



Sponsored by
Schuylkill Technology Center
Schuylkill Intermediate Unit #29
and
Approved by
Pennsylvania State Board of Nursing
Accredited by
Pennsylvania State Board of Vocational Education,
Bureau of Career and Technical Education

North Campus
101 Technology Drive
Frackville, PA 17931

South Campus
15 Maple Avenue
Mar Lin, PA 17951

570-874-1412 Enrollment
570-874-1412 Ext 4810 Financial Aid
www.stcenters.org

SCHUYLKILL TECHNOLOGY CENTERS

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NON-DISCRIMINATION STATEMENT

The Schuylkill Intermediate Unit #29 will not discriminate in its educational programs, activities, or employment practices, based on race, color, national origin, sex, sexual orientation, disability, age, religion, ancestry, union membership, or any other legally protected category and provides equal access to the Boy Scouts and other designated youth groups. This policy is in accordance with state law, including the Pennsylvania Human Relations Act, and with federal law, including Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Sections 504 of the Rehabilitation Act of 1973, the Age Discrimination in Employment Act of 1975, and the Americans with Disabilities Act of 1990. The Schuylkill Intermediate Unit's commitment to non-discriminatory practices extends to prospective students and employees, current students and employees, parents of students, community members, and representatives of outside agencies. Contact information of their Title IX Coordinator(s) - Shannon Brennan, Director (570) 544-4748 ext. 3115 or titleixcoordinator@stcenters.org

A non-discrimination policy - Title: 104 Nondiscrimination/Discriminatory Harassment - Employment Practices

<http://go.boarddocs.com/pa/iu29/Board.nsf/goto?open&id=BAXRZZ5CF452>

Schuylkill Intermediate Unit/ Schuylkill Technology Center employees, community members, and agency representatives who have a complaint of harassment or discrimination or who seek information about accommodations for individuals with disabilities should contact Dr. Gregory Koons, Executive Director and Equal Rights and Opportunities Director, Schuylkill Intermediate Unit #29, PO Box 130, 17 Maple Avenue, Mar Lin, PA 17951, telephone number 570.544.9131, or fax number 570.544.6412.

STUDENT RIGHT TO KNOW

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.stcenters.org (Adult Programs).

ADMINISTRATION

Acting Executive Director	Shannon Brennan	sbrennan@stcenters.org
Assistant Executive Dir/Dir of CTE	Shannon Brennan	sbrennan@stcenters.org
Assistant Director of CTE	Chris Groody	grooc@stcenters.org
PN Program Coordinator	Kimberly O'Neill MSN, RN, CSN	oneik@stcenters.org

INSTRUCTORS

PN Instructor	Nicole Melnick MSN, RN	melnn@stcenters.org
PN Instructor	Sherry Whitecavage MSN, RN	whits@stcenters.org
PN Instructor	Amanda Gallagher MSN, RN	galla@stcenters.org
PN Instructor	Pamela Barrett, RN	barrp@stcenters.org
PN Instructor	Sarah Ford, BSN, RN	fords@stcenters.org
Medical Assisting Instructor	Beverly Riegel	reigb@stcenters.org
CDL Instructor	Tami Yarnall	yarnt@stcenters.org
Heavy Equipment Instructor	William Picht	pichw@stcenters.org
Welding Instructor	William Picht	pichw@stcenters.org
Automotive Technology Instructor	Steve Homola	homst@stcenters.org
Vehicle State Inspection Instructor	Steve Homola	homst@stcenters.org
HVAC Instructor	In Process	
Massage Therapy Instructor	In Process	
Electro-Mechanical Instructor	In Process	

POST-SECONDARY RESOURCES

Admissions Coordinator	Breeon Schultz	schub@stcenters.org
Financial Aid & Operations Coordinator	Melissa Frie	friem@stcenters.org
PN Secretary	Michelle Yasenchak	yasem@stcenters.org
VSI Secretary	Theresa Holley	hollt@stcenters.org

PRACTICAL NURSING COOPERATING AGENCIES

Broad Mountain Nursing & Rehabilitation Center	Frackville, PA
Shenandoah Manor Nursing Home	Shenandoah, PA
Child Development Incorporated	Minersville, PA
Lehigh Valley Health Network Schuylkill-East Norwegian Street	Pottsville, PA
Greenwood Center for Nursing & Rehabilitation	Hometown, PA
Aveanna Healthcare	Schuylkill Haven, PA
Mount Carmel Senior Living Community	Mount Carmel, PA
Geisinger Shamokin Area Community Hospital	Coal Township, PA
DaVita Dialysis	Frackville, PA
Silver Pines Treatment Center	Mahanoy City, PA

IN-HOUSE PRACTICAL NURSING CONTRACTS

Schuylkill IU 29 Maple Avenue School Nurse	Mar Lin, PA
Schuylkill Technology Center School Nurse	Frackville, PA
Schuylkill Technology Center School Nurse	Mar Lin, PA

MISSION STATEMENT OF STC

The mission of the Schuylkill Technology Centers Postsecondary Programs is to enable the adult student to acquire the attitudes, knowledge, skills, and values necessary to become a lifelong learner and a productive citizen of a global economy by developing an educational pathway for excellence driven by a partnership with education, business, industry, government, family, and the community.

MISSION STATEMENT OF THE STC PRACTICAL NURSING PROGRAM

The mission of the Schuylkill Technology Centers Practical Nursing Program is to empower the Practical Nursing student with the knowledge, skills, diversity, attitude, and values required to promote healthy lifestyles and to deliver high quality patient – centered care to all persons along the healthcare continuum. The administration, faculty, and staff recognize and value the role of the Practical Nurse with in the health care community. The program faculty will encourage the Practical Nursing student to continuously pursue the acquisition of knowledge throughout their nursing careers.

