

LENAPE TECHNICAL SCHOOL PRACTICAL NURSING PROGRAM

STUDENT HANDBOOK

This student handbook is designed to acquaint the student with the Practical Nursing Program, with procedures and regulations of Lenape Technical School and the Practical Nursing Program.

The Student Handbook is provided and reviewed with students on the first day of class. Students are encouraged to ask questions for clarification of policies. Once reviewed, students sign the acknowledgment of handbook form, which is kept in the student's file.

Lenape Technical School Practical Nursing Program reserves the right to amend or add policies at any time during the program. Students will be informed in writing about any changes and will be required to sign an acknowledgement document, which is kept in the student's file.

All students are given a Handbook of Policies on the first day of class. The Handbook is reviewed with students the first day of class. Students are encouraged to ask questions for clarification of policies. Once reviewed students sign acknowledgment of receipt of handbook. This form is kept in their file.

Changes or additions in policy are communicated to students as follows:

- Students are given a copy of the changed/added policy for their personal files.
- The policy is reviewed with the students.
- Students are encouraged to ask questions for clarifications of policy.

Lenape Technical School, an equal opportunity employer, shall not discriminate in their educational programs, activities or employment practices based on race, color, national origin, sex, disability, age, religion, ancestry, or any other legally protected classification. Publication of this policy is in accordance with state and federal laws including Title VI of the Civil Rights of 1964, Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990 and the Pennsylvania Human Relations Act. Inquiries should be directed to the Special Programs Coordinator, 503/504 / ADA Coordinator and Title IX Coordinator, Lenape Tech, 2215 Chaplin Avenue, Ford City, Pennsylvania 16226. Telephone Number (724) 763-7116.

Unless otherwise noted, all sections of the handbook were last reviewed/revised:
September 2023

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ADMINISTRATION

Parent Institution

Lenape Technical School Practical Nursing Program is operated under the authority of Lenape Technical School, Ford City, Pennsylvania. Lenape has been in existence since 1965 and derives its authority from the combined Boards of Directors of Armstrong, Apollo-Ridge, Freeport, and Leechburg Area School Districts. Lenape provides occupational, vocational, and technical education, as well as academic subject areas for high school students from the four participating school districts. The large Adult Education program offers courses in Practical Nursing, computer technology and vocational topics in modern, well-equipped facilities.

Accreditation/Approval

Lenape Technical School Practical Nursing Program is approved by the State Board of Nursing for the Commonwealth of Pennsylvania. The school has maintained accreditation by the Accreditation Commission for Education in Nursing since initial accreditation in 1984.



ACEN
3343 Peachtree Road NE, Suite 500
Atlanta, Georgia 30326
404-975-5000
www.acenursing.org

PA State Board of Nursing
PO Box 2469
Harrisburg, PA 17105-2649
717-783-7142
www.ncsbn.org/Pennsylvania.htm

Responsibilities of the School District

Lenape Technical School Practical Nursing Program is operated under the auspices of the Lenape Technical School Board which derives its authority from the combined Boards of Directors of Armstrong, Apollo-Ridge, Freeport Area, and Leechburg Area school districts. It is a committee of the whole, encompassing all thirty-six (36) members of the combined Boards. The Lenape Joint Operating Committee is a nine (9) member committee directly responsible to the AVTS Board.

The Chief School Administrator of Lenape Tech and is directly responsible for the Joint Operating Committee. The Coordinator of the Practical Nursing Program and is directly responsible to the Administrative Director of Lenape Tech. The Administrative Director is responsible to the Chief School Administrator and the Joint Operating Committee. All school board members are elected officials who serve for predetermined periods of time and may change at the conclusion of their term.

The school district, through the Joint Operating Committee, shall be responsible for all administrative functions relating to the Practical Nursing Program. It has approved and hired a Course Coordinator and faculty members. It has made provisions for facilities for administration and teaching to include office personnel, classrooms, laboratories, adequate storage space for supplies and equipment, necessary furnishings, and teaching aids. Provision has also been made to oversee student admission policy and provide student services as outlined in Section 21.222 in the State Board Rules and Regulations, provide for, and maintain student records, assure safe keeping of those records should the Practical Nurse Program defunct at some future date, and take responsibility for any students currently enrolled to finish the complete course of instruction should the Program be discontinued.

Administration

Chief School Administrator
Lenape Technical School

Wesley Kuchta
Administrative Director
Lenape Technical School

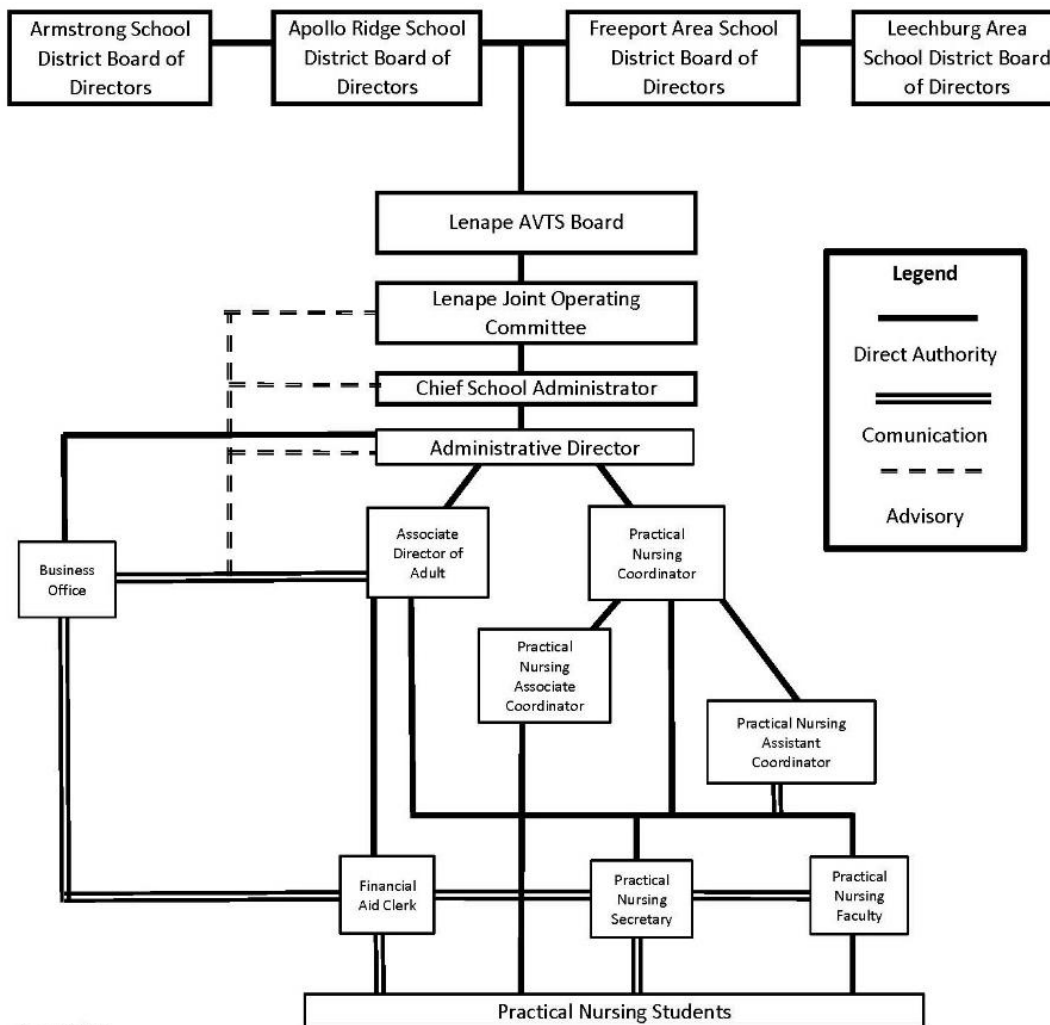
Luann Carrillo, MSN, RN
Coordinator
Practical Nursing Program

Rebecca Bono, MSN Ed, RN
Associated Coordinator
Practical Nursing Program

Lindsey Weige
Program Secretary
Practical Nursing Program

Organizational Chart

**Lenape Technical School
Practical Nursing Program Organizational Chart**



Rev 01/16

STUDENT ADMISSION

Admission

The Lenape Technical School Practical Nursing Program recognizes the right for any adult to advance themselves through pursuit of educational experiences. We will not refuse admission to any qualified applicant.

The Practical Nursing Program will assess ability, motivation, and suitability for nursing, as well as ethical and moral character and advise the applicant in regard to the realistic possibility of meeting the established standards for completion of the program. The Practical Nursing Program will maintain its established academic and performance standards. The Practical Nursing Program in no way guarantees that acceptance will assure successful completion of the program without meeting those standards.

Requirements

The program is open to any interested person who:

- Are seventeen years of age or older.
- Is in good health; can perform the Essential Functions and Abilities of the Practical Nurse.
- Good moral character; abide by the Code of Conduct.
- A sincere interest in learning.
- Has access to reliable transportation.
- Access to a computer with internet capabilities.



Application Procedure

Applicants must submit the following prior to having an interview with the Program Coordinator or delegate:

1. Submit a completed Application (available by request or at www.lenapepnp.com).
2. Submit an official copy of High School transcript or GED documentation:
 - Official High School transcripts should be mailed directly to our school.
 - Official GED documentations (High School Equivalency Transcript and Commonwealth Secondary School Diploma), verified by the PA Dept. of Education should be emailed directly to the Program Secretary.
3. Successfully completion of the Test of Essential Academic Skills (ATI TEAS).
 - To successfully complete the TEAS, the applicant must obtain a total score of 50 or a minimum total score of 45 accompanied by a reading score of 60 or higher.
 - Previous ATI TEAS exam scores can be accepted if they were taken within the past two years.

To Exempt out of the Test of Essential Academic Skills:

- To exempt out of the entrance exam, the applicant must submit official transcripts of 30 completed credits from an accredited college/university with a GPA of 2.2 or higher
 - Official College transcripts should be mailed directly to our school or emailed directly from the College to the Program Secretary.
- OR SAT scores taken within 2 years- 480 or higher in Math and 480 or higher in Reading
- OR ACT scores taken within 2 years- 18 or higher in English, 21 or higher in Reading, 24 or higher in Natural Science.

When all three documents are submitted you will be called in for an interview with the Program Coordinator or delegate. Interviews for upcoming classes are held approximately two to three months prior to the start of class. We do try to stop accepting students into classes approximately one month prior to the start of class.

At an interview you can expect to discuss the LPN Program more in depth with the Program Coordinator or delegate as well as discuss items needed prior to the start of classes.

Acceptance

Acceptance of a position in the program signifies agreement to abide by the Policies and Procedures of the School.

1. Accepted applicants will be informed at their interview with the Program Coordinator or delegate. The applicant will be placed in the upcoming class.
 - Students are reminded that all seats are awarded on a “first come, first served” basis. Due to instructor/student ratios, class sizes are limited.
2. An applicant may be placed on a “WAITING” list with enrollment depending on availability.
3. Lenape Technical School Practical Nursing Program must receive the full payment of the non-refundable acceptance fee and signed agreement at acceptance. All returned checks and stop payments will incur a fee of \$40, payment then must be paid by a money order.
4. Completion of the Mandatory Requirements as noted on page 7 and page 8. The results of the checks/reports will be evaluated by the coordinator of the program on an individual basis and may prohibit enrollment.

Acceptance Fee/Acceptance Fee Transfer



The non-refundable acceptance fee is \$250.00, check or money order, due at the time of acceptance. This fee is a guarantee of the student's seat in the class. Partial credit, \$125, is offered to TEAS Prep class completers with appropriate documentation. Acceptance fee is waived to graduates of Lenape Technical School (Allied Health / Sports Medicine & Biomedical Technology).

With proper notification, the acceptance fee is transferable one time to a future class. (Your first return you will not owe an acceptance fee; if you return for a second time you will owe a non-refundable acceptance fee of \$250.00.) Students wishing to transfer their acceptance fee to a future class must notify the school in writing, a minimum of one month prior to the start of the class for which the fee was accepted.

Students are reminded that all seats are awarded on a "first come, first served" basis. All transfers of acceptance are limited by availability of seats in the class to which the student wishes to transfer. Transfers will be based upon the date of receipt of the written request for transfer.

