed at the end of each month in which the appropriate number of

hours have been completed, verified, and a student's progress report is satisfactory. All checks must be signed for and issued in person (with identification) at the Willow Campus address: 14101 E. Nelson Avenue, La Puente, CA 91746.

Crossover Pay Periods:

Students who have crossover payments from one award year to the next will receive payment as stated above. Students must complete the total hours for the certificate program in which they are enrolled.

PROCEDURES FOR RECEIVING FINANCIAL AID

Funds received under the Federal Pell Grant, Federal Work Study or Federal Supplemental Educational Opportunity Grant will be used solely for expenses related to attendance or conditioned attendance at Hacienda La Puente Adult Education.

To be able to receive assistance from any of the programs mentioned you must meet the minimum requirements:

1. Be a U.S. citizen or eligible non-citizen
2. You must have in your possession a high school diploma, or GED, or a passing score on an approved Ability to Benefit (ATB) examinations.
3. Plan to enroll or be enrolled in an approved vocational program of 600 hours or more and leading towards a certificate at the end of your training.
4. Demonstrate you have a need.

Fee based, Older Adult Courses or remedial courses are not approved programs for financial assistance.

Students are required to provide the minimum following documentation:

- Valid California Identification or Driver License
- Social Security Card
- High school diploma or high school transcripts or GED/ foreign high school diploma must have transcript evaluation and be notarized.

If you are selected in a process called "Income Verification" you must provide signed copies of the following:

- Signed copy of your 2018 Federal Income tax returns and all W-2's attached for you (and your spouse). If you are a dependent student as defined on your FAFSA you will need a signed copy of your parents current 2017 Federal Income Tax Returns and all W-2's attached.
- Any other financial documents to verify untaxed income or benefits.

OTHER FUNDING SOURCES

Students can seek financial assistance through other sources such as third-party loans, employer reimbursement, veteran assistance, and community groups and private organizations that offer scholarships and special awards.

Veteran's Programs (VA)

If you are a veteran, service person, reservist or otherwise eligible, you may qualify for various VA programs. Eligibility criteria for military educational assistance and benefits are available at the Workforce Office.

Department of Rehabilitation (DOR)

The Department of Vocational Rehabilitation provides service and financial aid assistance to students with certain disabilities. To learn more contact your local Department of Vocational Rehabilitation.

Workforce Investment Act (WIA)

The Department of Labor may provide services and financial assistance to individuals who are participating in their workforce development programs. To find out more, contact your local Workforce Investment Board.

SCHOOL POLICIES AND STUDENT CONDUCT

Adult School Safety and Security

Hacienda La Puente Adult Education has an obligation to provide a safe environment free from violence and threats of violence and where civility is valued. To that end, it is the intent of the Adult School to make reasonable efforts to provide for the safety and security of its students, faculty, staff and property.

Smoke-Free School

All Hacienda La Puente Unified School District campuses are entirely smoke free. Smoking is not permitted inside any school district building or outside on any school district property including sidewalks and parking lots on school property. Adult students must leave the school to smoke. Smoking in cars in the parking lot is not permitted.

Drug and Alcohol Free School

Possession and/or consumption of alcoholic beverages and possession, sale, use or distribution of any narcotic drug, marijuana or other addictive or hallucinogenic substance prohibited by law are contrary to those expectations and will be cause for disciplinary action.

Students may also be subject to program-specific drug testing requirements.

Visitors on Campus

Only enrolled students may attend classes. Any visitors to the school and in the classrooms must have permission from Adult School management personnel.

SCHOOL RULES

- Students must leave Adult School premises at closing time unless written permission has been received from an authorized official.

- Children must not be left unattended and should not be on campus for extended periods.
- Food consumption is limited to the cafeteria and outside eating areas. Exceptions must be approved by an administrator. Selling of food by students or by outside vendors is prohibited.
- All students must be aware of the importance of supplying correct information on college applications, college records, etc. Changes of names and addresses should be reported to the Adult School Main Office.

Standards of Behavior

Students are expected to behave in a manner appropriate to a place of study and learning. Students will show respect for classmates and instructors by:

- Arriving on time for class.
- Bringing textbooks and assigned handouts/materials to class.
- Being prepared for class by doing required reading and homework prior to class.
- Keeping attention focused on classroom learning activities while class is in session.
- Not eating, drinking or sleeping in class.
- Not walking in or out of the classroom while learning activities are in progress.
- Not participating in side conversations during lectures.
- Using break times to meet personal needs. (Restroom, phone calls, etc.)
- Not bringing music or games to class.
- Keeping watch alarms and cell phones on silent mode during class.
- Adhering to rules and policies of the Adult School, learning program and School District

Social Networking and Video Sharing Website Uses

The Code of Ethics for Nurses states that the student will respect the dignity of his/her professional goal and abstain from conduct that would be unbecoming to the profession and that the student will hold in confidence all information

written, verbal or electronic entrusted to him/her and will refrain from any discussion held outside of the limitations of the appropriate setting. Students will refrain from taking pictures or videos in any facility and will refrain from posting pictures or videos on any social networking site such as Facebook or YouTube without prior approval from students or instructors while in the program. No student may ever be photographed or recorded without their knowledge and authorization. Students preparing a presentation for graduation or classroom use must have approval from a school administrator before public display.

School Dress Code and Grooming Standards

- School dress standards are the same for all students.
- The teacher shall inform a student who violates the dress standards or lacks personal hygiene. If an object or garment can be removed, without affecting modesty, the teacher shall direct the student to remove it. The student has the option to leave, if necessary, to change the garment and may return to class the same day. If a hygiene problem can be corrected at school or at home, the student should do so and return to class.
- A student who refuses to obey a teacher's direction regarding a dress code violation will be requested to leave the class and/or be referred to a Counselor. Failure to comply with dress & grooming standards will result in dismissal.