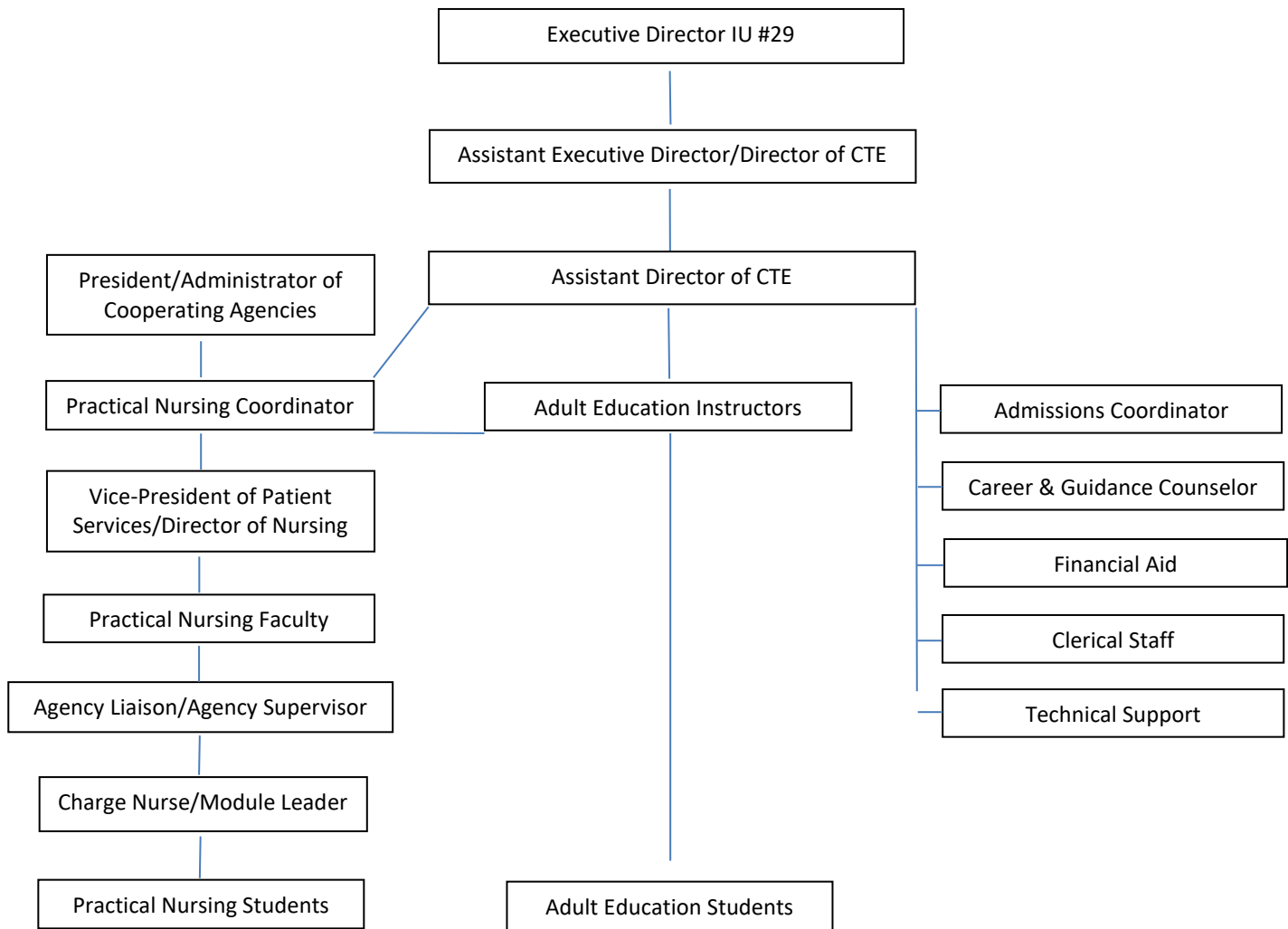
ACCREDITATIONS

Pennsylvania State Board of Vocational Education, Bureau of Career and Technical Education
Pennsylvania State Board of Nursing

APPROVALS

United States Department of Education for Pell Grants and for participation in the Federal Family Education Loan Program
Pennsylvania Department of Education for Veterans Training
Bureau of Vocational Rehabilitation for the training of rehabilitation students

STC ORGANIZATIONAL CHART



Revised: 10/04/2023

WELCOME

The Schuylkill Technology Center offers challenging programs to prepare graduates for a variety of technical, medical, business, trade, and industrial careers. Utilizing a competency-based delivery system, the Schuylkill Technology Center provides adult students with a well-planned curriculum that includes classroom theory and hands-on applications in a laboratory and/or work-based environment. Because today's workplace is more "high-tech" than ever, the Schuylkill Technology Center's laboratories contain state-of-the-art equipment that is updated on a regular basis to meet business and industry standards.

HISTORY OF THE PRACTICAL NURSING PROGRAM

The Practical Nursing Program provides a human service, which enables individuals to satisfy those requirements essential to sustain life and to promote health and well-being. This service is based on the belief that every individual, regardless of circumstance, is of value and merits consideration, respect, and assistance. Nurses must master specific skills, acquire knowledge from academic disciplines, and develop effective communication skills in order to minister to clients. The outcome of nursing care depends not only on this mastery, but also upon a relationship of trust between the client and the nurse, decisions made with and for the client require performance of the individual nurse to always meet the highest personal and professional standards of practice.

The Practical Nursing Program was initiated in 1966 with the first class enrolled January 9, 1967. Many of the program's graduates have advanced their education and have become Licensed Registered Nurses. Upon satisfactory completion of the Practical Nursing Program, the graduate receives the school's certificate and is eligible to take the National Council Licensure Exam (NCLEX) to qualify as a Licensed Practical Nurse. NOTE: The State Board of Nursing shall not issue a license or certificate to an applicant who has been convicted of felonious acts prohibited by "The Controlled Substance, Drug, Device, and Cosmetic Act" of April 14, 1972, 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 (See Section 5 of the Practical Nursing Law).

The Administration and Faculty are eager to assist you in any way to make a smooth transition into STC and your future career.