Acceptance fees may be used ONLY by the individual for whom it was originally paid. Fees are NOT transferable, under any circumstances, between individuals or organizations sponsoring individuals or groups. All returned checks and stop payment will incur a cost of \$40, payment then must be paid by a money order.

Acceptance into the Program

Once accepted into the program, the next additional steps of the admission process are as follows:

**See Physical Exam/Vaccination Records/Lab Results section for additional information.*

- Successful completion of the following:
 - Payment of a non-refundable acceptance fee.
 - Completion of the mandatory background checks FBI Clearance Check, Pennsylvania Criminal Record Check, and Child Abuse History Clearance (Act 34, 151 and 114). The results of these checks will be evaluated by the coordinator on an individual basis and may prohibit enrollment.
 - Completion of the Lenape Technical School Practical Nursing Program Physical Exam with vaccination records (Tdap, Influenza, COVID).
 - Completion of the mandatory Two Step Tuberculin Skin Test or QuantiFERON Gold or chest x-ray.
 - Completion of TITERS (Varicella, MMR and Hepatitis B). Lab results must be provided.
 - Completion of a drug screen.

Criminal History

Excerpts from the Pennsylvania Nurse Practice Act (Act 110)

“The State 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 ten (10) years have elapsed from the date of conviction; 2) the applicant satisfactorily demonstrates to the board that he 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 qualification contained in or authorized by this act. (As used in this section the term “convicted” shall include a judgment, an admission of guilt or a plea of nolo contendere.)”

A student with a criminal history or child abuse history will be evaluated by the coordinator of the program and can prohibit admission to the program.

Prohibitive Offenses Contained in Act 169 of 1996 as Amended by Act 13 of 1997 Criminal Offense. A full list of prohibitive offenses is provided at acceptance or available at request.

Students are advised that the Department of Aging, the Department of Welfare, and the Department of Health can have jurisdiction over many health care employment sites and employment opportunities may be adversely affected if they have offenses.

Physical Exam/Vaccination Records/Lab Results

Students must complete the following:

1. Physical examination must be completed on the Lenape Technical School Nursing Program Physical Exam form. **Previous physical examinations can be accepted if it has been done within one year of the start of classes, however, examiners must complete the Lenape Technical School Practical Nursing Program Physical Exam form.*
2. Two Step Tuberculin Skin Test or QuantiFERON Gold or chest x-ray. Lab results must be provided for the QuantiFERON Gold or chest x-ray. **Previous Two Step Tuberculin Skin Tests or QuantiFERON Gold or chest x-ray can be accepted if it was done within one year of the start of classes.*
3. Dates of immunizations, if applicable. If dates are not available, must obtain laboratory confirmation.
 - Tetanus/Diphtheria: must be within 10 years.
 - Hepatitis B: series of three injections or signed waiver of decline.
 - MMR: series of two injections.
 - Varicella: series of two injections.
4. Laboratory tests of TITERS
 - Hepatitis B, MMR, and Varicella **Previous TITERS results can be accepted if it was done within one year of the start of classes.*
 - If not immune, vaccination series or booster are required. If declining, documentation must be provided from the examiner’s office.
5. Annual influenza vaccination.
6. Annual Tuberculin Skin Test or QuantiFERON Gold or chest x-ray.
7. COVID vaccination.
8. Urine drug screen completed at ACMH is required prior to the first day of class or the date as directed by the coordinator. Any positive results are reviewed by the coordinator and may prohibit enrollment.



Student Health Program

Should a student get injured or become ill, it is the student's responsibility to report to the instructor and office. The instructor will administer emergency first aid, make provision for further care, or allow the student to be excused, if necessary. In case of accidental injury, the instructor will complete an accident report and submit it to the coordinator.

Should illness or injury occur in a clinical facility, the student may report first to their instructor and then to an appropriate health care provider for treatment. The instructor shall ensure any and all records/incident reports of the participating agency are completed and returned to the proper authority, as well as submit the school's report to the program coordinator.

If a student develops a physical condition limiting to precluding activity may remain in the program with writing approval of their physician, so long as they meet course objectives. Students who must miss more than three days or who have a debilitating physical condition must take a leave of absence.

Any student contracting a communicable illness may not participate in clinical or classroom activities until they produce a written statement from their physician that their illness is no longer communicable.

Students are encouraged to have health care insurance to cover any medical needs which may arise. Students are advised that all costs for such insurance, pre-entrance physical, immunizations, X-rays, laboratory tests, emergency or routine medical care, diagnostic procedures, etc., are the responsibility of the student.

It is the responsibility of the student to inform the coordinator/instructor regarding any existing or new latex sensitivity.

Academic/Clinical Failure Return Policy

Students failing an academic subject may return to school to repeat the level at which the failure occurred. Students failing clinical may return to school with the approval of the faculty organization. Students may be required to complete clinical skills or other skills competencies per faculty discretion. **Students dismissed or terminated for unsafe or unethical conduct may not return to the program.**

Returning students must complete appropriate forms and payment agreements with Financial Aid before students will be re-admitted to the program.

During the application process, students' academic transcripts will be reviewed to determine if a student has met competency for the Program. Clinical and academic courses must be repeated concurrently to ensure the best possible educational outcome. Returning students may be required to attend clinical orientation.

Students are permitted to repeat a failed course only once. Students must return within one year of dismissal from the program. All students returning must reapply to the Program.

Students wishing to return must submit their request in writing to the program coordinator. The coordinator will respond via written notification following review of student file.

Advanced Placement

The ultimate decision for advanced standing placement will be made by the coordinator and/or Faculty Organization and is contingent upon student qualifications and availability of seats in the program. At no time shall admittance of advanced standing students raise the clinical student/teacher ratio above 15:1. Level 1 alone may be waived with entrance allowed only at the beginning of Level 2.

Description of Target Audience

Individuals eligible for consideration of advanced placement include:

- Individuals who have previously attended, but have not successfully completed, other schools of nursing, including practical nursing, diploma, A.D., and baccalaureate programs.
- Individuals who have previously attended other health-related programs with course content similar to those required by Lenape Technical School Practical Nursing Program.

Other

- Grade point average is based on courses completed at Lenape Technical School Practical Nursing Program.

Advanced standing applicants must meet the following requirements:

1. The applicant must first meet all regular requirements for admission to the program. The entrance exam requirement may be waived at the discretion of the coordinator/FOM.
2. The applicant must submit a letter to the Practical Nursing Program requesting Advanced Placement.
3. The applicant must submit official transcripts and course outlines/syllabus stating hours of instruction and grades received in the appropriate courses. Appropriate courses include successful completion of the following courses within the past two years: Anatomy/Physiology 1 and 2, Fundamental Nursing Course (which includes approximately 180 hours of clinical time), and Nutrition.
4. Submit a letter of recommendation from dean or nursing faculty of previous nursing program.
5. Successfully complete a clinical practice evaluation examination meeting the clinical objectives of Level 1, if requested.

Students with Disabilities and/or Special Needs

Students with disabilities and/or special needs are entitled to reasonable accommodations as determined by the institution, after proper documentation of the disability has been received and reviewed.

The purpose for implementing reasonable accommodations is to allow for equal opportunity for students with disabilities. It is the student's responsibility to demonstrate that the cognitive, behavioral, and professional competencies have been acquired to a satisfactory degree in order for successful completion of the course program.

Students should notify the Program Coordinator at the beginning of the program if any reasonable accommodations are needed.

Veterans Administration Regulations

Lenape Technical School Practical Nursing Program is approved for Veterans Training Benefits. All policies contained in the student handbook pertain to and are approved for Veterans Training Benefits.

1. Class Cuts: Class cuts are not permitted and shall be recorded as an unexcused absence.
2. Make-up Work: Make-up work is not permitted for the purpose of receiving Veterans Administration training allowances.

State-Wide Articulation

Lenape Technical School Practical Nursing Program participates in the state-wide articulation agreement with the Pennsylvania Department of Education approved career and technical centers across the state to provide credit hours for graduates. 30 hours of credit is offered to graduates of approved technical schools from programs for CIP Code 51.089 and 51.999. An additional 15 hours of credit is offered if the graduate has successfully completed the requirements as a registry enrolled nurse aid. All other admission requirements must be met. This credit also includes tuition credit.

Constitution and Citizenship Day

Constitution and Citizenship Day is recognized by the Lenape Technical School Practical Nursing Program on the first day of orientation for each new class. Information is provided about the constitution and the availability of voter registration materials.

Partnerships

Alle-Kiski Strong Chamber of Commerce
Armstrong County Health Care Consortium
Butler County Chamber of Commerce
National League for Nursing
Pennsylvania Association of Practical Nursing Administrators
West Central Job Partnership

CURRICULUM

Mission

We believe the mission of vocational technical education is to provide its students with learning experiences that produce skills for competent entry-level performance.

Statement of Philosophy

We believe that practical nursing is an integral part of the multidisciplinary health care team. We believe learning occurs when motivated students are presented with learning activities based on objectives proceeding logically from the simple to the complex. It is a process enhanced by opportunity for realistic practice with ongoing feedback, critique, and evaluation. We believe emphasis should be placed on self-evaluation and recognition by the student of the need for continuing education and self-improvement throughout their nursing career. We believe it is important to stress the use of learning activities enabling the student to grow in the use of critical thinking and decision-making skills.

We at the Lenape Technical School Practical Nursing Program want to provide students with the opportunity to develop nursing skills, both motor and cognitive, necessary to carry out the functions of the practical nurse in an ever-changing technological health care environment.

Vision

Lenape Technical School Practical Nursing Program provides students with a pragmatic approach to nursing through:

Learner-centered environments that include technically advanced approaches.

Encouragement in a holistic approach to nursing that includes the patient and their community.

Nurturing atmosphere for effective classroom and clinical instruction.

Accountability to the nursing process.

Proficiency in employing nursing skills and judgments.

Empowerment for professional growth through creative critical thinking.

Student Learning Outcomes

The graduate of Lenape Technical School Practical Nursing Program will:

1. Demonstrate ability to apply the nursing process, scientific principles, and appropriate health care informatics in order to provide quality nursing care.
2. Develop nursing plan of care and evaluate approaches to improve quality of care.
3. Provide nursing care in accordance with accepted evidence-based standards of care.
4. Practice nursing care while providing for client safety, dignity, confidentiality, and privacy.
5. Utilize effective interpersonal and communication skills with clients, families, and healthcare personnel.
6. Demonstrate accuracy in assessing, documenting, and reporting information pertaining to the client's physical, emotional, spiritual, and socio-cultural needs.
7. Function as a member of the healthcare team within the ethical and legal scope of practical nursing.
8. Demonstrate proficiency, accountability, and responsibility for professional actions.
9. Identify the role of community and social health care agencies in meeting the needs of clients.
10. Demonstrate accuracy, safety, and knowledge in medication administration.
11. Participate in health teaching and health promotion based on client priorities.
12. Demonstrate awareness of the need for ongoing self-improvement and education for successful professional growth.

Course of Study

Program Length:

- Full-time – 12 months, including breaks and holidays. (34 hours per week)
- Part-time – 18 months, including breaks and holidays. (21.5 hours per week)



Total Program Hours.....1554
 Total Theory Hours.....692 or 45%
 Total Clinical Hours.....862 or 55%

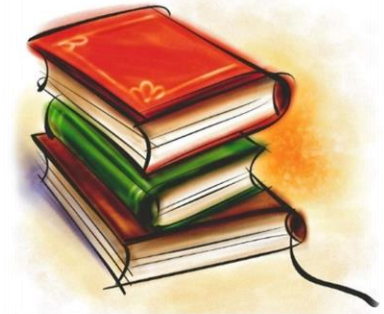
Program Hours

		Theory Hours	Clinical Hours	Total Hours
Level 1	Orientation	7		
	Professional Role and Communication	24.5		
	Nutrition and Health	28		
	Anatomy and Physiology	66.5		
	Nursing Fundamentals	142	182	
	Level 1 Totals	268	182	450
Level 2	Medical Surgical Nursing	214	236	
	Level 2 Totals	214	236	450
Level 3	Maternal Child Health Nursing	91	112	
	Mental Health and Community Health Nursing	42	75	
	Level 3 Totals	133	187	320
Level 4	Older Adult Health	38.5	257	
	Nursing Leadership	38.5	0	
	Level 4 Totals	77	257	334

Course Descriptions

Professional Role and Communication Skills

This course is intended to impart and foster the professional, interpersonal, and motivational skills required to join the health care system at an entry level and outline the established contemporary standards and guidelines used in contemporary nursing practice.