Unacceptable Attire

Because area street-gang attire may change from year to year, as well as from campus to campus, the administration and staff need to be sensitive to new gang attire used for recognition. Following an incident in which attire by the participant can be established as a contributing disruptive factor, the specific clothing or object identified with the group can be added to the list of unacceptable school attire.

The following shall not be worn or displayed while a student is participating in classes, school related activities or while conducting business on adult education campuses.

- Clothing, jewelry, logos or words that show, advocate or advertise alcohol, drugs, and acts which are illegal, obscene or vulgar.
- Clothing which is sexually suggestive or extremely brief such as low cut garments, strapless or off the shoulder tops, tank tops, bare midriffs (with or without jacket) muscle shirts, fishnet tops or short shorts (shorts must be mid-thigh in length).
- Open thongs or bare feet.
- Any outfit, garment or accessory commonly recognized as connected with a group or gang that may provoke others to act violently or be intimidated by fear of violence. This includes but is not limited to:
 - Oversized pants, which are obviously two or more sizes too big, gathered around the waist with a belt and cut, slit, fraying or dragging trouser cuffs
 - Knee-high pants with socks pulled up above the calf
 - Bandannas worn around the head or hanging out of clothing
 - Hair nets on men
 - "In memory of ..." shirts and initialed belt buckles
 - Heavy chains holding keys or wallets and spike collars, wrist bands or metal toe shoes.
- Other articles of clothing, jewelry or accessories, or lack of personal hygiene, which in the judgment of the teacher, counselor or administrator pose a clear and immediate threat to the physical well-being or safety of other students and staff, and/or create a major distraction or disruption to the learning environment for students and staff.

Students may also be subject to program-specific dress requirements. Failure to comply will result in dismissal from the Adult School.

COMPUTER AND INFORMATION TECHNOLOGY

The Hacienda La Puente Unified School District computer and technology resources are provided for educational and administrative purposes and are to be used in a manner that is consistent with those

purposes. All students are to conduct themselves in a responsible, ethical and legal manner when utilizing these resources. Students must respect the rights of others and abide by the licenses and other contractual and legal obligations by which the School District makes technology resources available to all. Students have a responsibility to help the Adult School maintain a secure technology network that can be shared by everyone.

Students are asked to:

- Be sensitive to the needs of others; use only your fair share of computing resources.
- Refrain from displaying material on screens in shared facilities or forwarding material (e.g., violent or sexually explicit materials) that may cause discomfort or embarrassment to others. Technology resources are not to be used to retrieve or send pornographic, obscene, harassing, or illegal materials or messages.
- Use computing resources in ways that are ethical and honest. It is unethical to represent someone else's work as your own, or to allow someone to represent your work as theirs. Plagiarism and cheating will not be tolerated.
- Be civil when communicating with others — write as if you expect the whole world to read every message. There is no guarantee of privacy in the use of computer and technology resources.
- Refrain from use of school resources for non-educational purposes including, but not limited to, game playing, chain letters, or other mass mailings or activities that could damage, unduly burden, or disrupt the normal operations of District systems are prohibited.
- Identify yourself clearly and accurately in electronic communications. Individuals or school organizations that obtain access to a telephone, computer, or e-mail may only use their own passwords, are responsible for protecting those passwords from use by others and are responsible for reporting any unauthorized use of the system as well as any breach of system security that they may find.

The Hacienda La Puente Unified School District forbids, under any circumstances, the unauthorized reproduction of software or use of illegally obtained

software. Using Adult School equipment to make illegal copies of software is prohibited.

No student shall attempt to open files or documents or gain access to areas or systems for which they have not been granted authorization.

Unauthorized use of Adult School resources for commercial purposes, personal gain or any other purpose inconsistent with the mission of Hacienda La Puente Adult Education is prohibited.

Adult School students who violate these policies are subject to appropriate disciplinary action including, but not limited to the suspension of their computer privileges. Serious violations of this policy may result in dismissal.

**CIVILITY POLICY ADOPTED BY THE BOARD
OF EDUCATION, HACIENDA LA PUENTE
UNIFIED SCHOOL DISTRICT DISRUPTIONS**

1. Any individual who disrupts or threatens to disrupt school/office operations; threatens the health and safety of students or staff; willfully causes property damage; uses loud and/or offensive language which could provoke a violent reaction; or who has otherwise established a continued pattern of unauthorized entry on school property; will be directed to leave school or school district property promptly by the appropriate administrator or designee.
2. If any individual uses obscenities or speaks in a demanding, loud, insulting and/or demeaning manner, the administrator or employee to whom the remarks are directed will calmly and politely admonish the speaker to communicate civilly. If corrective action is not taken by the abusing party, the District employee will verbally notify the abusing party that the meeting, conference or telephone conversation is terminated and, if the meeting or conference is on District premises, the offending person will be directed to leave promptly.
3. When an individual is directed to leave under such Paragraph 1 or 2 circumstances, the appropriate administrator or designee shall inform the person that he/she may be guilty of a misdemeanor in accordance with California Education Code section 44811 and Penal Codes 415.5 and 626.7, if he/she reenters any

district facility within 30 days after being directed to leave, or within seven days if the person is parent/guardian of a student attending that school. If an individual refuses to leave upon request or returns before the applicable period of time, the appropriate administrator or designee may notify law enforcement officials. An Incident Report (copy attached) should be completed for the situations as set forth in paragraphs 1 and 2.

4. When violence is directed against an employee, or theft against property, employees shall promptly report the occurrence to their principal or supervisor and complete the Incident Report. Employees and supervisors should complete an Incident Report and report to law enforcement, any attack, assault or threat made against them on School/District premises or at School/District sponsored activities.
5. When it is determined that a member of the public is in the process of violating the provision of this policy, an effort should be made to provide a written copy of this policy, including applicable code provisions, at the time of the occurrence. The employee will immediately notify his/her supervisor and provide a written report of the incident on the attached form.