PRACTICAL NURSING PHILOSOPHY

- We, the faculty of the Practical Nursing Program, accept and believe in the Mission Statement of the SCHUYLKILL TECHNOLOGY CENTERS.
- We further believe that the INDIVIDUAL is a unique, holistic entity, composed of physiological, psychological, sociocultural, and spiritual variables. These variables are influenced by both the internal and external environments, which constantly affect the development of the individual.
- We believe that individuals are composites of the societies in which they function. These SOCIETIES are organized boundary systems comprised of specific roles, values, beliefs, and rules. These social systems include but are not limited to familial, educational, political, religious, work systems. It is important to learn and respect the religious and cultural beliefs of all people.
- We believe that NURSING is a creative effort of one individual helping another, based upon scientific, esthetic, ethical, as well as personal knowledge. Nursing deals with human responses to health and illness.
- We believe that PRACTICAL NURSING is an entity of nursing that involves participation in the assessment, planning, implementation, and evaluation of nursing care in all settings where nursing takes place. This participation is under the supervision of the Registered Nurse, the Physician, and/or Dentist.
- We believe that LEARNING is an active process whereby the learner is their own agent of knowledge and skill acquisition. The learner needs to become self-directed in their learning and use critical thinking skills. Instructors are FACILITATORS and are responsible to create a learning environment.
- We believe that EDUCATION is a goal-directed process through which behavior is changed. This process involves both the teacher and learner.
- We believe that PRACTICAL NURSING EDUCATION is a process integrating both nursing theory and related clinical experiences. Upon completion of this process, the learner is prepared to become a productive, immediately employable member of a global society.
- We believe that this EDUCATION PROCESS continues throughout the individual's lifetime.

SCHOOL CALENDAR POST-SECONDARY CLOSINGS

July 04
September 02
November 28, 29 & December 02
December 23 thru January 01
February 17
April 17 thru April 21
May 26

Independence Day
Labor Day
Thanksgiving Recess
Winter Break
President's Day
Spring Break
Memorial Day

Offices are closed on Fridays during the summer. Starting the first Friday in June continuing through mid-August.

SCHOOL WEATHER/EMERGENCY CLOSINGS

All scheduled closings are identified on the school calendar.

In case of snow emergency or any other disaster, announcements will be made on the local Radio/TV stations by 7:00 A.M. for "**Schuylkill AVTS North Campus**". When STC is closed, the Adult Programs are closed to in-person instruction. Students need to use good judgment and follow safety procedures in bad weather. Time lost because of school closure will be made up in order for all students to comply with the program hours. Lost class or clinical time may be made up by either an alternative assignment, online assignment, or adding hours to the scheduled class/clinical day. Make-up days may be scheduled on holidays or "vacation" days if necessary. Hours lost to delays will be made up at the discretion of the coordinator.

Announcements will be made on:

AM RADIO STATIONS:	WMBT, WPPA
FM RADIO STATIONS:	WPAM, T102, WMGH
TELEVISION STATIONS:	WBRE - CHANNEL 28; NBC
	WNEP - CHANNEL 16, ABC
	WYOU - CHANNEL 22, CBS
	WGAL - CHANNEL 8

POST-SECONDARY TRAINING CALENDAR

Practical Nursing – Classroom 8:00am–2:30pm, Clinical 6:45am–2:15pm Monday–Friday

Part-Time Program – 18 Months

July 17, 2024 – February 26, 2026

Full-Time Program – 12 Months

TBD

CDL Class A (Day) – 8am–4pm Monday–Friday *Limit 6 students*

June 17, 2024 – July 30, 2024

October 07, 2024 – November 08, 2024

November 11, 2024 – December 18, 2024

January 06, 2025 – February 07, 2025

February 18, 2025 – March 24, 2025

June 09, 2025 – July 21, 2025

CDL Class A (Evening) – 4pm–9pm Monday, Tuesday & Thursday; 8am–4pm Saturdays *Limit 6 students*

August 05, 2024 – October 05, 2024

March 31, 2025 – June 07, 2025

CDL Class B – 8am–4pm on 3 Weekdays *Limit 3 students*

TBD

Heavy Equipment Operator – 8am–4pm Monday–Friday *Classes must have at least 6 students to be held*

TBD

Combo Program – 8am–4pm Monday–Friday

TBD

Welding – 4pm–9pm Tuesday, Wednesday & Thursday

September 24, 2024 – November 06, 2024

November 12, 2024 – January 02, 2025

January 08, 2025 – February 20, 2025

February 25, 2025 – April 16, 2025

Automotive Technology – 3pm–8pm Tuesday & Thursday with 2 hours per week of virtual instruction

January 09, 2024 – December 19, 2024

Medical Assisting – 5:15pm–9:45pm Tuesday & Thursday with 4 hours per week of virtual instruction

July 16, 2024 – June 26, 2025

HVAC – 3pm–8pm Tuesday & Thursday with 2 hours per week of virtual instruction

TBD

Massage Therapy – 3pm–8pm Tuesday & Thursday with 2 hours per week of virtual instruction

TBD

Electro–Mechanical Corporate Training

TBD

Vehicle State Inspection – 5:30pm–9:30pm Monday & Thursday

CAT I (Car) – June, September, November, February & March

CAT II (Motor Cycle) – Same as CAT 1

CAT III (Commercial Truck) – Same as CAT 1

CAT IV (Test Only) – Last day of CAT 1

POST-SECONDARY PROGRAM OBJECTIVES

PRACTICAL NURSING PROGRAM OBJECTIVES

Upon completion of this program, the graduate practical nurse will:

- Assist in assessing the basic physical, emotional, spiritual, and socio-cultural needs of the health care client.
- Collaborate with health care team members to coordinate the delivery of nursing care.
- Contribute to development of Nursing Care plans for health care consumers with defined health problems.
- Integrate critical thinking in meeting the needs of health care recipients and their families.
- Deliver nursing care based on principles from the psychosocial and biophysical sciences.
- Utilize effective communication while working with health care consumers, families, and significant others.
- Evaluate the effectiveness of nursing interventions while maintaining accountability for your nursing actions as well as care delegated to unlicensed health care personnel.
- Complies with the scope of practice as outlined in the nurse practice act of the state in which licensed.

CDL PROGRAM OBJECTIVES

Our main objective is to train and test student drivers to obtain a Class A or B Commercial Driver's License (CDL). At completion, students will be licensed to drive all commercial Class A and/or B trucks, e.g. tractor-trailer, tanker trailers, cement and dump trucks, and utility vehicles.