Basic Nutrition and Health Promotion

This course explores diet and nutrition principles for therapeutic and personal application. It describes the expanded role of nutrition in health promotion and disease prevention.

Anatomy and Physiology

This course includes the information necessary to understand human anatomy and physiology at a level that will facilitate safe and effective nursing care. Basic physiology, biology, chemistry, and microbiology are discussed in this section.

Nursing Fundamentals

This course is designed to offer students a theoretical foundation of nursing practice coupled with clinical application. Emphasis is placed on providing a systematic approach to anatomy, physiology, and psychology and its relationship to sound nursing practice. Stress is placed on basic care, safety, and comfort of clients.

Medical-Surgical Nursing

This course stresses clinical and theoretical application of critical thinking and nursing techniques as applied to a variety of medical disorders and surgical procedures. Disease classifications, manifestations, and nursing interventions are systematically outlined. This segment will build upon concepts from previous areas of instruction. Students will apply scientific principles of nursing to client care including pharmacology and nutritional needs. Clinical experiences will include medication administration, nursing procedures, and treatments for the adult medical/surgical client. IV therapy skills, including venipuncture and central line care, are presented through clinical and laboratory practice. This level is designed to expose students to moderately complex to the more specialized and demanding aspects of nursing.

Maternal and Child Health Nursing

This course includes comprehensive discussions of family-centered care, wellness, health promotion, and illness prevention, women's health issues, and the growth and development of children. It provides clinical practice and theoretical instruction in pre and post-natal maternal nursing care as well as care of children from infancy to adolescence. Normal and abnormal physical and psychological aspects of the family and its members during growth and development are discussed.

Community and Mental Health Nursing

This course provides a framework for understanding mental health care and appropriate interventions for the care for persons with mental health issues. It also explores the nurse's role in community and home care.

Older Adult Health

This course focuses on the theories and concepts of aging, the physiologic and psychosocial changes and problems associated with the process, and appropriate nursing interventions. Emphasis will be focused on care of the elderly, cultural considerations, Alzheimer's disease, home health care, and the aging Baby Boomer Generation.

Nursing Leadership

This course explores career opportunities, continuing education, and the role of the licensed practical nurse as a manager and a leader. The procedure for licensure attainment is outlined as well as strategies for NCLEX-PN success. Employment related skills such as developing a resume, interviewing for a job, and other employee responsibilities are presented. It is designed to instill within the student a commitment to self and the community.

TUITION

Please be advised that the following information relating to school costs reflects approximate or estimated amounts and in no way represents a binding agreement. Figures are provided to assist you in planning for your continuing education. Current school year tuition cost is available upon request.

Previous & Current Estimated Total	
2022 – 2023 School Year	\$19,702.13
2023 – 2024 School Year	\$20,866.00

Estimated Costs Incurred by Students	
Bandage Scissors	\$15.00
Basic Life Support CPR	Varies
Blood Pressure Cuff / Stethoscope	\$50.00
Clearances (Child Abuse History, State Police Criminal Background, FBI Federal Criminal History Record)	Varies
Clinical Shoes	\$50.00
Entrance Exam – ATI TEAS Exam	\$100.00
Graduation – Cap & Case, Pin, White Uniform & White Shoes	\$150.00
High School Transcript / GED Documents / College Transcript	Varies
Laptop	\$220.00
Medical (Bloodwork, Immunizations, Physical)	Varies
Medical Dictionary / Drug Reference	\$100.00
NCLEX Licensure Fee	\$200.00
Permit Parking Pass	\$10.00
School Supplies (notebook, index cards, pens, pencils, highlighters)	Varies
State Licensure Exam Fee	\$35.00
Temporary Practice Permit Fee	\$70.00
Urine Drug Screen	\$30.00
Watch with Second Hand	\$25.00

Students have an ethical responsibility to repay all debts incurred as educational expenses. As with the Guaranteed Student loans, failure to repay the loan within its terms and conditions may result in any or all the following:

- Inability to complete the course of instruction.
- Intervention by a collection agency.
- Disruption of credit record.
- Difficulty in obtaining other credit.
- Legal action.
- Loss or attachment of real assets and/or personal property.
- Prosecution for fraud in obtaining funds.



Tuition Subsidy

The Pennsylvania Department of Education (PDE), through the Bureau of Vocational and Adult Education provides funds to the school to help cover costs of program administration. These funds help keep tuition as low as possible for the individual student and represent the only tax dollar subsidy received by the school.

Please be advised that these funds represent the state of Pennsylvania's participation in vocational and adult education.

FINANCIAL AID



The Financial Aid Office at Lenape Technical School Practical Nursing Program strives to assist qualified students needing financial assistance in obtaining aid to meet the economic responsibilities to attend school. This assistance includes counseling students to understand the financial expenses of attending school, informing students of the kinds of aid available, how to apply, and assisting students with the application process. Students are solely responsible for filing appropriate applications in a timely manner.

Program Eligibility

Lenape Technical School Practical Nursing Program participates in various financial aid programs. The purpose of financial aid is to provide assistance to students of financial need who, without financial aid, would be unable to pursue an education. Listed below are the Financial Aid resources available to students attending Lenape Tech Practical Nursing Program:

- Federal Pell Grant
- Federal Stafford Loans
- Parent PLUS Loans for Students
- Veteran's Education Assistance (VA)
- Sponsorship through the following agencies:
 - Office of Vocational Rehabilitation (OVR)
 - Trade Adjustment Act (TAA)
 - Workforce Investment Act (WIA)
 - Career T.R.A.C.K. (CT)
 - Single Point of Contact (SPOC)
 - New Choices/New Options

Student Eligibility Criteria

We believe the mission of vocational technical education is to provide its students with learning experiences that produce skills for competent entry-level performance.

Each applicant for Financial Aid must complete and submit the Free Application for Federal Student Aid (FAFSA) for processing. The FAFSA is available on-line at www.studentaid.gov. A FAFSA is required for each academic year.

Financial Aid Recipients must meet the following minimum eligibility requirements in addition to demonstrating need:

- High School Diploma or GED.
- Enrollment as a regular student working toward a diploma.
- US citizen or eligible non-citizen.
- Social Security Number.
- Maintain satisfactory academic progress.
- Maintain satisfactory attendance.
- Register with selective service, if required.
- Have a financial aid transcript on file, if required.
- Not be in Default of a Previous Student Loan.
- Not to be in conviction of possession or sale of illegal drugs.

Students are required to notify the financial aid office in writing of any changes in financial or academic status while enrolled at Lenape Technical School Practical Nursing Program. Students are also responsible for reporting in writing any changes of names, addresses and phone numbers, from the beginning of attendance, until their student loans have been paid in full (up to ten years after repayment begins).

Students must be enrolled in the program and must maintain satisfactory academic progress to continue to receive aid. Students are responsible for becoming familiar with the grading system as outlined in this Student Handbook.

Students receiving funding from outside sources must report this to the financial aid office. These external resources are taken into consideration in evaluating financial need. Report any discrepancies regarding these resources to the financial aid office immediately.

Academic Year Definition

The Lenape Technical School Practical Nursing Program is 1554 hours, organized into four levels. The academic year is defined as 28 weeks of instruction and 900 clock hours. There are two enrollments in the 1554 clock hour program of study. A student is considered to be in the first enrollment until they have successfully completed the first 900 hours and 28 weeks of instruction. The second enrollment includes the remaining hours of instruction. Enrollment two is not a complete academic year (less than 900 hours) financial aid is adjusted according to the federal guidelines. Repeated hours are not considered in the 900-hour calculation.

Federal funds are disbursed according to payment periods. There are four payment periods per program. Students are given award letters that list the total awards for the academic year disbursement amounts by payment period, and estimated disbursement dates.

The Financial Aid Process

If assistance is needed, contact the Financial Aid Advisor.

1. Apply for federal student aid, using the Free Application for Federal Student Aid (FAFSA) at <http://www.studentaid.gov>. The FAFSA is used to determine student aid eligibility and dependency status. Lenape's Title IV code is **016100**. Keep a copy of the FAFSA.

Both the student and the school will receive the results of the application, the Student Aid Report (SAR). Carefully review all the information on the SAR. It is the



student's responsibility to make all corrections, or to report all incorrect information to the financial aid office.

The SAR contains the student dependency status. Financial aid amounts differ for dependent and independent students.

The SAR has the Estimated Family Contribution (EFC) on it. This number is used to determine the student's Pell Grant eligibility. A Pell grant is funding from the federal government that does not need to be repaid. The student may receive a Pell grant, after the school receives the student financial aid history from NSLDS (National Student Loan Data System) and all verification information is received. A student's account will not be credited, or a refund issued, prior to the federal government authorization of the grant, or before the receipt of funds in the school's federal Pell account unless the Administrator, in extraordinary circumstances, authorizes an exception.

2. You may apply for a Federal Direct Student Loans at www.studentloans.gov to complete the Master Promissory Note.

Federal Direct Student Loans are loans that must be repaid to the Federal Direct Loan Program. Direct Loans have a fixed interest rate that differs depending on the loan type and other factors. Direct Subsidized Loans are for students with demonstrated financial need, as determined by federal regulations. No interest is charged while a student is enrolled at least half-time, during the six (6) month grace period and during deferment periods. Direct Unsubsidized Loans are not based on financial need; interest is charged during all periods. Contact the financial aid office or the Direct Loan Servicing Center for details and current interest rate information. Federal Direct Student Loan repayment begins six (6) months after the student graduates, leaves school, or drops below half-time enrollment.

Federal Direct PLUS Loans are low interest loans for the parents of dependent students. Interest is charged during all periods. Parents may go to www.studentloans.gov to complete the Master Promissory Note and loan request process. Federal Direct PLUS Loan repayment begins sixty (60) days after the loan has been disbursed. Contact the financial aid office or Direct Loan Servicing Center for interest rate information and details.

3. The student loan borrower is required to complete Federal Direct Loan Entrance Counseling before receiving student loan funds. Direct Loan Entrance Counseling is completed at www.studentloans.gov. The student loan borrower is required to complete Federal Direct Loan Exit Counseling at www.studentloans.gov before graduating, leaving, or dropping below half-time enrollment.

Verification

If a student is chosen for verification, it means that the application for federal student aid has been selected for review by the Department of Education. This process is called verification; you will have to provide the financial aid office with the documents that are needed to complete the verification. Please know that the selection of an application for verification review does not mean that Lenape believes your information is incorrect. Some applications are selected for review on a random sample basis. Some are selected upon a set of common edits developed by the Dept. of Education, which check data for consistency and logic. Others are checked against prior year applications the student has submitted. Financial aid will not be disbursed until the verification process has been completed. The verification process is required by federal regulation.

Documents Needed to Complete the Verification

1. Students need to use the IRS Data Retrieval Tool within the FAFSA. If the student is not able to or chooses not to use the IRS Data Retrieval Tool, then the student must provide a Tax Return Transcript from the IRS. (Independent students need not submit parental information; however spousal information is required).

2. Completion of the Verification Worksheet, which will arrive with the verification instructions. Be sure to follow all instructions on the worksheet. Make sure the Verification Worksheet is signed by the appropriate person(s).
3. Additional documentation may be requested at the discretion of the Financial Aid staff.

Non-Compliance

If the required documentation is not submitted, the following may occur:

1. The student will receive no financial aid for the payment period or the academic year.
2. Future applications for financial aid will not be processed.
3. The financial aid application may be forwarded to the U.S. Dept. of Education for their review.
4. The student must make other arrangements to pay for the current enrollment period, or the student may no longer be permitted to attend classes.

Time Period

A student has 30 days to bring all the necessary documentation to the financial aid office, after notification of verification procedure has been received.

Correction Information

If information provided in the verification process necessitates a correction to the application, the financial aid department will make the appropriate corrections electronically.