References: Ed. Code Sections 32210,440141
44810, 44811; Penal Code Sections 243.5,415.5,
626.8, 627.7

REASONS FOR DISMISSAL

A student may be dismissed for the following:

1. Below standard academic performance as stated in program grading policy.
2. Failure to meet objectives due to excessive tardiness or absenteeism.
3. Failure to demonstrate reasonable progress in the enrolled course of study.
4. Unprofessional or unethical communication or conduct (written or verbal) which includes inaccurate or falsified official records.
5. Disruptive behavior
6. Behavior which jeopardizes the physical or emotional well-being of students, instructors or others.

7. Harassment, threats, intimidation or repeated disrespect toward peers, and/or school/facility staff.

STUDENT GRIEVANCE PROCEDURE

The purpose of this grievance procedure is to provide, at the lowest administrative level, a means by which a student concern may be resolved in an equitable manner in an atmosphere of courtesy and cooperation.

The formal complaint process will begin after the concern has been discussed with the current instructor or other person involved at the lowest level and an attempt at resolution has been made.

Resolution: Grievances will be processed in accordance with the following steps:

- Step 1. If any student feels he or she has not been given fair consideration regarding a dispute in scheduling, academic interests, disciplinary action, interpersonal relationships or has any grievance toward the school, the student shall submit it in writing to the current instructor. The student should provide a description of the concern stating the facts clearly and concisely.
- Step 2. If the student feels the problem is not resolved, he/she may schedule a meeting with the counselor. The concern will be reviewed at this time. The grievance, written by the student with comments by the staff from this meeting, will be placed in student's file as a record of the proceedings.
- Step 3. If the issue remains unresolved, the student may request a review by the Program Administrator.
- Step 4. If still unresolved, the student may make an appointment with the Director of Adult Education.

ACADEMIC INTEGRITY

Academic integrity, honesty, and ethics are required of all students of the post-secondary programs. Students are expected to conduct themselves in a manner reflecting the ideals, values, and educational goals of the school at all times. All students are to display academic integrity and honorable behavior because it is

essential to professional behavior that will go beyond graduation.

Academic integrity requires that work for which students receive credit be entirely the result of their own effort. Academic dishonesty takes place when a student attempts to gain an unfair advantage over others or undermines the academic integrity of the school. The following list includes some examples of violations:

1. Cheating
 - Using unauthorized material such as notes, electronic devices, cell phones or PDA accessories to answer quiz/test questions.
 - Copying another student's homework, written assignment, worksheets, project, quiz/test, electronic media, or data.
 - Submitting someone else's work as one's own.
2. Plagiarism
 - Representing the ideas, expressions, or material of another without due credit.
 - Paraphrasing or condensing idea's from another person's work without proper citation.
 - Failing to document quotes and paraphrases from books, magazines, internet with proper works cited.
3. Other forms of academic dishonesty
 - Fraud and the alteration of a grade or official record.

ADMISSION REQUIREMENTS

Candidates must submit **all** of the following **before** final admission into the program:

1. **Reading, Math and Aptitude Testing** with competitive results.
 - Call (626) 934-2801 for a list of available testing dates.
 - Register in person for a testing appointment at the Willow Center Main Office (testing fee required.)
 - Applicants must complete the **Entrance Application** at the time of testing.

2. **Proof of High School** completion OR the equivalent.

OFFICIAL SEALED TRANSCRIPTS ARE REQUIRED.

Foreign transcripts must be evaluated by a **NATIONALLY ACCREDITED** evaluation service prior to admission.

OFFICIAL SEALED EVALUATIONS ARE REQUIRED.

3. **Background Clearance**- Some clinical sites require a background clearance provided by Pre-Check \$49.50 paid by credit card or money order only. Others require live scan fingerprints. Students are responsible for all clearance fees and are responsible for meeting compliance timelines set by instructor. The Program Director, clinical site personnel and school administration reserve the right to address each student's report on a case-by-case basis. Clinical facilities may refuse to allow students to participate clinical based on results of background checks, and if this occurs, student will be removed from the program.
4. **Health Requirements**- Completion of the following within the last 30 days. Medical requirements are based on clinical facility requirements:
 - a. Physical examination showing good physical health (must be renewed annually)
 - b. Positive Rubella titer or proof of immunization if titer is negative
 - c. Positive Rubella titer or proof of two (2) doses of vaccine to achieve immunity if titer is negative
 - d. Positive Varicella titer or proof of two (2) doses of vaccine to achieve immunity if titer is negative
 - e. Positive Mumps titer or vaccine if titer is negative
 - f. Hepatitis B titer

- g. Negative Tuberculin (TB) skin test by two-tier method (must be renewed annually.)
Persons with a history of a positive skin test must have this certified by a physician and complete a chest X-ray.

h. Drug Screen

5. Maintaining Physical and Mental Health (Impaired Student/Change in Health Status Policy)

Nursing faculty requires nursing students to provide safe supportive client care. Toward this purpose, nursing students must remain free of chemical impairment or effects of emotional illness during participation in any part of the nursing Program. A student who, in the opinion of the instructor, is exhibiting impaired behaviors may be removed from any class/clinical settings. In keeping with a school and school district-wide *No Tolerance* policy, random drug testing is at the discretion of the instructors, Program Director or Administrator. Students will be responsible for the cost of the screening exam. A student may be drug tested at any time during the program. Students may be required to see a Health Care Professional if instructor or staff believes that a health issue may jeopardize a patients or students well-being or students success.

Prior to returning to class following any physical or mental illness or injury, the student is required to bring a physicians' release stating they are "free of communicable disease" and "physically and mentally able to resume the duties of a student vocational nurse" without causing harm to themselves or others. A release stating "free of restrictions" is required for all clinical classes. (Rev. 10/06)

Pregnant students are required to have physician approval in writing to remain in the program. There must be no restrictions and the student must be able to lift approximately 40lbs and be in isolation room.

Medical requirements must be complete and on file before any student may enter the clinical portion of the program.