WELDING PROGRAM OBJECTIVES

The Welding Programs offers instruction in welding rods, striking the arc, basic manipulative techniques in oxyacetylene cutting, plasma cutting, oxyacetylene welding and brazing in four major joints. Students also learn oxyacetylene cutting, construction, setup and welding in flat, vertical, horizontal, and overhead positions and an introduction to mig welding. Students prepare to sit for AWS D1.1 Structural GMAW Weld Certificate Exam.

ELECTRO-MECHANICAL TECHNOLOGY I PROGRAM

The Electro-mechanical/ Industrial Technology I Program teaches students the fundamental concepts and applications of industrial equipment and controls necessary to maintain most machinery. The program covers: Basic Electrical Wiring, Motors, Generators and Transformers, Motor Controls, Industrial Electronics, Digital Electronics, Programmable Logic Controllers, Hydraulics/Pneumatics and Robotics.

AUTOMOTIVE TECHNOLOGY

The objective of this program is to prepare students for entry-level employment in the Automotive Technology Repair Field. Students will demonstrate competency in diagnosing and repairing systems, engines, electricity, engine performance, transmissions, transaxles, suspension, steering, brakes and passenger controls. The program emphasizes safety.

HVAC (Heating, Ventilation, Air Conditioning)

This program prepares students with the skills necessary for entry-level employment in the HVAC Industry. Students will demonstrate a competency in refrigeration, tools, installation, electricity for HVAC, system air conditioning and heating systems. The program emphasizes safety, knowledge of tools and equipment needed for servicing and troubleshooting. Students will sit for the EPA 608 examination.

MASSAGE THERAPY

The Massage Therapy program provides training for an entry-level career as a professional massage therapist. Students develop knowledge of Anatomy & Physiology, Massage Therapy, Kinesiology, Pathology, Ethics, and a variety of massage modalities. The program is designed to prepare students to sit for the MBLEX Examination and obtain massage therapy licensure in the state of PA. **NOTE:** Graduates must successfully pass a State Board approved examination in order to apply to become licensed to practice massage therapy in the State of Pennsylvania. The Massage Therapy curriculum is designed to prepare students to be successful in passing the MBLEX (Federation of State Massage Therapy Boards' Licensing Examination).

MEDICAL ASSISTING

The program is designed to train students in the general clinical skills needed to work in a medical office, including patient intake, vital signs, phlebotomy, and assisting the medical provider in a medical environment. Students are prepared to take the NHA CCMA Certification.

TUITION

The tuition and fee schedule are subject to change at any board meeting throughout the year.

Licensed Practical Nursing Program – 12 or 18 Months - 1545 Hours

Tuition (\$12.00 per hour)	\$18,540.00	Additional Costs (<i>not included in tuition</i>)	
Lab & Test Fees (\$3.00 per hour)	\$4,635.00	Teas Test Fee	\$80.00
Tuition & Fees Total	\$23,175.00	Clearances	\$85.00
		Health Screening (Approx.)	\$250.00

CDL Class A – 6 Weeks (Day) 9 Weeks (Evening) – 240 Hours

Tuition	\$4,800.00	Additional Costs (<i>not included in tuition</i>)	
Program Fees	\$470.00	CDL Permit (Approx.)	\$108.00
Tuition & Fees Total	\$5,270.00	Motor Vehicle Report (3 years)	\$12.00

Class B Program – 4 Weeks – 140 Hours

Tuition	\$2,240.00	Additional Costs (<i>not included in tuition</i>)	
Program Fees	\$470.00	PA DOT Permit (Approx.)	\$108.00
Tuition & Fees Total	\$2,710.00	Motor Vehicle Report (3 years)	\$12.00

Welding Program – 7 Weeks – 100 Hours – Per Level

Tuition (Each 100 Hour Level)	\$1,200.00	Tuition (400 Hour Total Program)	\$4,800.00
Program Fees (Per Year)	\$825.00	Program Fees (Per Year)	\$825.00
Tuition & Fees Total	\$2,025.00	Tuition & Fees Total	\$5,625.00

Automotive Technology Program – 12 Months – 610 Hours

Tuition (Each 150 Hour Level)	\$1,830.00	Tuition (610 Hour Total Program)	\$7,320.00
Program Fees (Per Year)	\$900.00	Program Fees (Per Year)	\$900.00
Tuition & Fees Total	\$2,730.00	Tuition & Fees Total	\$8,220.00

Medical Assisting Program – 12 Months – 610 Hours

Tuition (Each 150 Hour Level)	\$1,830.00	Tuition (610 Hour Total Program)	\$7,320.00
Program Fees (Per Year)	\$1,600.00	Program Fees (Per Year)	\$1,600.00
Tuition & Fees Total	\$3,430.00	Tuition & Fees Total	\$8,920.00

Massage Therapy Program – 12 Months – 615 Hours

Tuition	\$7,380.00
Program Fees	\$1,808.00
Tuition & Fees Total	\$9,188.00

HVAC Program – 12 Months – 610 Hours

Tuition	\$7,320.00
Program Fees	\$1,000.00
Tuition & Fees Total	\$8,320.00

Electro- Mechanical Technician Corporate Phase I – 7 Weeks – 80 Hours

Tuition \$900.00

Electro- Mechanical Technician Corporate Phase II – 7 Weeks – 80 Hours

Tuition \$900.00

Electro- Mechanical Technician Corporate Phase III – 4 Weeks – 24 Hours

Tuition \$600.00

COURSE SCHEDULE OVERVIEW

Programs at STC North Campus – 101 Technology Drive Frackville, PA 17931

LPN

Length of Program – 12 or 18 Months
Total Course Hours – 1545
Theory – 768 Hours
Clinical – 777 Hours
Credits – 115.7

Massage Therapy

Length of Program – 51 Weeks
Total Course Hours – 615
Theory – 390 Hours
Skills Training – 226 Hours
Credits – 50.3

Medical Assisting

Length of Program – 51 Weeks
Total Course Hours – 610
Theory – 310 Hours
Skills Training – 300 Hours
Credits – 46