Completion of the Verification Process

Once the Verification Process has been satisfactorily completed, you will receive notification via email that verification was successfully completed.

Consequences of Default

If you don't repay your student loans, you will go into default. The school, the servicer, the Commonwealth of Pennsylvania, and the United States Government may all take action against you to recover this money. You have an ethical responsibility to repay your loans.

If you default on your student loan:

**The IRS will withhold a defaulter's federal income tax refund and apply the amount withheld toward repayment of the defaulted loan.*

**A percentage of the defaulter's wages can be taken.*

Referral and Overpayments

If at any time, it is determined that a student has received funds to which he/she is not eligible to receive, the student must repay the amount. If repayment is not made, the overpayment must be reported and referred to the U.S. Dept of Education. No further aid will be processed by the U.S.D.O.E. or by any financial aid office.

Payment Plan

If the student's financial aid eligibility cannot cover the entire school charges, the school may agree to accept payments. This requires a written agreement between the student (and parents, if dependent) and the school. The student needs to make an appointment with the financial aid office to make the said agreement.

Payments must be received by the due date, according to the monthly payment plan. Please make checks payable to "Lenape Practical Nursing". If a scheduled payment is late by more than one week, the student will be charged a late fee of \$25.

If a payment is 21 days overdue, the student will no longer be admitted to class. All returned checks and stop payments will incur a cost of \$40.

Excess Funds Policy

Financial aid must first be used to pay for educational costs at school. When all costs have been paid for the payment period, any additional financial aid funds will be refunded to you. Pell grants and loan disbursements will be posted to student accounts within three days of receipt of the money. If a credit balance occurs, refunds will be disbursed within 14 days.

Financial Aid Application Deadlines

Students are eligible to apply for aid for each enrollment. In order to be considered for financial aid, students must have submitted valid financial information by the following dates:

Enrollment 1	One month prior to the start date (Level 1).
Enrollment 2	One month prior to the beginning of Level 3.

Institution Refund Policy

Students withdrawing from the program may be eligible for partial tuition refunds. The date of withdrawal will be the last date of attendance and will be used to determine the amount of the possible refund. If a student withdraws after completing 60% of the payment period hours no reduction of charges or refund will occur. If a student withdraws prior to completing 60% of the hours within a payment period, the following formula will be applied:

Number of hours completed multiplied by the hourly tuition rate = tuition earned

Tuition paid – tuition earned = refund

1. All fees are required of all students and are not subject to a refund.
2. All books once distributed are the property of the students and are not eligible for return/refund.
3. All uniforms once ordered are the property of the student and are not eligible for return/refund.
4. Students benefiting from receiving Title IV Federal Funds will have their refunds calculated as per federal regulations (Return of Title IV Funds).

Return of the TITLE IV Funds

The Financial Aid Office is required by federal statute to recalculate federal financial aid eligibility for students who withdraw, dropout, are dismissed, or take a leave of absence prior to completing 60% of a payment period or term. That is, if a student leaves the school prior to completing 60% of a payment period or term, the financial aid officer recalculates eligibility for Title IV funds. Recalculation is based on the percentage of earned aid using the following Federal Return of Title IV funds formula: The percent of the payment period or term completed is equal to the number of hours completed up to the withdrawal divided by the total hours in the payment period or term. This percentage is also the percentage of earned aid. Funds are returned to the appropriate federal program based on the percentage of unearned aid using the following formula:

Aid to be returned = (100% of the aid that could be disbursed minus the percentage of earned aid) multiplied by the total amount of aid that could have been disbursed during the payment period or term.

If a student earned less aid than was disbursed, the institution would be required to return a portion of the funds and the student would be required to return a portion of the funds. Keep in mind that when Title IV funds are returned, the student borrower may owe a debit balance to the school.

If a student earned more aid than was disbursed to him/her, the institution would owe the student a post-withdrawal disbursement which must be paid within 120 days of the student's withdrawal.

The institution must return the amount of Title IV funds for which it is responsible no later than 45 days after the date of the determination of the date of the student's withdrawal.

Once the amount of the federal funds to be returned has been calculated, the funds will be returned in the following order:

- Unsubsidized Federal Stafford Loan
- Subsidized Federal Stafford Loan
- Federal Parent (PLUS) Loans



ACADEMIC/CLINICAL PROCEDURES

Student Professional Behavior and Responsibility

It is our belief that adults in educational situations must take responsibility for their own actions. Acceptance of a position within the school is evidence of agreement to abide by its policies and procedures and support its course of instruction.

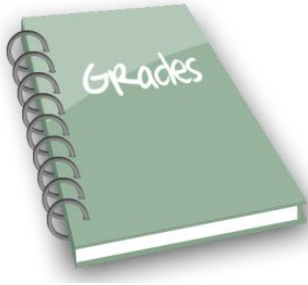
A student will be placed on a Plan of Correction for conduct which is inappropriate or unprofessional as determined by the faculty/and or the coordinator. Personal Probation would be instituted by the coordinator if, after attempts at discussion and counseling regarding the problem, the student continues to demonstrate these behaviors. At the Coordinator's discretion, personal probation may include development of a behavioral contract to clarify behavioral changes which need to be made by the student.

The coordinator, with input from the faculty, will consider the seriousness of the behavior which violates student professional behavior, student responsibility, or involves offensive manipulative behavior. Non-professional conduct includes, but is not limited to the following:

1. Willful damage to hospital or school property.
2. Habitual tardiness.
3. Habitual late submission of written assignments.
4. Dishonest manipulative behavior which is disruptive to professional relationships with faculty, staff, or fellow students.
5. Incidents of carelessness and disorganization while on clinical units.
6. Verbal or nonverbal threats to faculty, students, or staff.
7. Failure to report to clinical in full uniform.
8. Violation of patient confidentiality.
9. Poor hygiene and/or personal appearance while on the clinical unit.
10. Classroom/clinical behavior which is disruptive to the educational environment.
11. Willful misrepresentation of facts.

Personal Probation is considered a formal warning that the identified behaviors are inappropriate and must be modified within a four-week period. Only one Personal Probation will be permitted for a student. If progressive improvement in behavior is not demonstrated to the coordinator and/or faculty, the student will be terminated from the program. Re-admission to the program is dependent upon faculty organization approval.

Grading System



The individual achievement of students will be represented by a letter grade and corresponding percentage value as well as a quality point total.

<u>Letter Grade</u>	<u>Percentage Range</u>	<u>Quality Point</u>
A	93-100	4.0
B	85-92	3.0
C	77-84	2.0
D	69-76	1.0
F	68-below	0
I	Incomplete	

Clinical grades are pass/fail. In calculating all grades, percentages are truncated at the 1st number after the decimal point. Example: 78.29 = 78.2 or 78.21 = 78.2. Students receiving an "I" for a clinical or classroom grade must complete all assignments within two weeks or as deemed appropriate. The grade will be converted to the appropriate letter grade. An "I" will become an "F" if work is not completed within the designated timeframe.

Academic Progression

The academic progress of a student will be determined by the final grade report for each course. At approximately the halfway point for each subject, student grades are reviewed. Any student who has a grade less than 77% will be given a deficiency notice and be considered on academic probation for that subject. The faculty is available to counsel the student regarding methods of improving academic grades. Students that are on academic probation are not eligible for financial aid. Academic Counseling is available to students upon request.

Students must pass the Level 1 Fundamentals math test with at least 85% in order to pass medications in Level 2. Remediation and retesting are available.

The student must raise his/her grade by means of scheduled unit tests, quizzes, and assignments by the end of that course. Academic probation is removed when the final grade of a subject is at least 77%.

The student grievance policy will be followed in the event of student appeal of academic or clinical progression status. Financial aid will be reinstated if and when the student returns to school following the appropriate leave of absence, transfer or academic/clinical failure return policy.

Clinical Progression

All nursing courses that include clinical experience component must be passed in order to progress in the program. Clinical progress of a student will be determined by the final (pass/fail) clinical grade for each course. In order to receive a passing grade in any clinical course, the student must demonstrate satisfactory performance in 85% of the level criteria listed on the Clinical Evaluation Tool.

Instructors will notify the coordinator either verbally or in writing of any student failing to meet the clinical objectives or failing to progress in a manner which would allow meeting the student learning objectives by the end of the level. Students may be placed on clinical probation at any time during the course. Students will be notified of clinical deficiencies and will be required to develop, along with their instructor, a correction plan to remedy all deficiencies. Students must be taken off clinical probation by the end of the level in order to progress.

Suspension/Termination

It is our belief that adults in educational situations must take responsibility for their own actions. Acceptance of a position within the school is evidence of agreement to abide by its policies and procedures and support its course of instruction.

Suspension - dismissal from the program for a period of days determined by the coordinator.

Suspension may be warranted for any individual occurrence, or any breach in policy, conduct, or professional behavior. Situations are evaluated on an individual basis, and the coordinator of the program makes the final determination. **Days missed due to suspension are unexcused absences.**

Termination - immediate and permanent dismissal from the program.

Immediate termination from the program can result from but is not limited to:

1. Unsafe Practice
2. Negligence
3. Endangering the physical and/or mental well-being of a client
4. Unethical conduct
5. Disregard for the rules and regulations of the affiliating agency, controlling institution, and the Practical Nursing Program
6. Possession or use of harmful drugs. Examples: alcohol, barbiturates, amphetamines, narcotics, etc.
7. Theft, dishonesty, or cheating
8. Falsifying information
9. Violations of Confidentiality

Situations are evaluated on an individual basis; the Coordinator of Practical Nursing determines termination.

Test Administration

All students at the Lenape Technical School Practical Nursing Program will be expected to take each exam and quiz through our online platform, Schoology, and ATI. If deemed necessary, a paper version test will be administered.

Students will be expected to be logged in, using their username and password and be ready to take the exam or quiz at the time appointed by the faculty.



NO STUDENT will be admitted into the classroom once the exam has started, and the door is CLOSED. When testing is in progress, an examination sign will be posted. Please do not enter the testing area at this time. If a student arrives after the door is closed, they will be considered absent and will have to make arrangements to take the exam at another time at the faculty discretion. The student will receive a maximum grade of 80% if arrangements must be made for this reason.

Faculty may seat the students as deemed necessary for examination security.

All students will be expected to be present for scheduled examinations. Missed tests must be made up the next day attended. A student is to bring their laptop for testing and class. If any student is unprepared to take their exam or quiz, they will be asked to leave the exam area and will have to make arrangements to take the exam at another time at the faculty discretion. The student will receive a maximum grade of an 80% if arrangements must be made for this reason. Tests and quizzes will be scored and grades will be posted on Schoology gradebook.

Quizzes that are unable to be made up and will be counted against the student in the final calculation of the quiz grades. Make-up quiz will be per faculty discretion.

Test review will occur at the instructor's discretion during or after school hours.

Students may not review any test until that test has been taken by all students per faculty discretion.

Calculator use is only when faculty permit.

Cell phone calculators are NOT permitted, and all cell phones must be turned off and out of sight. Faculty reserves the right to collect all cell phones prior to testing.

A student will not be eligible to take the Final Exam for a given level if: the financial aid verification process is not completed, if any bills owed to the school are unpaid or if financial aid transcripts are outstanding.

Please follow these guidelines for testing etiquette:

1. Be prepared to take the scheduled exam as written above.
2. Please take your test quietly and read the questions to yourself.
3. Talking or whispering of any kind during exams will not be tolerated (you will be asked to leave the exam area immediately) and forfeit your exam at that time grade 0.
4. If finished, you may leave the exam area quietly. Please do not slam the classroom door.
5. Please remain quiet while others are completing their exam. This includes outside of the exam room.
7. Do not enter the classroom while testing sign is posted.

Academic Integrity Policy

Statement of Purpose

Lenape Technical School Practical Nursing Program seeks to ensure an environment of academic integrity so that adult learning may take place. To protect this integrity and the rights of all students to learn, the following policy has been established. **Cheating will not be tolerated and students cheating in any way will be disciplined in accordance with this policy.**

Both instructors and students are expected to take reasonable measures to prevent the possibility of cheating by any or all of the following means:

1. Instructors can assign students to sit with empty seats between students.
2. Instructors can take other measures as necessary.
3. Students should place all study material, note cards, diagrams etc. out of eyesight in a notebook or book bag.
4. Students should diligently avoid eye contact with anyone else's test.
5. Cell phone use by students is prohibited during testing.