- 6. A FIT Test for Isolation masks to protect against air borne transmitted disease will be required. There will be a charge of \$16.00, paid by money order only, due in the month of March.
- 7. An American Heart Association CPR Health Care Provider certification card issued within the last 30 days is required of all students prior to beginning clinical rotations.
- 8. Student Accident Insurance coverage is required. The fee is \$18.00 paid by money order, cash or ATM per school year.
- 9. All students must pay student fees in accordance with Fee Payment Policy.
- 10. Required textbooks must be obtained by the dates needed for use.
- 11. Reliable transportation. Much of the program is at various clinical facilities.

Students may not remain in class if admission requirements, including tuition payment, have not been met.

EVALUATION CRITERIA

The following criteria will be utilized in selecting students for admission to the Vocational Nursing Program:

- a. Entrance examination scores
- b. Attendance and punctuality
- c. Participation in class discussions
- d. Responsible, courteous and attentive classroom behavior
- e. Scholastic integrity
- f. Behavior consistent with "Code of Ethics"
- g. English comprehension and effective communication skills, both oral and written
- h. Following instructions and meeting timelines given in class
- i. Hygiene and grooming consistent with standards of a health care worker
- j. Proof of HS or HSE completion

- k. Examination scores, both written and practical
- l. Prior academic accomplishments such as other healthcare certificates and degrees

CODE OF ETHICS FOR HEALTH CARE PROFESSIONALS

1. The nurse, in all professional relationships, practices with compassion and respect for the inherent dignity, worth and uniqueness of every individual, unrestricted by consideration of social or economic status, personal attributes, or nature of health problems.
2. The nurse’s primary commitment is to the patient, whether an individual, family, group, or community.
3. The nurse promotes, advocates for and strives to protect the health, safety, and rights of the patient.
4. The nurse owes the same duties to self as to others, including the responsibility to preserve integrity and safety, to maintain competency, and to continue personal and professional growth.
5. The nurse shall strive to know his/her limitations and so stay within the bounds of these limitations.
6. The nurse considers no duties too menial if it contributes to the welfare and comfort of the patient.
7. The nurse accepts only that monetary compensation provided for in their employment contract and does not solicit gifts or participate in moneymaking activities for personal gain.
8. The nurse is aware of the proper chain of command and faithfully follows the directions of the supervisor and/or physician within the limitations of his/her duties and capacity.
9. The nurse refrains from entering into conversations with the patient or co-workers about personal problems.

10. The nurse respects the dignity of his/her uniform and abstains from conduct that would be unbecoming to the profession.
11. The nurse is able to accept constructive criticism knowing that this is a stepping stone toward professional growth.
12. The nurse shall not visit the health care facilities and/or patients during after-duty hours unless given specific permission by authorized personnel.
13. The nurse is willing to abide by the standards, rules, and regulations proper to the institution to which assigned and realizes that personal risk may be involved in the learning experiences.
14. The nurse refrains from developing personal relationships with patients and maintains a professional attitude and approach when involved in direct patient care.
15. The nurse will hold in confidence all information written, verbal or electronic entrusted to him/her and will refrain from any discussion held outside the limitations of the appropriate medical setting.

GRADING POLICIES AND PERFORMANCE EXPECTATIONS

Theory (Classroom) Performance

Theory grades are completed on a percentage basis as follows:

92% - 100% = A

84% - 91% = B

75% - 83% = C

Less than 75% is failing.

Students must pass every course with a minimum grade of 75%.

Homework and examinations are mandatory and must be complete and on time for full credit.

Student failing Nursing Fundamentals must withdraw from program.

Classroom- In the classroom, the student will show respect for classmates and instructors by adhering to the following rules:

- Be on time for class. Call by start time if going to be late or absent. Bring textbooks and assigned handouts/materials to class.
- Be prepared for class by doing required reading and homework prior to class.
- Keep attention focused on classroom learning activities while class is in session.
- Eating, drinking, or sleeping during class is not permitted. *Covered container with water is permitted.*
- Stay seated in the classroom while learning activities are in progress.

ATTENDANCE POLICY

Regular attendance is required in order for students to participate in the program. Please refer to the Nursing Services/Vocational Nurse (LVN) Handbook for specific policies. Institutions where college credit is being earned,

- Participating in side conversations during lectures is disrespectful.
- Use breaks times for meeting personal needs. (Restroom, phone calls, etc.)
- Music or games are not to be brought to class.
- Keep watch alarms and cell phones on silent mode during class.
- Use positive interpersonal and communication skills at all times.
- Adhere to school rules and program policies.
- Maintain a positive attitude toward peers, staff and the learning process

set forth their own attendance policies. Students are encouraged to familiarize themselves and abide by these policies.

COURSE DESCRIPTIONS

NURSING SERVICES/VOCATIONAL NURSE (LVN) PROGRAM

1. ANATOMY AND PHYSIOLOGY

INTEGRATED (54 HOURS)

The course will introduce the body's normal structure and functions, which are the basis of all medical sciences. It is through understanding on normal that the student can analyze what changes are occurring with disease.

At the completion of this course, the student will:

- Define and compare the terms anatomy and physiology
- Describe the organization of the whole body from chemicals to whole organism
- List 11 body systems and identify the general function of each
- Define and provide examples of homeostasis, negative feedback loop & metabolism
- List and define the main directional terms for the body
- Show how word parts are used to build words related to the body

2. NURSING FUNDAMENTALS

THEORY: 90 HOURS
CLINICAL: 120 HOURS

During this unit, the student will be introduced to the history and current practice of vocational nursing ethics, legalities, and patient's rights. Medical terminology is introduced as well as nursing process theory, principles of asepsis, and isolation techniques. Basic bedside care procedures and accompanying documentation complete this course.

At the completion of this course, the student will:

- Identify rationales for the performance of basic nursing skills including principles of asepsis
- Appropriately perform basic nursing skills
- State the role of the LVN
- Identify areas of legal responsibilities
- Recall components and implementation of the nursing process
- Appropriately use common hospital abbreviations, medical terminology, and combining forms
- Perform CPR according to the American Heart Association standards

3. NUTRITION

THEORY: 16 HOURS
INTEGRATED: (6 HOURS)

This course presents normal nutritional requirements and common diet adaptations for health promotion and therapy.