Electro-Mechanical Phase I

Length of Program – 7 Weeks
Total Course Hours – 80

Electro-Mechanical Phase II

Length of Program – 7 Weeks
Total Course Hours – 80

Electro-Mechanical Phase III

Length of Program – 4 Weeks
Total Course Hours – 24

CDL Class A Enhanced

Length of Program – 6 or 9 Weeks (*approx.*)
Total Course Hours – 240
Theory – 80 Hours (*approx.*)
Skills Training – 160 Hours (*approx.*)
Credits – 16

CDL Class B

Length of Program – 4 Weeks (*approx.*)
Total Course Hours – 160
Theory – 64 Hours (*approx.*)
Skills Training – 96 Hours (*approx.*)
Credits – 11.2

Automotive Technology

Length of Program – 51 Weeks
Total Course Hours – 610
Theory – 350 Hours
Skills Training – 260 Hours
Credits – 48

HVAC

Length of Program – 51 Weeks
Total Course Hours – 610
Theory – 340 Hours
Skills Training – 270 Hours
Credits – 47.5

Vehicle State Inspection

Length of Program – 2.5 Weeks
Total Course Hours – 20

Programs at STC South Campus – 15 Maple Ave, Mar Lin, PA 17951

Welding

Length of Program – 26 Weeks (*approx.*)
Total Course Hours – 400 (*includes 4 – 100 hr. Courses*)
Theory – 150 Hours
Skills Training – 250 Hours
Credits – 30

ENROLLMENT REQUIREMENTS

All Adult Programs

- Complete an application and pay the non-refundable registration fee to reserve a seat
- Submit a certified high school transcript or GED
(for all Medical Courses and anyone who is applying for Federal Student Loans and/or Grants)
- Have funding sources secured and submit any award letters 10 days prior to starting
- Must be at least 18 years of age
- Have dependable transportation to and from class and clinical sites
- Background Checks/Clearances. Administration will review criminal records, if any, on a case-by-case basis to determine eligibility to enroll.

A student may have the option of deferring enrollment for a time period of no more than one year or to the start of the next consecutive class from the date of application. Students who defer past one year or the start of the next consecutive class will have to start the entire admission process over from the beginning.

Practical Nursing Program Enrollment Requirements

- Complete the TEAS examination (TEAS scores will be accepted for 5 years)

CDL Class A or B Training Programs

- Pass a DOT Physical & Drug Test prior to the start of class (**Must** be done at LVHN Schuylkill OccMed)
- Have a valid driver's license
- Have an acceptable driving record (MVR)
- Be able to read and speak the ENGLISH as per the Federal Motor Carriers Fleet Safety Compliance Manual Part 391.11 (section) (a) (2)

HIGH SCHOOL TRANSCRIPTS - STC will confirm all students' transcripts arrive directly from a high school with the high school's seal and/or signature affixed. If a diploma is determined invalid, a GED may be required for admission.

READMISSION POLICY- Practical Nursing Program

Students who were on an approved leave of absence or who were unsuccessful in completing a term may request readmission into the nursing program. Students must repeat failed nursing and pharmacology courses in the term before progressing onto the next consecutive term.

Students who have been terminated and desire to repeat a failed course or students desiring readmission to the program following a leave of absence or withdrawal must:

1. Submit a letter requesting reentry (the request will be reviewed by the faculty and admission committee)
2. If accepted, the student must make an appointment with the Financial Aid Officer. All financial obligations from prior admission must be satisfied before returning to the new term.
3. All necessary medical forms, clearances and any other specified items will need to be repeated before the readmission occurs. The student will then be scheduled to enter on the next date the identified term begins and must pay current tuition changes as prorated for the term/terms to be completed.
4. The period of time between failure of a course or termination or a leave of absence from the program and readmission may not exceed three (3) calendar years from the last day of attendance. Exceptions may be made for Active Military Duty. Requests to return to school must be made to the Program Coordinator. Each situation will be evaluated individually and the faculty will decide if a student may return if the LOA is longer than two years due to Active Military Duty.
5. Clinical hours are a component of each nursing course and have to be repeated when a nursing course is not successfully completed.
6. Students readmitted, except those that are repeating Fundamentals of Nursing, will be required to pass a skills verification day. Students will be given the opportunity to practice in lab prior to the skills check off day. Students will be given two (2) opportunities to pass the skills verification day, if they are unsuccessful after two attempts, their readmission to the program will be revoked.
7. Students readmitted into Term II and Term III who had successfully passed Pharmacology I will be required to complete a medication administration skill verification day. Students will be given time to practice in the lab prior to the check off day. Students will be given two (2) opportunities to pass the medication administration skill day, if they are unsuccessful after two attempts, their readmission to the program will be revoked.

All potential applicants to the Practical Nursing Program must be able to show sufficient abilities in five categories: observation and communication, physical abilities, cognitive, and intellectual capabilities, ability to make sound decisions and behavioral, social and professional abilities. The following skills are required.

Observation and Communication

Students must have adequate sensory capabilities in order to properly assess and observe the patient as well as communicate with the patient, family, and medical staff. These include but are not limited to:

- Vision (with correction if necessary) – Students must be able to read pharmacy prepared medications and on standard unit dose packages medications, physician's orders, marking on standard syringes, and read markings on sphygmomanometer.
- Hearing (with use of hearing aid and/or amplified stethoscope if necessary) – Students must be able to correctly hear blood pressures, bowel sounds, lung sounds, and cardiac sounds.
- Communication – Students must read and write English at a proficient level. Must comprehend and speak fluent English. Must be able to read and answer test questions on their own. Hear directives with the speaker's mouth covered with a surgical/isolation mask.
- Sense of touch – Students must be able to feel pulses and make assessments.

Physical Abilities

Students must have the strength, mobility, flexibility, and coordination to adequately perform patient care activities.

These would include, but are not limited to the ability to:

- Push, pull, or lift various weights utilizing proper body mechanics.
- Stand, walk, or sit for long periods of time.
- Pick up objects with hands.
- Manipulate objects with fingers.

Cognitive and Intellectual Capabilities

Students must have the ability to read and understand the written word as well as to think critically.