Academic Dishonesty

Offenses

Academic dishonesty offenses may include, but are not limited to:

1. Copying from another student during a test, quiz or exam.
2. Possessing or bringing into the immediate testing area any notes, study materials or other aids.
3. Utilizing any notes, study materials or other aids during the testing situation.
4. Giving verbal or non-verbal answers to another student during a testing situation.
5. Plagiarism of assignments/papers.
6. Copying and submitting as one's own, in whole or part, the work of another person for an assignment or electronic files created by someone else.
7. Claiming to have completed tasks which were, in fact, completed by another.
8. Allowing another person to take a test, exam or quiz in your place.
9. Altering or falsifying academic records, test papers or quizzes in any way, including changing answers.

10. Submitting false medical, academic, or other documentation required by the school.
11. Improperly obtaining through theft, bribery, or collusion a copy of any test or exam.
12. Aiding and abetting anyone in a cheating offense.

Procedure

1. When a student is suspected of any behavior normally associated with cheating including, but not limited to, the above descriptions, the instructor will have the following options:
 - a. Ask the student to move to another seat as determined by the instructor.
 - c. Give a student a verbal warning that unacceptable behavior has occurred.
 - e. Remove any prohibited aids from the testing situation.
2. The instructor will be required to do the following:
 - a. Document the incident on the school's incident report form.
 - b. Submit any written evidence, documentation or "cheat sheets" to the coordinator.
 - c. Participate in a conference between the coordinator and the student at the appropriate time.
3. The coordinator will be required to do the following:
 - a. Review evidence and documentation.
 - b. Discuss the matter with the student.
 - c. Come to a decision regarding the student's suspected behavior.
 - d. Determine whether this is a first offense.
 - e. Assign an appropriate Plan of Correction.

Plan of Correction for Academic Dishonesty

The coordinator will be responsible for initiating the Plan of Correction based on the academic dishonesty offense. If a second offense occurs, one or more of the following penalties may be applied.

1. Requirement that the student repeats or re-submits the same or an alternate assignment, quiz, test or exam.
2. One- or two-day suspension from the program.
3. Mark of "0" for the test, quiz, or assignment with no opportunity to resubmit.
4. Place a student on personal probation for a 4-week period.
5. Terminate the student from the program.

Student Appeal

A student may appeal a decision that he/she is guilty of cheating by following the Student Grievance Policy in the Student Handbook.

Bullying

Bullying creates an atmosphere of fear and intimidation, detracts from student learning, and may lead to violence. Bullying is not tolerated by the Lenape Technical School Practical Nursing Program and is in direct violation of the Code of Conduct. Bullying, which also includes cyberbullying, contains some or all of the following characteristics:

- An Intentional electronic, written, verbal or physical act or series of act directed at another student or students.
- Occurs in a school setting and/or outside a school setting.
- Is severe persistent or pervasive.
- Interferes with student learning.
- Creates a threatening and/or unsafe environment.
- Disrupts normal school operation.

Students found in violation of policy will be subject to disciplinary action as determined by the Coordinator of Practical Nursing and may include counseling, probation, suspension, or termination from the program. A referral to law enforcement officials will be made if the incident warrants.

The Student Code of Conduct is available on the school website, www.lenapepnp.com.

ATTENDANCE POLICIES

Attendance/Absence

Reliability and professionalism, as evidenced by good attendance are of paramount importance in the profession of nursing. The best nurse is no better than the worst when not at their appointed station; therefore, excellent attendance habits must be maintained from the onset.

Class Hours

FULL TIME PROGRAM:

- Unless otherwise specified, **full-time school hours** are from 7:00 AM to 4:30 PM. Regular daylight clinical hours are subject to change per clinical site.
 - Students will be permitted one hour for lunch on classroom days and a one-half hour break for lunch on clinical days. Any other breaks are at the discretion of the instructor.

PART TIME PROGRAM:

- Unless otherwise specified, **part-time school hours** are Monday, Tuesday, and Wednesday evenings from 5:00 PM to 9:30 PM. Saturday and Sunday daylight classroom hours are from 7:00 AM to 4:00 PM; weekend clinical hours are subject to change per clinical site.
 - Students will be permitted one hour for lunch on weekend classroom days and one-half hour break for lunch on weekend clinical days. Any other breaks are at the discretion of the instructor.

Attendance Policy

Students are expected to be present and on time for each day of classroom and clinical instruction.

- Accumulated absence hours includes tardiness and early dismissals.
- **Full time program: 8.5 hours is equivalent to one absent day per level.**
Part time program: 4.5 hours is equivalent to one absent day (Monday, Tuesday, and Wednesday) per level / 8 hours is equivalent to one absent day (Saturday and Sunday) per level.
- Two no call no show, per level, will be dismissed from the program. Readmission to the program will be decided by the Coordinator and Faculty committee.
- Any hours missed exceeding 21 hours per level will be reviewed by the Coordinator and Faculty Organization and could result in withdrawal or termination from the program. **All hours must be made up to satisfy State Board of Nursing clock hour requirements.**
- If dismissed due to behavior or disruptions by faculty this will be considered a full day absence.



Clinical/Simulation

Clinical/Simulation Hours

Simulation hours are the same as clinical hours and will be referred to as clinical hours in this policy.

1. Students must be present for the entire clinical experience to receive credit for a day.
2. Students are to report off to the clinical instructor and Program Secretary one hour prior to scheduled arrival time.
3. A student who is absent from clinical/SIMS for any reason is expected to make-up the work on his/her own and is responsible for all material/assignments. All assignments/material not made up within the time designated by the instructor will result in a 0.
4. Leaving without permission or notifying instructor is abandonment and will result in dismissal from the program.



Call off Procedure

1. The student must take responsibility to notify the school to report off at least one hour before class or clinical. Students must report off to the Instructor and Program Secretary when reporting off.
2. Any absences not following the call of procedure to the clinical agency and/or the school one hour before scheduled shift will receive a no call no show (NCNS) status for the absence will be placed on Clinical Plan of Correction.
3. **Absence on an Examination Day** – All tests must be made up the day the student returns from an absence. The highest possible score on make-up test is eighty percent (80%). The test can be scheduled prior to the absence to avoid this policy.

Tardiness/Early Dismissal

1. Students who accumulate 6 (or more) tardy or early dismissal absences within a level will be required to pay \$75 and attend the make-up day scheduled at the end of each level.
2. All tardy and early dismissal time is calculated at 15-minute intervals.
3. Chronic/excessive tardiness/early dismissals and constant leaving the **classroom while lecture/labs/sims is in session will result in Plan of Correction** and possible dismissal from the program.
4. Tardiness/early dismissal for clinical is not permitted. If the student is late for clinical (more than 15 minutes), they will be sent home and the entire day is forfeited as an absence. Do not report to clinical late.
5. Leaving in house and at facility clinical/simulation without permission constitutes patient abandonment and is cause for disciplinary action up to and including termination.



Tardiness – Clinical/Simulation

1. Students are expected to be at clinical at the assigned time.
2. A student who is late to clinical will be sent home and be considered absent for the day.
3. A student who leaves clinical prior to the appointed dismissal time will be marked absent for the day.
4. In the event an instructor must dismiss a student from clinical experience for any reason, the occurrence will be counter as a clinical absence for that day.
5. Faculty have the right to evaluate circumstances on an individual basis.

End of Level Make-Up Policy

Make-up day will be scheduled at the end of each level, subject to change. Predetermined assignments by Faculty. No State Board papers are submitted until all required work and hours are made up.

1. Students who miss over 8.5 hours or more per level will be required to attend all of make-up day at the school. **Students will be required to pay a cost of \$75 for make-up day.** Payment in cash must be paid prior to the make-up day, unless otherwise told on the invoice. Make-up days will be scheduled at the end of each level.
2. All students with absences of 17 hours (or more) or 6 (or more) tardy/early dismissals will be given a Plan of Correction. If there are any further absences the student will be deemed excessive absenteeism and will be reviewed by the coordinator and PN Organization and are grounds for termination.

3. A student will have 3 days following a hospital admission and/or psychiatric admission to turn in admission and discharge paperwork to the Program Secretary. If none is obtained the student will have to attend make-up day at the cost of \$100 per missed day. **Payment in cash** must be paid prior to the make-up day, unless otherwise told on invoice. Make-up days will be scheduled at the end of each level.
4. Any assignments missed must be made up. All (this includes theory, clinical, and lab) make-up work must be completed. Arrangements for make-up work must be made with the instructor the day the student returns to school. It is the STUDENT'S RESPONSIBILITY to approach instructor for make-up work schedule. Any make-up work not completed as scheduled will be given a zero.

Payment must be made in cash prior to the make-up day, unless otherwise told on the invoice. Students that do not pay for the make-up day on time will not be permitted to take the final and/or will not progress to the next level and/or graduate.



Excused Absences

The following excused absences will not be counted providing verification in writing by the appropriate agency. This should be submitted to the school within three business days of absence.

Notification to the instructor and the Program Secretary of the following should be made prior to being absent:

- A call to duty in armed services. A copy of your orders must be provided.
- Bereavement Day Leave- immediate family: parent, sibling, sibling in-law, parent in-law, grandparent, spouse/significant other or child. A copy of the obituary must be provided, with relationship verified. (Length of bereavement is at the discretion of the coordinator and/or faculty organization).
- Hospital or psychiatric admission. A copy of your admission and discharge paperwork must be provided.
- Jury duty. A copy of your jury duty paper must be provided.
- Subpoenaed court appearance. A copy of your subpoena must be provided.

Special Circumstances

1. A student experiencing a medical or personal crisis resulting in greater than five consecutive missed days should withdraw from the program.
2. In the event of a health alteration/diagnosis of infectious disease or crisis not covered by this policy nor Leave of Absence Policy status of student enrollment will be determined by Coordinator, with any submission of requested documentation from student.

Unexcused Absences

- Dental appointment or dental issues.
- Doctors' or eye appointment.
- Mandates for work on a scheduled theory or clinical day.
- Suspension.
- Vacations (prescheduled before enrollment or scheduled during enrollment).

Inclement Weather Policy

In an effort to clarify the school's position regarding classes and normal business operations during periods of inclement weather, please refer to the following guidelines.

1. Reliability and professionalism, as evidenced by good attendance are of paramount importance in the profession of nursing. Therefore, excellent attendance habits must be maintained from the onset. Given the type of training we provide and the necessity to instill reliability in our students. In general, the school will remain open in all but the most extreme circumstances.
2. As adults in an educational situation, we expect students to use discretion in deciding whether they can commute to class or clinical in reasonable safety. If personal health or safety is at issue in that decision, students are implored to use responsible judgment.
3. We would always prefer that students arrive late rather than be absent entirely in that they will have the opportunity to at least get some of the educational experience that day. However, we in no way want students to jeopardize their safety.
4. Should a student deem it necessary to miss school due to weather conditions, they must follow the school's stated call off and make-up procedures.
5. In the event that school must be closed or delayed, announcements will be made over WTAE and KDKA tv/radio stations. Be **CERTAIN** you see/hear Lenape Practical Nursing—Ford City, **NOT** just Lenape Technical School or Lenape Adult Education, evening classes. Instructors will notify students in the event of closure or delays. **The school generally closes due to inclement weather only in extreme circumstances.**

Leave of Absence

Students may request a leave of absence for medical reasons. If an absence of four or more days is required by a physician for medical reasons, a student may request a leave of absence. Requests must be accompanied by written verification from the student's physician stating the reason that the student cannot continue in the program. Additional validation may be required by the coordinator.

The verification of a leave of absence for personal reasons will be determined by the Faculty Organization and/or Coordinator, and such leave will be granted at their discretion.