At the completion of this course, the student will:

- Identify normal nutrition requirements
- Identify factors affecting nutritional status
- Recall components of special diets

4. PSYCHOLOGY

THEORY: 26 HOURS

This course begins by presenting factors to aid in the understanding of oneself and others; self-concept and personality development, attitudes, beliefs, dynamics of human behavior, communication skills, adjustment problems and interventions, anxiety, defense mechanisms, and implications of institutionalization are included. This course presents effective approaches to patient's behavior, basic approaches to care of the psychiatric patient, drug abuse, and human sexuality.

At the completion of this course, the student will:

- Recall and use effective interpersonal and therapeutic communication skills with staff, patients, families
- Identify special needs of the chemically dependent patient
- Recognize therapy and treatment modalities for the mentally ill patient
- Recognize the effects of illness on sexual behavior
- Recognize without judgment, variations in human sexuality
- Recognize factors influencing self-concept and personality, attitudes, beliefs, and behavior

- Identify concepts of effective communication
- Recognize causes and effects of anxiety
- Identify common defense mechanisms
- Identify effects of institutionalization on behavior

5. GROWTH AND DEVELOPMENT

THEORY: 20 HOURS

The characteristics and stages of normal growth and development, as well as interventions to promote healthy growth and development are presented.

At the completion of this course, the student will:

- Identify characteristics of normal growth and development including special health problems associated with the different stages
- Identify components of well child care and signs and symptoms of child abuse

6. NURSING PROCESS

INTEGRATED HOURS: (6)

Combining critical thinking skills with a scientific problem-solving method will assist the nurse in identifying client problems and providing a plan of care in a structured, purposeful, and effective method known as the Nursing Process.

At the completion of this course, the student will:

- Define the Nursing Process
- Define each of the six dynamic and interrelated phases of the Nursing Process
- Discuss the purpose of the Nursing Process as related to patient outcomes.
- Describe the differences between subjective vs objective data.
- Identify the role of the LVN in the Nursing Process
- Define critical thinking

7. COMMUNICATION

INTEGRATED HOURS: (6)

Therapeutic communication is an interaction that is helpful and healing for one or more of the participants. Effective communication is important in nursing as the foundation of interpersonal relationships. Without accurate and therapeutic communication, the nursing process cannot exist.

At the completion of this course, the student will:

- Recognize that communication is inherent in every nurse-patient interaction
- Discuss the concepts of verbal and nonverbal communication
- Discuss the impact of nonverbal communication
- Identify various factors that have the potential to affect communication
- Discuss potential barriers to communication
- Use various therapeutic communication techniques.
- Identify communication techniques for clients with special needs

8. COMMUNICATION – PATIENTS WITH PSYCHOLOGICAL DISORDERS

INTEGRATED HOURS: (8)

The nurse is required to establish a method of communication with each client. Awareness of how thought process disorders can cause disturbance of language and communication in a client with psychological disorders is the responsibility of the nurse.

At the completion of this course, the student will:

- Apply therapeutic communication techniques to clients with special communication needs
- Apply the nursing process to clients with psychological disorders
- Recognize that trust is the foundation for all effective interaction
- Describe how thought process disorders can cause disturbance of language and communication.

9. PATIENT EDUCATION

INTEGRATED HOURS: (7)

Client education is the leading source of health care promotion, prevention of diseases and disabilities. Education is a dynamic process that the nurse participates in with each client encounter.

At the completion of this course, the student will:

- Identify the nurses role in patient education
- Discuss how culture influences client education and outcomes
- Prepare to plan a teaching lesson for a child and an elderly client.

10. PHARMACOLOGY

THEORY: 58 HOURS

This course prepares the SVN to begin giving medications in the clinical area. Principles of medication administration via oral, parental, and topical methods are presented, as are dosage calculations, abbreviations and equivalents. This course covers common drugs prescribed for the patients with medical-surgical conditions and drugs relating to the cardiovascular, respiratory, and reproductive systems is covered during the medical surgical unit.

This course contains pharmacology theory associated with the endocrine, urinary, musculoskeletal, neurosensory, and integumentary systems. Oncology and psychotropic drugs are also included. This material is presented concurrently with the associated Medical Surgical Nursing and Psychology theory.

At the completion of this course, the student will:

- Identify principles of pharmacology
- Perform medication administration via enteral and parental routes according to the five rights
- Identify pharmacological characteristics of fifty basic medical surgical drugs
- Identify pharmacologic effects of drugs used in the cardiovascular, respiratory, and reproductive body systems
- Identify pharmacologic effects of drugs used in the urinary, endocrine, digestive, musculoskeletal, neurosensory, and integumentary body systems

11. MEDICAL SURGICAL NURSING

THEORY: 310 HOURS

CLINICAL: 706 HOURS

MEDICAL SURGICAL NURSING 1: This course offers an introduction to Medical Surgical Nursing including an introduction to human biology, anatomy, physiology, and perioperative care. A body systems approach is used to introduce medical terminology, pathology, symptoms and general nursing care.

At the completion of this course, the student will:

- Identify basic concepts of human biology
- Describe the impact of illness on the patient and family
- Recall basic principles of therapeutic communication
- Identify the special needs of elderly and culturally diverse patients
- Describe components of care and observation of the perioperative patient
- Recall basic human anatomy and physiology
- Describe basic pathology, symptoms, and basic nursing care for disturbances in nine body systems

MEDICAL SURGICAL NURSING 2:

This course covers in depth treatment and nursing principles for patients with cardiovascular, respiratory, and reproductive disorders. Anatomy and physiology, pharmacology, and nutrition content applicable to these body systems is included.