- Students must be able to collect and analyze data.
- Students must be flexible and be able to adapt to changing situations.
- Students must be able to logically reason and prioritize when planning care for the patient.
- Students must demonstrate interpersonal skills and have the ability to get along with classmates, faculty, and staff.

Cognitive and Intellectual Capacities

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- Students must be able to collect and analyze data.
- Students must be flexible and be able to adapt to changing situations.
- Students must be able to logically reason and prioritize when planning care for the patient.
- Students must demonstrate interpersonal skills and have the ability to get along with classmates, faculty, and staff.

Ability to Make Sound Decisions

Nurses often have to make quick decisions regarding a patient's care that will have an outcome on the patient's health and life.

- Students must be able to exercise good judgement and decision-making skills.

Social and Professional Abilities

Along with physical health students must possess the emotional and behavioral attributes necessary to have an effective relationship with their peers, faculty, patients, and other health care providers.

- Students must accept accountability and responsibility for one's actions.
- Students must comply with the policies of the nursing program.
- Students must comply with the ethical and legal standards of nursing practice.
- Students must be able to work well with others.

ACADEMIC AND GRADUATION REQUIREMENTS

GRADING SCALE

A = 94 – 100

B = 87 – 93

C = 80 – 86

Failure = 79 – 0

Students check on their current academic progress by contacting the office or through Online Student Portal

GRADUATION REQUIREMENTS

1. Complete all classroom assignments and tests
2. Complete all skills/theory training
3. Earn an overall grade point average of **80%** or higher
4. In compliance with the program's attendance policy
5. Have all tuition and fees paid to **ZERO** balance 10 days prior to completion

Once graduation requirements are met students will receive a certificate of completion as prescribed by the IU/STC Board of Directors and the following item(s):

Licensed Practical Nursing Program – Official transcript, Pin and White Cap.

- Graduation costs include: Temporary practice permit, Licensure fee, NCLEX testing fee & PSP Clearance
- Student is responsible for the cost of: White uniform (if dress must have what hose and slip) and white shoes.

CDL Class A & B Driver Program – Class A/B driver's license

Automotive Technology Program – Vehicle State Inspection License & EPA 608

Medical Assisting Program – Ability to sit for the NHA Certified Clinical Medical Assistant Certification

Massage Therapy Program – Ability to sit for the MBLEX Examination and apply for Massage Therapy Licensure in the State of PA

Welding Evening Program (400 hours) – Ability to sit for the AWS D1.1 Structural Steel Welding test

Welding Evening Program (100 hours) – no other certifications with this course

HVAC Program – Ability to sit for the EPA 608 Industry Certification

Electro-Mechanical Evening Program – no other certifications with this course

Vehicle State Inspection Program – Certification from PA Dept. Of Transportation for PA State Inspection Mechanics

JOB OPPORTUNITY AND PLACEMENT

STC provides students with a number of job opportunities during the training period. Job placement rate for each program is listed on the STC website. Although there are jobs available to students upon graduation, job placement is contingent upon but not limited to, the following requirements:

- Must pass all required CDL knowledge and skills tests (*CDL classes only*)
- Must pass the AWS D1.1 Structural Steel Welding test (*Welding classes only*)
- Must possess the character and attitude necessary to meet industry standards
- Any other legal or company requirements

It is up to the student to successfully gain employment. We have recruiters visit the class and make presentations about their companies. We offer assistance but we cannot guarantee employment.

GRADUATION STATISTICS

Full statistics can be found on our website <https://www.stcenters.org/Page/869>

The employment rates are based on unduplicated graduates and their latest placement record following their completion. (students are surveyed at graduation and again 6 months after graduation)

FINANCIAL AID APPLICATION PROCESS

All federal financial aid items must be completed online at <https://studentaid.gov>

STC believes that education is a family investment. Therefore, the primary responsibility for financing a student's education rests with the student and the student's family. Financial aid is intended to supplement, not replace, a family's resources. The Financial Aid Office at STC 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 and how to apply, and assisting students with the application process.

Students are required to complete their financial aid applications on-line. The school cannot determine your financial aid eligibility until your financial aid applications have been processed and verified, if required. It is important to complete your applications **as early as possible**. Some FAFSA applications are flagged for a process called verification. If your application is flagged, additional information will be required by our office. You will be notified in writing of what documentation is needed and no financial aid will be processed until it is received and verified.

Before you begin completing the FAFSA application, you will want to gather the information required to apply. Listed below are some of the data items you will need to complete this application.

- ✓ Your Social Security Number and your parents' Social Security number if you are providing parent information.
- ✓ Your driver's license number.
- ✓ Your federal income tax returns, W-2s, and other records of money earned for the prior, prior tax year.
(Beginning with the 17-18 award year, student and their families will provide income and tax information from the tax year one year earlier than has been used in the past.)
- ✓ Information on cash; savings and checking account balances; investments, including stocks and bonds and real estate (but NOT including the home in which you live); and business and farm assets for you.
- ✓ Records of your untaxed income, such as child support received, interest income, and veterans noneducation benefits.

EVERY STUDENT MUST HAVE ALL THREE ITEMS BELOW COMPLETED TO RECEIVE AID

1. **Complete the FAFSA – School Code – 015888**

If you have never completed a FAFSA application in the past, or if you previously had a PIN number, you will now be required to create a FSA ID prior to being able to complete your application. Instructions for creating a new FSA ID are located below.

- ❖ **When completing the section asking what degree or certificate you will be working toward please choose:**
Certificate/diploma (occupational/technical/educational program of less than 2 yr.)
- ❖ **It is highly recommended that you import your Tax Return information from the IRS**

2. **Complete Loan Entrance Counseling**

Click on the "Log In" button, use your FSA ID information to log into the site. Select "**Complete Aid Process**" found in the top navigation bar. Select "**Complete Entrance Counseling**" from the drop-down menu. Select "Start" next to **I'm an Undergraduate Student** (Subsidized/Unsubsidized Loan). Select the school(s) you want to notify of counseling completion and then follow the instructions to complete and submit your entrance counseling results.