Withdrawal from Program

If a withdrawal from the program occurs, the student will be readmitted to the program with the following stipulations:

1. Students must be passing each course currently in progress.
2. Only one leave of absence will be granted to an individual student.
3. The student will repeat the level in progress when the leave took effect, with the exception of any course in which a final grade has already been recorded.
4. Credit can be awarded for past performance at the discretion of the school. With the permission of the coordinator, students may start at any time during the program which is prior to the point in any course in which the leave commenced and prior to the 180-day limit.
5. When deemed necessary by the coordinator, students will be required to attend one or two days of clinical reorientation provided by the school prior to returning from leave of absence.
6. Increases in tuition and any additional costs are the responsibility of the student,
7. In the case of foreseeable absences, such as elective surgery or pregnancy, the student may continue in the program until the school receives documentation from the student's health care provider.
8. Students having been granted leave for medical reasons must provide a statement from their physician stating that the student can consistently perform the requisite nursing duties of the program before reinstatement.
9. Students granted leave may not return unless all debts owed the school are satisfied.

10. Students are reminded that all seats in the program are filled on a “first come, first served” basis. Any return under this policy is dependent upon availability of seats in the class that the student wishes to attend. Students will not be considered as registered for any class until all tuition is paid.
11. The school is under no obligation to honor this agreement if admittance of a student under this policy causes the clinical student/teacher ratio to exceed 15:1.
12. No leave shall exceed 180 days. If the leave exceeds 180 days, the leave will automatically be changed to a withdrawal from the program. Any procedures related to withdrawal will be enacted.
13. A student returning from a leave of absence will continue with the attendance from the first admission into the program.
14. A student admitted to the program under advance standing or following withdraw; will be granted three absent days per level that they are in the program. The absent days will be split evenly between theory and clinical days.

Between Class Transfer

Students may request to transfer from the full-time to part-time class or from the part-time to the full-time class or from one full-time class to the other. Transfers are permissible only upon the completion of each level and with the approval from the coordinator and faculty.

A written request for transfer may be made at any point in the program. Students are asked to do so at the earliest possible time as transfers will be granted on a "first come - first served" basis, based upon the date of receipt of the written request for transfer.

Students considering between class transfers should confer with the financial aid officer to determine if there will be changes in the status or availability of funds due to their transfer.

Students are reminded that all transfers are based upon availability of seats in the class to which they wish to transfer. The school is under no obligation to permit any transfer, which causes the clinical student/teacher ratio to exceed 15:1. Students also must be passing all subjects and be in good standing with the school in order to transfer between classes. Students will be permitted to transfer between classes on a ONE-time basis only.

GENERAL STUDENT POLICIES

General Policies

Cell Phones

Cell phones can be disruptive to the classroom environment and to fellow students and staff.

Therefore, the following policy has been adopted to govern the use of personal cell phones.

- Cell phones, if carried while in the classroom, should be placed in a “silent”, “vibrating”, or “stand-by” mode. They should not be permitted to “ring” or “beep”.
- Incoming cell phone calls are not to be answered in the classroom. Cell phone calls should only be answered/returned while you are on break from the classroom or after you leave at the end of the day.
- Cell phones should be kept out of sight; they are not permitted to be kept on the tabletop during class.
- Cell phone calls made while on break should be made in a private area, if possible, outside the building or in your vehicle is recommended.
- The school is not responsible for the loss, damage, or theft of a student’s personal cell phone.
- Cell phone use at clinical is not permitted. If someone needs to contact you during a clinical day, they are to telephone the hospital and ask for your instructor to be paged.
- Cell phone calculators are not permitted to be used for tests.

Change in Contact Information

Students must maintain their current address and telephone numbers with the school. Any changes will be reported to the program secretary immediately.

Chewing Tobacco/Smoking/Vaping

The use of chewing tobacco is prohibited in both class and clinical areas. Smoking/Vaping is not permitted in the school. The policy of the clinical facilities will be followed.

Communications

To submit materials to instructors, students will arrange a time with faculty. Students will not enter the instructor's area except for personal interviews.

The unofficial method of notification for students is Schoology, school email and text. It is the student's responsibility to check for announcements or changes in the schedule. Communications necessary during clinical hours will be forwarded through the faculty.

Lunch and Breaks

Students on the clinical unit will follow the policy established by that agency and their clinical instructor. Lunch hour at the school will be from 11:00 to 12:00 unless otherwise announced. Breaks will be provided at the discretion of the faculty.

School Resources

Library: Books and periodicals are available for students to use on a daily basis. The library is available for student use during regular school hours or by appointment.

Equipment: Certain equipment such as sphygmomanometers, thermometers, laptops, etc., may be signed out on a daily basis as well. Students take complete responsibility for any item so loaned. If not returned the student will be charged a fee to be paid prior to the end of the level or the student cannot continue to the next level.

Technology: Desktop and/or laptop computers with printing capabilities are available for student use during regular school hours and by appointment. Free password protected Wi-Fi is available. The password is made available at orientation and upon request.

Telephone

School telephones are to be used for emergency calls only. Students shall not receive personal telephone calls during the day except in the case of an emergency. Students are requested to discourage friends or relatives from contacting them at school unnecessarily.

Weapons

Students are prohibited from carrying or wearing any type of knives or firearms on school property. Lasers, explosives, and chemical sprays are also prohibited.

Counseling for Students



It is felt that guidance in the form of a formal or informal counseling program is a necessary aspect of an individual's development from student to professional. This process will give the student the information to deal with academic and personal concerns as well as help solve problems and choose courses of action.

Through counseling, students will be informed of their progress and growth in the program, be encouraged to become self-directed and evaluate their performance

effectively. It will lend opportunity to establish adult interpersonal relationships with faculty and develop and maintain good teacher-student rapport. It will also provide assistance and guidance in surmounting personal difficulties. Counseling will provide information for professional growth and development both within the program and after graduation.

Clinical conferences will be held with students as necessary throughout the program and with each clinical evaluation. Students may request a conference with any faculty member or the coordinator at any time. The faculty and Coordinator may require conferences with any student at any time they feel it is necessary. Regular student/faculty conferences will be held as needed and at the end of each level of instruction. All students may be referred for professional counseling through Lenape Technical School at the discretion of the faculty.

Drug and Alcohol Abuse Policy

Lenape Technical School Practical Nursing Program is committed to maintaining a learning and working environment free from the unlawful use of drugs and alcohol in accordance with the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989. It is the intent and obligation of the school to provide a drug-free, healthful, and safe environment for students, employees, and patients.

1. Drug and/or alcohol use will not be permitted during class or clinical hours pursuant to the school's drug and alcohol policies.
2. Nursing faculty is responsible for observing and documenting unsatisfactory clinical performance or classroom behavior which may be the result of alcohol or drug use, either on the job or off the job, by the student.
3. *Any student who appears to be under the influence of alcohol or drugs while attending classes or clinical, shall be referred to the coordinator for review and counseling.* Faculty may take immediate action to ensure the health and safety of students, clients, and others. The coordinator may impose discipline, including an informal warning, formal written warning, suspension from school, clinical probation, termination from the educational program, or a leave of absence with a requirement of drug or alcohol treatment in lieu of termination from the educational program.
4. If a student believes he or she is not under the influence of alcohol or drugs and thus believes that he or she has been wrongly accused, the student may request and receive, at the school's expense, a blood drug/alcohol test. If the test is negative, all disciplinary measures will be rescinded. The student shall be advised of the privilege of having a blood drug/alcohol test.
5. If alcohol or substance abuse is suspected but not proven and clinical performance problems do not improve, the student may still be terminated as per clinical probation policy.

Student Dress Code

When not in clinical rotations, students may wear street clothes to class. Clothes must be clean and appropriate to the learning milieu. Students will be required at all times to wear shoes. Any clothing containing inappropriate language, obscene, vulgar, or sacrilegious prints or graffiti may not be worn.

1. Lenape Technical School Practical Nursing students are being prepared for the world of work and the world of professional nursing; therefore, appropriate professional street clothes are mandatory.
2. Students are expected to dress in a manner such that they are not disruptive, nor do they infringe on the health and safety of themselves or others.
3. **Lenape Technical School Practical Nursing students will always wear their student badge while in the building. Any student without a student badge will be required to report to the Program office and purchase one at a cost of \$10.00. Payment must be made prior to receiving another student badge.**
4. The instructor and/or Coordinator will determine questions of the appropriateness of dress.
5. Students who violate the dress code policy will be required to obtain appropriate clothing, sent home, and marked as absent.

Students visiting the clinical units, when not required to be in uniform, may wear appropriate street clothes but must wear a clean laboratory and identification. Students in observational experiences or on clinical rotation must be in full school uniform, unless otherwise specified by the instructor. Please see student uniform policy.

****Students are reminded that they represent Lenape Technical School Practical Nursing Program and the nursing profession and should dress in a professional manner.***

Students visiting the clinical units, when not required to be in uniform, may wear appropriate street clothes but must wear a clean laboratory and identification. Students in observational experiences or on clinical rotation must be in full school uniform, unless otherwise specified by the instructor. Please see student uniform policy.

Student Uniform

A student in uniform represents not only the student, but also Lenape Technical School Practical Nursing Program and the nursing profession. Nursing has a long-standing, proud professional heritage and respect for the uniform which is a symbol of that heritage. Therefore, the student demonstrates awareness and respect by wearing the uniform properly and conducting themselves in a professional manner when doing so.

The student uniform consists of the school's uniforms and light-colored undergarments. Each student will wear white shoes, student badge, and watch with second hand or digital counter, and bandage scissors. A stethoscope will complete the uniform when appropriate.

- The uniform must be worn at all times. It must be maintained in a clean, unwrinkled, and well-fitting manner.
- Jewelry should be kept to a minimum. No visible pierced jewelry other than ears. A plain wedding band is permissible; however, no engagement or other rings will be worn. No necklaces outside the uniform or earrings that extend below the ear lobe will be worn.
- Hair will be well styled and clean; out of the face and eyes and natural color (brown, blonde, black, gray).
- Nails will be well manicured, of reasonable length, clean and with clear polish or none at all. Artificial nails are not permitted.
- Students will always maintain excellent hygiene.
- Makeup and cologne will be kept to a minimum.
- Any student reporting to a clinical unit out of uniform may be dismissed and given an unexcused absence. This list may not be complete; individual instructors and/or facilities may have additional standards. Male beards and mustaches must be kept clean and neatly trimmed. Tattoos are to be concealed while in uniform. If tattoos are unable to be concealed, the matter will be resolved on an individual basis.

Religious and/or cultural garments, such as scarves, turbans, and jewelry may only be worn if such items do not interfere with patient care, patient/student safety, and infection control principles.

Nurse Aide Certification Eligibility

- You are eligible for testing if you have completed a nurse aide training program approved by the Pennsylvania Department of Education within the last 24 months. OR
- Your Pennsylvania nurse aide registry has lapsed because you have not worked one documented day providing nursing related services for 24 months or more.
- You are a nurse aide on another state's nurse aide registry, but your status has lapsed because you have not worked for at least 24 consecutive months.
- You are a temporary nurse aide and have completed a Nurse Aided Attestation Form and intend to sit for the PA nurse aide examination.

If you are eligible under one of the categories above, you should complete a registration form with the assistance of your training program provider, director of nursing, facility administrator, or other employer. For more information visit <https://credentia.com/test-takers/pa>

Questions for CNA Registry call 1-800-852-0518.

Student Organization

The student government at Lenape Technical School Practical Nursing Program is a legitimate organizational part of the school.

Name: The name of the student organization shall be: *Student Government of Lenape Technical School Practical Nursing Program.*

Membership: All students enrolled in the Lenape Technical School Practical Nursing Program.

Procedure: All meetings shall be conducted according to standard parliamentary procedure.

Purpose: Student government shall:

1. Organize the student body.
2. Elect representatives to the faculty organization.
3. Facilitate student interaction and socialization.
4. Provide a democratic forum for voicing problems associated with student life.
5. Provide input to the faculty and coordinator regarding student problems and difficulties.

Representative:

- A. There shall be one Representative from each class.
- B. The Representative shall be elected by ballot of the entire class done with the Program Secretary.
- C. In the event that the Representative fail or abuse their duties and responsibilities, they shall be subject to impeachment from office by 2/3 majority vote.
- D. Duties:
 - a. Chair all class meetings.
 - b. Call class meetings and provide an agenda.
 - c. Coordinate all activities and appoint committees.
 - d. Attend the Faculty Organization Meetings.
 - e. Record and keep minutes of all class meetings.
 - f. Post notices of class meetings.
 - g. Prepare correspondence for the organization.
 - h. Oversee use of the school library.
 - i. Keep records of student use of reference books/materials.
 - j. Assist in maintaining an organized library system (Chair class community project and provide updates to coordinator on class.