At the completion of this course, the student will:

- Recall and use principles of assessment and care for the patient with cardiovascular, respiratory, and reproductive problems

MEDICAL SURGICAL NURSING 3:

This course covers in depth treatment and nursing principles for the care of patients with urinary, endocrine, gastrointestinal, musculoskeletal, neurosensory, and skin disorders. A short segment on care of the oncology patient is included. Anatomy and physiology, pharmacology, and nutrition content applicable to these body systems is included. At the completion of this course, the student will:

- Recall and correctly use principles of assessment and care for the patient with endocrine, gastrointestinal, musculoskeletal, neurosensory, and integumentary disorders
- Identify special needs and nursing interventions associated with the oncology patient

12. COMMUNICABLE DISEASE

THEORY:

INTEGRATED HOURS: (6)

Diseases caused by pathogenic organisms are infectious diseases, or communicable diseases. Communicable diseases spread easily. Through epidemiology, methods of preventing diseases from spreading have become a major component of healthcare today.

At the completion of this course, the student will:

- Define the term “communicable disease”
- List the five major classifications of pathogens
- Discuss the nursing interventions used to interrupt the sequence in the infection process.
- Discuss examples of how to prevent infection for each element in the chain of infection.
- Demonstrate the proper procedure for hand hygiene.
- Describe standard precautions; explaining their rationales.
- Discuss patient teaching for infection prevention and control as an element of health promotion.

13. REHABILITATION NURSING

INTEGRATED HOURS: (4)

Rehabilitation nursing focuses on the psychosocial and rehabilitation services to people with physical disabilities. The goal of rehabilitation is to assist the client to regain as much capacity as possible.

At the completion of this course, the student will:

- Define the philosophy of rehabilitation nursing
- Describe the interdisciplinary rehabilitation team concept and the function of each team member.
- Provide nursing diagnoses, goals, interventions, and evaluation and outcome criteria for two major disabling conditions
- Recognize the importance and significance of family centered care in rehabilitation.

14. MATERNITY NURSING **(OBSTETRICS)**

THEORY: 32 HOURS

CLINICAL: 64 HOURS

This course begins with an overview of obstetrical and newborn nursing to prepare the student to enter the clinical area. Anatomy and physiology of the reproductive tract is reviewed and in depth material on normal and complicated pregnancy, labor, and delivery. Post-partum care, teaching, and care of the normal newborn as well as newborns with common variation is presented.

At the completion of this course, the student will:

- Recognize the process of fetal development and its effects on the mother including complications
- Recognize the physiologic process of labor, delivery, including signs and symptoms of complications
- Correctly assess and care for the normal post-partum mother and newborn

15. PEDIATRIC NURSING

THEORY: 24 HOURS

CLINICAL: 48 HOURS

Care of infants, children, and teenagers with illness or injury is presented.

At the completion of this course, the student will:

- Recall effects of illness and hospitalization on the child and parents
- Recall variations in procedures performed on infants and children
- Correctly assess and care for the hospitalized child

16. LEADERSHIP AND SUPERVISION

CLINICAL: 16

INTEGRATED HOURS: (6)

A competent leader must be able to guide effectively and influence the action of others. The nurse in a leadership or supervision position must have strong clinical skills; act as educator and role model.

At the completion of this course, the student will:

- Discuss the guidelines for being an effective leader
- Discuss styles of leadership that are options for nurses to use.
- Discuss delegating nursing tasks.
- Review your state nurse practice act.
- List three important functions of a state board of nursing
- Prepare a resume and participate in mock job interviews.

17. ETHICS AND UNETHICAL CONDUCT

INTEGRATED HOURS: (3)

Nurses are responsible for identifying ethical concerns related to client care. The Right to Confidentiality is one of the major issues in in healthcare ethics today.

At the completion of this course, the student will:

- Explain the meaning of a code of ethics.
- Summarize how culture affects an individual's beliefs, morals and values
- Differentiate between a legal duty and an ethical duty.
- Distinguish between ethical and unethical behavior in nursing

18. CRITICAL THINKING

INTEGRATED HOURS: (13)

Critical thinking assists the nurse to grasp the meaning of multiple cues in a client's situation. Critical thinking consists of intuition, experience, logic and common sense.

At the completion of this course, the student will:

- Describe how nursing is both an art and a science
- Discuss the components of critical thinking
- Describe the eight Universal Intellectual Standards (UIS) of critical thinking

19. CULTURALLY CONGRUENT CARE

INTEGRATED HOURS: (2)

Culturally Congruent Care is acknowledging, respecting, and adapting to the cultural needs of patients, families, and communities. Participating in culturally congruent care is a critical component of healthcare delivery.

At the completion of this course, the student will:

- Identify the importance of transcultural nursing

- Explain how personal cultural beliefs and practice affect nurse-client and nurse-nurse relationships.
- Identify and discuss cultural variables that potentially influence health behaviors.

20.END-OF-LIFE CARE

INTEGRATED HOURS: (4)

End of life care provides the client with physical and emotional support. End of life care includes palliative care and assist in the transition for client and family.

At the completion of this course, the student will:

- Differentiate between palliative care and curative care
- Discuss the philosophy of hospice care.
- List three common symptoms related to a terminal illness.
- Discuss two ethical issues in hospice care.

MASTER SUMMARY OF NURSING SERVICES/VOCATIONAL NURSE (LVN) PROGRAM HOURS

CONTENT Course Titles	Classroom Clock Hours Includes integrated subject matter	Work Based Hours	Credit Units
Anatomy & Physiology	(54)		
Nutrition	16(6)		1
Psychology	26		2
Growth & Development	20		1
Nursing Fundamentals	90	120	6
Nursing Process	(6)		
Communication	(6)		
Communication - Patients with Psychological Disorders	(8)		
Patient Education	(7)		
Pharmacology	58		4
Medical/Surgical Nursing	310	706	21
Communicable Disease	(6)		
Rehabilitation Nursing	(4)		
Maternity Nursing	32	64	2
Pediatric Nursing	24	48	2
Leadership & Supervision	(6)	16	
Ethics & Unethical Conduct	(3)		
Critical Thinking	(13)		
Culturally Congruent Care	(2)		
End-of-Life Care	(4)		
	576	954	39

AS APPROVED BY THE BOARD OF VOCATIONAL NURSING AND PSYCHIATRIC TECHNICIANS (BVNPT)

() DENOTES INTEGRATED CONTENT HOURS

GENERAL EDUCATION COURSE DESCRIPTIONS

COUN 101

College and Life Success

If taken through Rio Hondo College - Advisory: ENGL 035 or ENLA 100 or appropriate assessment: READ 023 or appropriate assessment. Transfers to UC (Credit limit), CSU (The UC will grant a maximum of 3 units credit for COUN 101, 101A, 101B and 151 combined).