3. **Complete a Master Promissory Note**

Click on the "Log In" button, use your FSA ID information to log into the site. Select "**Complete Aid Process**" found in the top navigation bar. Select "**Complete a Master Promissory Note (MPN)**" from the drop-down menu. The Master Promissory Note (MPN) page will appear. Select "Start" next to **I'm an Undergraduate Student** (Subsidized/Unsubsidized). Then follow the instructions to complete, sign, and submit your MPN

Creating and Using the FSA ID

What's an FSA ID?

The FSA ID is a username and password combination you use to log in to U.S. Department of Education (ED) online systems. The FSA ID is your legal signature and shouldn't be created or used by anyone other than you—not even your parent, your child, a school official, or a loan company representative. You'll use your FSA ID every year you fill out a Free Application for Federal Student Aid (FAFSA®) form and for the lifetime of your federal student loans.

How do I get an FSA ID?

Visit <https://studentaid.gov/fsa-id/create-account/launch> to create an FSA ID. You'll need your Social Security number, full name, and date of birth. You'll also need to create a memorable username and password, and complete challenge

questions and answers so you can retrieve your account information if you forget it. If you need to provide information about your parents on the FAFSA form, one of your parents will need an FSA ID to sign the FAFSA.

You'll be required to provide either your email address or your mobile phone number when you make your FSA ID. Providing a mobile phone number and/or email address that you have access to will make it easier to log in to ED online systems and allow additional account recovery options.

Important: A Social Security number, email address, and mobile phone number can only be associated with one FSA ID. If you share an email address with someone else, then only one of you will be able to use that email address to create an FSA ID.

Learn more about how you can use your FSA ID at <https://studentaid.gov/help-center/answers/article/how-can-i-use-my-fsa-id-username-and-password>. Find this fact sheet at <https://studentaid.gov/resources>.

Agency to call	For questions regarding:	Contact Info
Department of Education	FAFSA	800-433-3243
IRS	Tax Transcripts	800-908-9946
Selective Services	Status Information Letter or Waiver	847-688-6888
Social Security Administration	Correction of Social Security discrepancies.	717-299-5261
National Student Loan Data System	Information on all your Title IV Funding	www.nslds.ed.gov

PROGRAM ELIGIBILITY AND FINANCIAL NEED DETERMINATION

STC participates in various federal, state and local financial aid programs. The purpose of financial aid is to aid students of financial need who, without financial aid, would be unable to pursue an education. These are some of the Financial Aid resources available to students attending STC: Federal Pell Grant, Federal Direct Stafford Loans, Veteran's Education Assistance, CareerLink and Office of Vocational Rehabilitation

Student Eligibility

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

- Have a high school diploma, GED, or be home schooled in a setting that meets state law.
- Be enrolled as a regular student working toward a diploma or certificate in an eligible program.
- Be a U.S. Citizen or Eligible Non-Citizen.
- Have a valid Social Security Number.
- Maintain Satisfactory Academic Progress of 75% or higher.
- Maintain Satisfactory Attendance (complete within 150% time).
- Not be in Default on a Previous Student Loan

Selective Service Requirements

Men over the age of 26 who have not registered with the Selective Service must contact the Selective Service office at 1-847-688-6888 and request a Status Information Letter. The Status Information Letter and a written explanation for your failure to register with the Selective Service must be submitted to the Office of Financial Aid prior to aid being processed. A non-registrant may not be denied any benefit if he can "show by a preponderance of evidence" that his failure to register was not knowing and willful. Offer as much evidence supporting your case, and as much detail, as possible.

Default / Overpayment Requirements

Students who are in default on a previous student loan or owe an overpayment to the USDE must resolve the default or overpayment prior to being eligible to receive aid.

HOW FINANCIAL AID IS DETERMINED

The information you provide on the FAFSA is used to calculate your Expected Family Contribution (EFC). The EFC is not necessarily the amount of money your family will have to pay for college, nor is it the amount of federal student aid you will receive. It is a number used by your school to calculate how much financial aid you are eligible for at that school. The EFC is calculated using a formula established by law by the U.S. Congress.

The federal processor will send this information to you on your Student Aid Report (SAR) which also serves as an acknowledgment that the application was processed. You may receive this acknowledgement electronically via email, if you provide an email address on the FAFSA.

Each school determines how much it will cost for you to attend school, including tuition, fees, books, supplies, transportation expenses etc. This is called your Total Cost of Attendance (COA) and is unique to each school to which you apply. (This is one reason you may be eligible for more financial aid at one school than another.) The COA at STC is determined by school administration and reviewed annually to ensure they are realistic.

Financial Need Calculation: Cost of attendance – expected family contribution = financial need.

Example: Sara is a PA Resident who is entering her first year of school at the STC. Sara filed her FAFSA using her and her parents' information, since she is a dependent student. When she received her SAR, the EFC was listed at \$6,782. Her need is computed with the formula to be \$7,002. ($\$13,784 - \$6,782 = \$7,002$)

Special Circumstances

Although the process of determining your financial aid eligibility is basically the same for all applicants, there is some flexibility in specific circumstances. If your family experiences a change in income due to an unusual circumstance (loss of job, separation or divorce, death in the immediate family) contact the Financial Aid Office regarding your situation. It may be possible to reevaluate your financial aid eligibility.

Students requesting special circumstances are required to complete the Verification Process prior to being eligible to have their application reviewed. See the Verification section of this handbook for additional information.

SATISFACTORY ACADEMIC PROGRESS (SAP)

Financial aid recipients are required to maintain Satisfactory Academic Progress (SAP) in order to remain eligible to receive federal financial aid. Three categories of academic progress are evaluated by Administration in conjunction with the Financial Aid Coordinator at the midpoint and end of each payment period to determine SAP; 1) cumulative GPA, 2) number of hours completed (attendance), and 3) maximum timeframe to complete the program of study. If a student has failed to meet SAP an email is sent to set up a time to meet with the program director and instructor to develop an Academic Rehabilitation Plan (ARP). A copy of the signed plan is required by the Financial Aid Office. Students who fail to meet the ARP within the allocated timeframe are terminated from school.