Student Employment

As roughly eight to ten hours per day are necessary for class and clinical attendance and preparation, students are discouraged from working while attending the fulltime practical nursing program.

If, in the student's estimation, it is necessary to work during the school year, students may do so on a limited basis only.

Students are expected to schedule their working hours so as not to conflict with regularly scheduled class or clinical times. Students may not leave early, arrive late or be overly tired due to employment requirements.

Students may continue employment only as long as it does not unduly affect their health, academic achievement, or progress. Whenever such conflicts arise, the coordinator may recommend that the student either reduce or terminate employment or withdraw from the program.

Students working in health care settings may not wear the school uniform or insignia. They may not perform functions normally assigned to a professional or practical nurse nor may they act in a charge nurse capacity and are cautioned that to do so constitutes practicing nursing without a license. This is illegal in Pennsylvania and could be cause for termination from the program, personal lawsuits and civil or criminal prosecution.

GENERAL SCHOOL POLICIES

General Complaints

Lenape Technical School Practical Nursing Program recognizes the right of faculty, staff, students, and members of the community to present complaints to the school. Any such complaint should be resolved informally at the most immediate appropriate administrative level if possible.

It is required that students follow the formal chain of command in forwarding complaints. If a student is not satisfied with the decision of the coordinator, they must follow the formal student Grievance Procedure. Failure to follow this procedure may result in disciplinary action by the school.

If a complaint cannot be resolved informally by the immediate administrator, provision has been made to process it through formal written stages, as the Student Grievance Procedure, to higher administrative levels.

If, in any case, the Administrative Director or the Chief School Administrator does not direct a complaint based upon alleged violation of School policy to the JOC. Board, the complainant may request review by the Board. All JOC Board meetings are open to the public. The JOC Board may or may not elect to take jurisdiction in the case.

Student/Faculty Grievance Procedure

Informal Stage

In the interest of good working relationships with the faculty and staff, the individual or group seeking resolution of a problem is encouraged to attempt to settle it informally. Toward this end, faculty and administration are available to students for informal conferences. Upon discovery of a problem, an oral conference should be initiated before a formal written complaint is submitted. Such a meeting shall take place within ten (10) working days of the occurrence of such problem or concern.

Formal Written Stage

The option to forward a complaint to the next highest administrative level will remain at the level of the immediate appropriate administrator. Within 7 days of discovery of the complaint or receipt of written decision, the individual may request, through the administrator, that the problem be forwarded to the next administrative level. It remains at the discretion of that administrator to elect to take jurisdiction in the case. The individual shall be entitled to have an authorized representative or class officer accompany them as silent support during any or all steps of the grievance procedure.

Step 1: Practical Nursing School Administration

- A complaint that cannot be resolved at the informal stage shall be submitted to the coordinator within 7 days after the informal conference.
- The coordinator shall decide the issue and return a copy of the complaint as well as the written decision to the complaining party within 7 days of receipt of the complaint.

Step 2: Vocational-Technical School Administration

- If the complaining party is dissatisfied with the decision made at Step 1, the written complaint may be referred to the Administrative Director of Lenape Vocational-Technical School.
- The Administrative Director shall decide the issue and return the written decision to the coordinator within 7 days of receipt; or at the Administrative Director's discretion, the issue shall be brought to the Chief School Administrator for decision.

Step 3: School District Administration

- If the complaining party is dissatisfied with the decision made in Step 2, the written complaint may be referred to the Chief School Administrator for decision.
- The Chief School Administrator will decide the issue and return the written decision to the coordinator within 7 days.

Step 4: Area Vocational Technical School Board

- Having been referred to the Chief School Administrator, a complaint decision may be again referred to the Chief School Administrator for additional review with request for Board review.
- At the discretion of the Chief School Administrator, a complaint will be directed to the Board for final resolution.
- If, in any case, the Chief School Administrator does not direct an alleged violation of school policy to the A.V.T.S. Board, the complainant may request review by the Board. The A.V.T.S. Board may or may not elect to take jurisdiction of the case.

Graduation Requirements

Students will be eligible for graduation when they have earned at least a "C" in each course and pass each clinical course, have fulfilled all financial obligations toward the school, and all other school responsibilities make up absences). Students who successfully complete all course requirements receive Lenape Technical School Practical Nursing Program certificate at a graduation ceremony planned and coordinated by the Faculty PN Organization. Graduate practical nurses are then eligible to take the National Council Licensure Examination for Practical Nurses (NCLEX-PN) to become licensed in Pennsylvania. Licensure in other states is available by applying to the Board of Nursing in that state. No other testing is required.

Students Recognitions

Upon graduation, the faculty and administration of Lenape Technical School Practical Nursing considers the following criteria for recognitions given upon graduation (if no students meet the criteria the award is not presented). If a student receives any disciplinary during their enrollment, they cannot receive any awards.



Candace Maharg Clinical Nursing Excellence Award: Given to the student that demonstrates:

- Professional appearance and behavior
- Outstanding clinical performance
- A consistently positive attitude
- Excellence in client care
- A cooperative team spirit with fellow students and agency personnel

Academic Awards

- Valedictorian and Co-Valedictorian: Given to the student with the highest-grade point average over 3.3.
- High Honors: Given to all students with a grade point average of 3.3 or higher.
- Academic Honors: Given to all students with a grade point average of 3.0 to 3.2.

Attendance Award: Given to all students with perfect attendance (both classroom and clinical) for all four levels.

Other awards of merit not listed above may be given to individual students based on faculty recommendation and student's outstanding performance.

Student/Graduate Transcripts

All student and graduate transcripts will be maintained in their permanent record as per school policy. A transcript fee is included in the graduation fee and is charged to each student during the second enrollment to defer the cost of sending transcripts. All certified transcripts should be embossed with the school seal and shall be dated and signed by the person affixing the seal. Non-certified transcripts shall be made available to students or graduates at no cost to the student, upon request. Any non-certified transcript issued directly to the student shall have the words "issued directly to student" or "unofficial transcript" written or stamped in the comment portion of the transcript. No transcript or other school record will be released regarding any prior student until all debts owed to the school are satisfied.

Students needing Official Transcripts must use the Official Transcript Request Form and send it to the Program Secretary. *Note: Official Transcripts are only sent directly to a school or employer. Transcripts being sent to yourself are marked as UNOFFICIAL TRANSCRIPT. Any transcript that is emailed is marked as UNOFFICIAL TRANSCRIPT.

Continuing Education for Graduates

Lenape Technical School Practical Nursing is committed to the career ladder approach in the health care field for those students who wish to continue their education from the practical nurse level to the registered nurse level. Students who have completed their practical nursing education are eligible for acceptance at diploma, associate degree, and baccalaureate schools of nursing. Students are encouraged to explore the individual policies for advanced placement at any institution of their choosing.

Student Records

Under the Family Educational Rights and Privacy Act (FERPA), students and parents have certain specific rights regarding confidentiality of student educational and financial aid records. Educational records of the Lenape Technical School Practical Nursing Program are defined as information related directly to the student including financial aid information, course grades and clinical evaluations, counseling records, transcript, and application information.

Financial records are kept in a locked file in the financial aid office of the NexTier Adult Learning Center in Ford City, PA. All other records are kept locked in a file in the practical nursing suite respectively per campus. All information in student files is kept for a maximum of five years following graduation. Lenape Technical School Practical Nursing Program Transcripts are kept indefinitely for students who graduate from the program.

Graduate Employment

Most graduates are employed in long term care facilities. Other employment opportunities include acute care hospitals, extended care hospitals, home care agencies, physician offices, and clinics.



Licensure Exam Guarantee

Lenape Technical School Practical Nursing Program is dedicated to its course of study and is committed to excellence in practical nursing education. The first and most easily quantified indicator of success in practical

nursing education is performance on the state licensure examination. The school believes so strongly in its course of study that the following guarantee accompanies each paid tuition.

Every student successfully completing the course of study will pass the state licensure examination on their first attempt or they may return to school as a returning student.

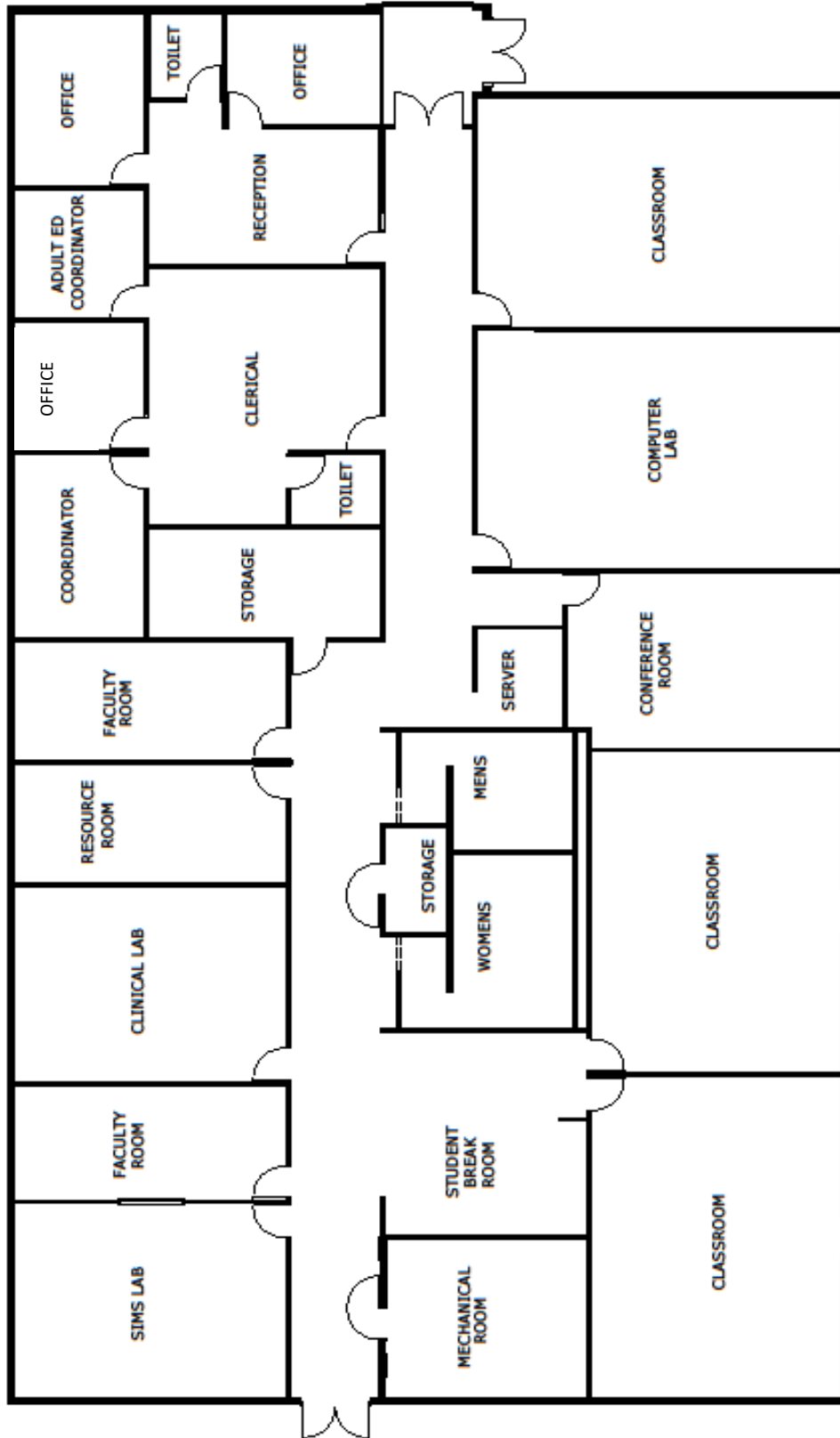
The following stipulations apply:

1. Returning graduates must attend as full-time students.
2. They must follow all rules and regulations of the school for full-time students, including academic and/or clinical performance.
3. They must attend for a minimum of one level.
4. They must notify the school in writing of their intent to return to the program a minimum of thirty (30) school days prior to commencing or separating from the program.
5. All required paperwork must be complete prior to approval to return to the program.
6. The costs of any additional books, materials, etc., are the responsibility of the student.
7. Failure to follow any of the above stipulations renders the guarantee null and void and releases the school from any and all obligations related to that guarantee.
8. The school is under no obligation to honor the guarantee if admittance of a graduate under this guarantee causes the clinical student/teacher ratio to exceed 15:1. Should this situation arise; the graduate will be admitted immediately upon reduction of the clinical student/teacher ratio to 15 to 1 or below.