This course provides an explorations of cognitive, psychological, social, and physical factors influencing success in college and in life. Topics include personal responsibility, critical thinking, motivation, self-efficacy, personal awareness, life-long learning, self-management, health and wellness, interpersonal communication in a diverse world, and introduction to career and educational planning. Students will learn about the purpose, demands, requirements, and support services of higher education including Rio Hondo College and four year institutions.

3 Units

45 Lecture hours

ENGL 101

College Composition and Research

If taken through Rio Hondo College - Prerequisite: ENGL 035 with a grade of Pass or ENLA 100 with an "A" or "B" or appropriate assessment. Transfers to UC, CSU

This is a composition course that enables students to generate logical coherent essays and reports necessary to academic and professional success. Students will become proficient in research techniques, learn critical thinking skills through expository and persuasive reading selections, and apply these skills to creating original essays and a final research paper. The lab component of this course is designed to assist students in improving and refining their writing and language skills. Students will complete lab activities that enhance their ability to compose logical, well-supported arguments that exhibit grammatical fluency and correct documentation form. Students will meet with composition instructors through individual conferences that address students' specific writing concerns. This course is designed for students who wish to fulfill the General Education requirements for Written Communication.

3 Units

45 Lecture hours

SPCH 101

Public Speaking

Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment Transfers to: UC (credit limit), CSU (*Students will receive credit from UC for only one of the following courses:*

SPCH 101, SPCH 101H or SPCH 102)

This introductory course is designed to prepare students to be effective oral communicators in all aspects of public presentations including design and delivery of the public speech. The course is appropriate for all students interested in developing their public speaking knowledge and skills such as speech communication majors, future teachers, and future business leaders.

3 Units

45 Lecture hours

MATH 070

Intermediate Algebra

If taken through Rio Hondo College - Prerequisite: MATH 050 or MATH 050D or MATH 053 with a grade of "C" or better or appropriate assessment

Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment
This course is designed for students who have completed an elementary algebra course and need to complete an additional course in algebra before proceeding to a college level transferable course. This course is a study of linear and quadratic equations and inequalities, system of linear equations, polynomials, exponents and radicals, relations and functions, graphs of functions, exponential and logarithmic expressions and their applications. Students may enroll in MATH 070 in a lecture section for four units of credit or in individual one-unit modules: MATH 070A, 070B, 070C, and 070D in the Math and Science Center (MSC) or online.

4 Units

60 Lecture hours

MATH 130

Statistics

Prerequisite: MATH 070, MATH 070D, or MATH 073 with a grade of "C" or better or appropriate

assessment. Advisory: ENGL 101 or appropriate assessment; READ 101 or appropriate assessment
Transfers to: UC (credit limit*), CSU (*Students will receive credit from UC for only one of the following courses: MATH 130 or MATH 130H)

This course is designed for students majoring in business, social sciences, and life sciences. This course provides an overview of descriptive and inferential statistics. The students learn to read, interpret and present data in a well-organized way. This includes frequency distributions, graphs, measures of central tendency and variability, correlation and linear regression. While discussing inferential statistics, the students learn to make generalizations about populations. This includes probability, sampling techniques, confidence intervals, and hypothesis tests.

4 Units

60 Lecture hours

PSYCH 101

Introductory Psychology

If taken through Rio Hondo College - Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment
Transfers to: UC (credit limit*), CSU

(*Students will receive credit from UC for only one of the following courses: PSY 101 or PSY 101H)

This course is designed as a general introduction to psychology for psychology majors, those with an interest in psychology, or anyone with a desire to further their understanding of human behavior. It provides an overview of the field of psychology, introducing students to the research methods used to advance the science of psychology and the various areas that comprise this diverse discipline. Research and theories are presented, discussed, and evaluated. Topics covered include biological psychology, sensation and perception, lifespan development, learning, memory, motivation and emotion, cognition, personality, psychopathology and social psychology.

3 Units

45 Lecture hours

BIOL 105

Human Biology

If taken through Rio Hondo College - Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment
Transfers to: UC, CSU

This course will provide an introduction to the basic principles, structures, functions and biological processes of the human body. This lecture only course will emphasize a scientific viewpoint of the workings of the human body and its interactions with the environment as well 2014-2015 Catalog Rio Hondo College / 193 as the

necessary practices needed to promote a healthy body. The course's target audience are those students pursuing a liberal arts education who are interested in furthering their own knowledge of human biology.

4 Units

45 Lecture hours

BIO 125

Human Anatomy

If taken through Rio Hondo College – Advisory: ENGL 035 or ELA 100 or appropriate assessment; READ 023 or appropriate assessment; MATH 050 or MATH 050D or MATH 053 or appropriate assessment; BIOL 101.
Transfers to UC, CSU.

This course is primarily a systems approach to the study of the human body structure. The study of each body system includes structural specializations and functions from the microscopic to the system level emphasizing the interdependence of form and function. Additional topics include methods of anatomical study, human genetics, and embryonic development. The laboratory exercises will also include vertebrate dissections. This course is intended for students preparing to enter careers in the health sciences.