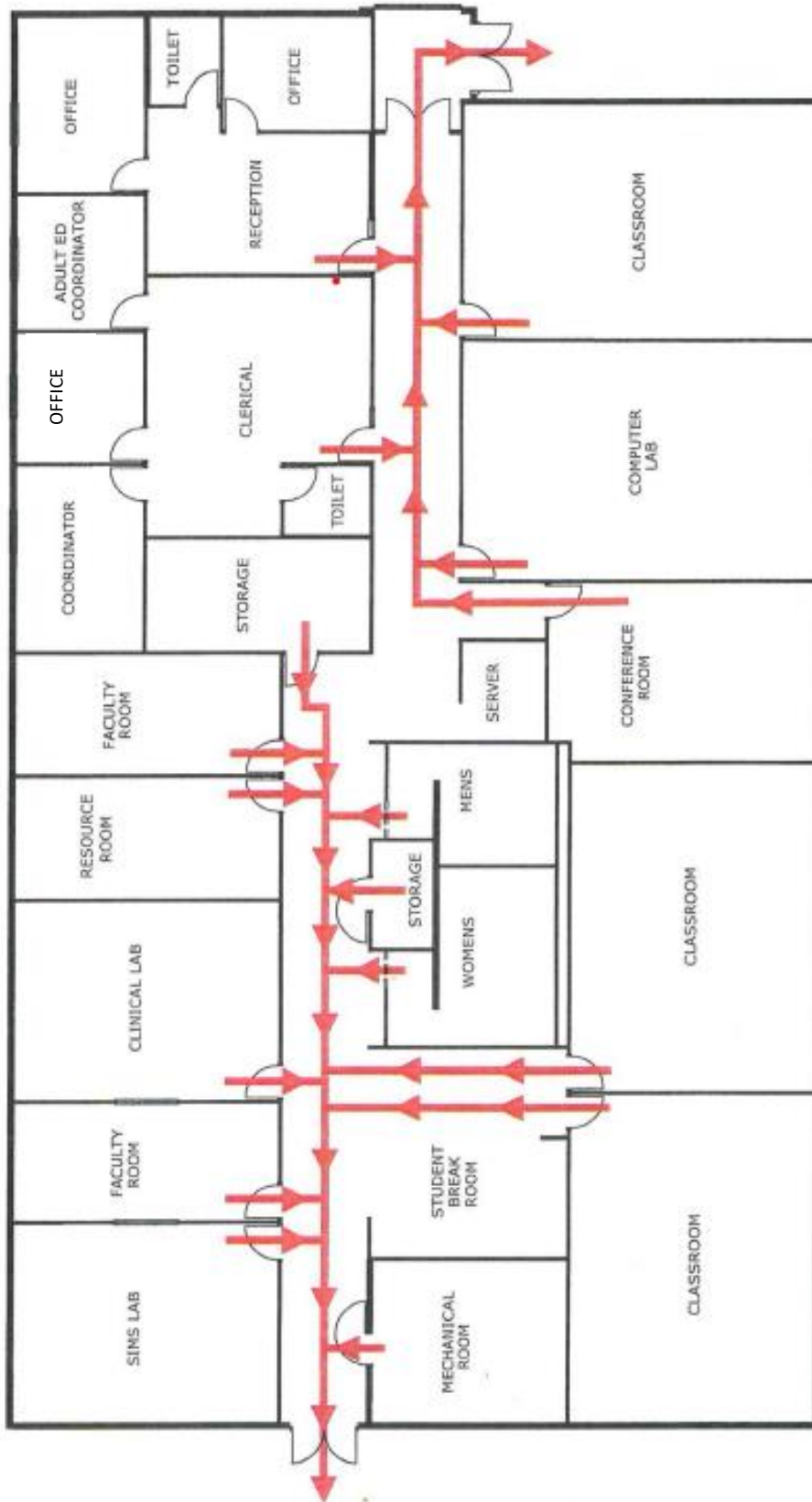
School Floor Plan

NexTier Adult Education
104 Armstrong Street, Suite B
Ford City, PA 16226



School Emergency Exit Plan

NexTier Adult Education
104 Armstrong Street, Suite B
Ford City, PA 16226



Clinical Facilities

ACMH Hospital	724-543-8555	1 Nolte Way	Kittanning	16201
Armstrong Rehabilitation & Nursing Center (Priemer)	724-548-2222	265 South McKean Street	Kittanning	16201
Allegheny Valley Hospital	724-224-5100	1301 Carlisle Street	Natrona Heights	15065
Butler Health System	724-283-6666	911 East Brady Street	Butler	16001
Concordia Lutheran Ministries	724-352-1571	134 Marwood Rd.	Cabot	16023
Encompass Rehab	4128281300	320 Guys Run Rd.	Pittsburgh	15238
Grane Kittanning Care Center	724-543-2273	120 Kittanning care dr.	Kittanning	16201
Presbyterian Senior Care	412-828-5600	1215 Hulton Rd.	Oakmont	15139
QLS Sugar Creek	724-445-3000 ext 2870	120 Lakeside Drive	Worthington	16262
QLS Sarver	724-353-1531	126 Iron Bridge Rd	Sarver	16055
QLS Apollo	724-727-1314	151 Goodview Dr.	Apollo	15613
Sunnyview	724-282-1800	107 Sunnyview Cir #3599	Butler	16001

INSTITUTIONAL REGULATIONS

Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act

Current information available on the school website at www.lenapepnp.com.

Building Access Policies

During enrollment periods, The NexTier Adult Learning Center is usually open between the hours of 7:00 AM and 4:00 PM. Summer hours may vary. During the operation of the evening/weekend practical nursing program the school may remain open until 9:30 PM. The parking lot is lighted during evening operation of the school. Access to the building during other than scheduled hours can be made by appointment. Outside doors are locked when there are no classes scheduled.

Student Right-To-Know Act

Title I of the Act relates to graduation or completion rates and is provided to students for consumer information purposes. As found by the United States congress in Sec 102.(2) of the Act, there is increasing concern among citizens, educators, and public officials regarding the academic performance of students at institutions of higher education. As indicated in Sec 102.(7) of the same Act, knowledge of graduation rates would help prospective students make an informed judgment about the educational benefits available at a given institution of higher education.

The rate of completion pertains to full-time, undergraduate students who enroll in the practical nursing diploma program beginning in the fall of the year. Only students enrolling for the first time at any institution will be included in this rate. Counted in the completion or graduation rate are students who have completed the program within 150% of the normal time, as measured in calendar time. As defined for the practical nursing program at Lenape the 150% includes students who completed or graduated from the normal 12-month program in 18 months. Students who change programs at the school remain in the cohort but are followed to the completion of the program to which they changed. At Lenape School of Practical Nursing, students beginning in the August class of 2002 (for example, Class A) who later transfer into another class (Class B), would be counted in the cohort rate under Class A and would be counted as a completion in Class A, even though enrolled in Class B, should that student graduate within 150% of the normal 12-month program. As is applicable to Lenape Technical School Practical Nursing Program, excluded from this calculation are students who leave school to serve in the armed services. For information on other exclusions, contact the financial aid office.

The completion (graduation) rate for full-time students enrolled in Lenape Technical School Practical Nursing Program in the

2020 Cohort: Full-time – 70%, Part-time – 43%

2021 Cohort: Full-time – 66.2%, Part-time – 64%

2022 Cohort: Full-time – 60%, Part-time – 33%

2023 Cohort: Full-time – N/A, Part-time – 55%

CONFIDENTIALITY POLICIES

Students Rights to Educational Records

The Family Educational Rights and Privacy Act of 1974 (FERPA) affords students certain rights with respect to their educational records as follows:

1. The right to inspect and review the student's educational records.
2. The right to request the amendment of the student's educational records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights.
3. The right to consent to disclosures of personally identifiable information contained in the student's educational records, except to the extent that FERPA authorizes disclosure without consent.
4. The right to file with the U.S. Department of Education a complaint concerning alleged failures by the school to comply with the requirements of FERPA.
5. The right to obtain a copy of the school's student records policy which contains the school policy for maintenance of educational and financial records. The student may obtain a copy from the coordinator of the program.

HIPPA – HEALTH INFORMATION PORTABILITY AND ACCOUNTABILITY ACT

Current federal legislation mandates the confidentiality of all patient information. This legislation applies to all of the agencies and institutions with which Lenape has affiliations.

Students are not permitted to take patient data from the chart. Information about a patient is limited to only the information a student needs to complete clinical paperwork on the assigned patient. Failure to comply with HIPPA can result in student disciplinary action, including termination from the program.

*The following policies of Lenape Technical School are available on the school website
www.lenapetech.net.*

Policy on Sexual Harassment
Drug-Free School Policy

Drug/Alcohol Rehabilitation Programs

The Armstrong County area offers several local agencies providing counseling and rehabilitation in drug/alcohol problems. All services are confidential and based on the ability to pay.

	Contact	Address	Services
ARC Manor	724- 548-7607	200 Oak Ave. Kittanning, PA 16201	<ul style="list-style-type: none">▪ Outpatient Counseling▪ 28 Day Residential Treatment▪ 24 Hour Crisis Intervention
Butler Regional Recovery Program	724- 284-4357	911 East Brady St. Butler, PA 16001	<ul style="list-style-type: none">▪ Outpatient Counseling▪ Non-Hospital Rehabilitation & Detoxification▪ Hospital Rehabilitation & Detoxification

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at www.lenapepnp.com

SOCIAL MEDIA CONDUCT

The following are considered best practices for social media conduct for the Lenape Technical School Practical Nursing Program student. These guides are provided as an effort to clarify and best protect personal and professional reputations when using social media. Not following these guidelines can put an individual in direct violation of the Lenape Technical School Practical Nursing Program Code of Conduct, the federal law HIPAA and FERPA (both laws protecting privacy of an individual) and can subject an individual to disciplinary action.

- **BE RESPECTFUL:** Understand that contributions on a social media site could encourage comments and discussion from others. Please carefully consider your response in light of how it reflects on you the poster and the School of Nursing.
- **REMEMBER YOUR AUDIENCE:** Consider the wide range of individuals who are able to read social media and ensure that your responses/contribution does not alienate, harm or provoke anyone.
- **THINK TWICE BEFORE POSTING:** If you wouldn't say it out loud in front of an individual/group/audience consider whether you need to post it online.
- **STRIVE FOR ACCURACY:** Get the facts before posting, spreading rumors can have serious ramifications.
- **KEEP CONTROVERSIAL TOPICS OUT OF CONVERSATIONS:** If the matter in question involves a topic that can easily ignite debate, avoid it. There is a possibility that what you say may be misrepresented or misunderstood, possibly resulting in serious personal consequences.
- **PHOTOGRAPHY:** Before posting images of students or others, particularly in a classroom or health care setting ensure you have permission to share the photo online in writing. Before posting images containing any reference to Lenape Technical School or its affiliated agencies, ensure that you have permission in writing. Permission forms are available in the Practical Nurse Secretary's office.
- **WHAT YOU POST ON YOUR PERSONAL SOCIAL MEDIA COULD HAUNT YOU PROFESSIONALLY FOREVER:** Avoid putting information/pictures out that could put your education/job in jeopardy. Avoid putting information/pictures out that could reflect poorly on you.
- **REMEMBER:** Social media is a public forum therefore the information is accessible and visible to many individuals. What is posted on social media, even though deleted, is still able to be retrieved, therefore remains online forever.

Social Media is a powerful tool, and the School of Nursing encourages students' creativity. These guidelines are provided to assist nursing students in social media use.