4 Units

45 Lecture hours

18 Lab hours

BIOL 101

General Biology

If taken through Rio Hondo College - Advisory: ENGL 035 or ENLA 100 or appropriate assessment: READ 023 or appropriate assessment. MATH 050 or MATH 053 or appropriate assessment. Transfers to UC (credit limit), CSU (Students will receive credit from UC for only one of the following courses: BIOL 101 or BIOL 200)

General Biology 101 is a general education course, open to all students, and is designed to provide an introduction to concepts and principles of modern biology. Topics covered will include cell structure and function, energy relationships, genetic control mechanisms, concepts of evolution, biological diversity, and ecosystem function. The laboratory component of the course emphasizes the application of the scientific method as a tool to understanding living systems.

4 Units

45 Lecture hours

18 Lab hours

ELECTIVE COURSES:

Electives can be taken in any subject area.

2 Units

NURSING SERVICES/VOCATIONAL NURSE (LVN) PROGRAM REQUIREMENTS

AS APPROVED BY THE BOARD OF VOCATIONAL NURSING AND PSYCHIATRIC TECHNICIANS (BVNPT)

() DENOTES INTEGRATED CONTENT HOURS

CONTENT Course Titles	Classroom Clock Hours Includes integrated subject matter	Work Based Hours	Credit Units
Anatomy & Physiology	(54)		
Nutrition	16(6)		1
Psychology	26		2
Growth & Development	20		1
Nursing Fundamentals	90	120	6
Nursing Process	(6)		
Communication	(6)		
Communication - Patients with Psychological Disorders	(8)		
Patient Education	(7)		
Pharmacology	58		4
Medical/Surgical Nursing	310	706	21
Communicable Disease	(6)		
Rehabilitation Nursing	(4)		
Maternity Nursing	32	64	2
Pediatric Nursing	24	48	2
Leadership & Supervision	(6)	16	
Ethics & Unethical Conduct	(3)		
Critical Thinking	(13)		
Culturally Congruent Care	(2)		
End-of-Life Care	(4)		
	576	954	39

GENERAL EDUCATION REQUIREMENTS

TO BE COMPLETED AT RIO HONDO COMMUNITY COLLEGE OR OTHER ACCREDITED INSTITUTION

Course Title	Classroom Clock Hours	Lab Hours	Credit Units
Mathematics 70 (Int. Algebra)	60		4
Psychology 101	45		3
English 101	45	15	3
Counseling 101	45		3
Biology 101	60		4
Introduction to Human Anatomy	60	18	4
Math 130 (Statistics)	60		4
Speech Communication 101	45		3
Elective	15		1
Elective	15		1
	450		30

2019-2020 Adult School Calendar

2019-2020 Adult School	First Week						Second Week						Third Week						Fourth Week						Days Taught	Holiday	School Recess
	Mon	Tue	Wed	Thur	Fri	Sat	Mon	Tue	Wed	Thur	Fri	Sat	Mon	Tue	Wed	Thur	Fri	Sat	Mon	Tue	Wed	Thur	Fri	Sat			
First School Month Aug. 1 - Aug. 23	Aug. 1 2 3 5 6 7 8 9 10 12 13 14 15 16 17																								10	0	0
Second School Month Aug. 26 - Sept. 20	26 27 28 29 30 31						Sep.* 2 3 4 5 6 7 9 10 11 12 13 14						16 17 18 19 20 21												19	1	0
Third School Month Sept. 23 - Oct. 18	23 24 25 26 27 28						Oct. 30 1 2 3 4 5 7 8 9 10 11 12						14 15 16 17 18 19												20	0	0
Fourth School Month Oct. 21 - Nov. 15	21 22 23 24 25 26						Nov. 28 29 30 31 1 2 4 5 6 7 8 9 11 12 13 14 15 16						* 11 12 13 14 15 16												19	1	0
Fifth School Month Nov. 18 - Dec. 13	18 19 20 21 22 23						x x x * * 25 26 27 28 29 30						Dec. 2 3 4 5 6 7 9 10 11 12 13 14												15	2	3
Sixth School Month Dec. 16 - Jan. 10	16 17 18 19 20 21						x * * x x 23 24 25 26 27 28						x * Jan.* x x 30 31 1 2 3 4 6 7 8 9 10 11												10	4	6
Seventh School Month Jan. 13 - Feb. 7	13 14 15 16 17 18						* 20 21 22 23 24 25						Feb. 27 28 29 30 31 1 3 4 5 6 7 8												19	1	0
Eighth School Month Feb. 10 - Mar. 6	* 10 11 12 13 14 15						* 17 18 19 20 21 22						Mar. 24 25 26 27 28 29						2 3 4 5 6 7						18	2	0
Ninth School Month Mar. 9 - Apr. 3	9 10 11 12 13 14						16 17 18 19 20 21						23 24 25 26 27 28						Apr. 30 31 1 2 3 4						20	0	0
Tenth School Month Apr. 6 - May 1	x x x x * 6 7 8 9 10 11						13 14 15 16 17 18						20 21 22 23 24 25						May 27 28 29 30 1 2						15	0	5
Eleventh School Month May 4 - May 29	4 5 6 7 8 9						11 12 13 14 15 16						18 19 20 21 22 23						* 25 26 27 28 29 30						15	0	0
Totals															180	11	14										

Fall Classes Begin - Aug. 12, 2019
Spring Classes Begin - Jan. 6, 2020
Contract Year Ends - May 22, 2020

Staff Development Day - August 9, 2019



*** Holidays**
 Sep. 2, 2019 - Labor Day
 Nov. 11, 2019 - Veteran's Day
 Nov. 28-29, 2019 - Thanksgiving
 Dec. 23, 2019 - Jan. 3, 2020 - Winter Break
 Jan. 20, 2020 - Martin Luther King Jr.
 Feb. 10, 2020 - Lincoln's Birthday
 Feb. 17, 2020 - Washington's Birthday
 April 10, 2020 - Classified Holiday
 May 25, 2020 - Memorial Day

x School Recess Periods
 November 25 - 27, 2019
 April 6, 2020 - April 10, 2020 Spring Break

x Saturday Recess Dates
 November 30, 2019
 December 28, 2019
 January 4, 2020
 April 11, 2020