Warning

A student who fails to meet the minimum standard for any part of the SAP process will be placed on a warning status. The student can receive financial assistance for the current term but will be placed on probation if they do not improve their academic performance and meet the minimum standards by the end of the evaluation period. Evaluation periods are conducted at the mid-point and end-point of the payment period. The payment period is determined by the program in which the student is enrolled in. Students are required to meet with the program director and instructor to develop an Academic Rehabilitation Plan (ARP). A copy of the signed plan is required by the Financial Aid Office. Failure to meet the parameters of ARP will result in termination from school.

Suspension

A student who fails to regain eligibility by meeting the minimum SAP standards after a successful appeal, or does not fulfill the requirements set forth in their ARP when placed on Warning Status. Students who reach their 150% credit hour length of their program are immediately placed on financial aid suspension. A student who is placed on Financial Aid Suspension may only receive financial aid if the student regains eligibility by meeting the standards set forth in this policy.

Suspension Review Request

A student who is placed on Financial Aid Suspension has the right to submit a Suspension Review Request letter to the Financial Aid Office. The letter must include why the student failed to make SAP and what has changed that will allow the student to make SAP at the next evaluation. The student should also submit any supporting documentation. These items are forwarded to the Director for review. Students are notified of the decision by email. The school's decision is final.

Reasons that may be Acceptable for an Appeal:

- Personal injury, illness, physical disability or victim of a crime
- Death and/or illness of an immediate family member
- Separation/Divorce
- Fire or other catastrophic events
- Legal problems
- Other circumstances beyond a student's control that occurred during the term for which a student lost eligibility

Cumulative GPA

The GPA required by a student to maintain satisfactory academic progress is determined by the student's program of enrollment. A student must maintain 75% or better course grade average. *Please consult your program's section of the handbook for your program's required GPA.*

To calculate a grade point average (GPA)

STC bases all grades on a 100% scale. In computing the GPA, the following courses and credits are not included: courses and credits transferred from other institutions, advanced placement courses, courses passed by examination, courses in which a P grade was assigned, credits granted for military service, or other credits earned through Prior Learning Assessment (PLA). If a student repeats a course, only the repeat grade is counted.

Attendance

All students enrolled must successfully complete all payment period hours prior to being eligible to receive subsequent disbursements of aid. Students with excessive absences will have their financial aid assistance either delayed or cancelled. *Please consult your program's section of the handbook for your program's hours and absentee time.*

Maximum time frame

Federal requirements state that students may continue to receive their federal financial aid as long as they maintain the ability to complete their training with 150% of the scheduled clock hours. This allows a student to retake a portion or portions of a program when they were unsuccessful in their first attempt. Students who are unable to complete their training within 150% of the scheduled clock hours will lose their eligibility to receive additional federal student aid. Students are NOT eligible to continue to receive financial aid during the repeat period nor are they eligible to apply for additional financial aid to cover the cost of the repeated coursework.

ACADEMIC YEAR DEFINITIONS

STC's academic year for financial aid purposes is defined in Clock Hours and Weeks of Attendance. STC's programs range from programs that are less than one academic year in length to programs that are more than one academic year in length. Students attending any program that is less than one academic year or who are advanced placed will have their financial aid awards prorated, or reduced, per federal guidelines based upon the number of hours and weeks to be completed.

All students enrolled in programs that are more than one academic year in length are eligible for more than one academic year of financial aid. Upon successful completion of the first academic year, students are eligible to borrow additional pro-rated Stafford Loan funds at Grade Level 2 and receive additional grant assistance if crossing into a new Federal Fiscal year or have remaining grant eligibility in the current Federal Fiscal year. All financial aid for the second year of training will be prorated based the student's remaining period of enrollment within the program.

Full Time PN

The first academic year consists of 30 weeks and 900 clock hours of attendance.

The second academic year consists of 19 weeks and 645 clock hours of attendance.

Part Time PN

The first academic year consists of 46 weeks and 900 clock hours of attendance.

The second academic year consists of 30 weeks and 645 clock hours of attendance.

Welding

The academic year consists of 27 weeks and 400 clock hours of attendance.

Automotive Technology

The academic year consists of 51 weeks and 610 clock hours of attendance.

Medical Assisting

The academic year consists of 51 weeks and 610 clock hours of attendance.

HVAC

The academic year consists of 51 weeks and 610 clock hours of attendance.

Massage Therapy

The academic year consists of 51 weeks and 615 clock hours of attendance.

ADVANCED PLACEMENT

(STC only accepts transfer credits under the Advanced Placement opportunity in the PN Program)

Students receiving advanced placement into the Practical Nursing program are eligible to apply for financial aid, but will have their financial aid prorated based on the number of weeks and clock hours they have remaining in the program.

Students receiving advanced placement of less than one academic year will enter as a grade level 1 student with the ability

to advance to grade level 2. Students receiving advance placement equal to one academic year will enter the program at grade level 2.

REPEATED COURSE WORK

Students who are unsuccessful in their first attempt at coursework and are required to repeat class work, clinical experiences or an entire term of training are NOT eligible to continue to receive financial aid during the repeat period nor are they eligible to apply for additional financial aid to cover the cost of the repeated coursework. All financial aid is cancelled during the repeat period and then re-instated when the next payment period is reached as long as the student maintains the ability to complete the training with 150% of the scheduled clock hours. Students are responsible to pay costs incurred for repeated coursework on their own. Students who withdraw from training for 180 days or more and then return to training regain full financial aid eligibility upon their return, as long as the student maintains the ability to complete the training with 150% of the scheduled clock hours or has been placed on an approved academic improvement plan.

VERIFICATION POLICY

Verification is a process where the Financial Aid Office must verify the information reported on the FAFSA is true and correct. Applicants are selected for verification at random by school officials or through computer edits by the USDE.

Verification may include, but is not limited to, review of the following data:

- Adjusted gross income
- Taxes paid
- Income Earned from work
- Untaxed Portions of IRA or Pensions
- IRA Deductions and Payments
- Tax Exempt Interest Income
- Education Credits
- Number of Household Members
- Number in College
- Confirmation of Non-filing
- High School Completion Status
- Identity/Statement of Educational purpose

The Financial Aid Office will notify all students selected for Verification by email to the student's email address provided on his/her FAFSA application. Included will be all supporting documentation that must be completed, signed and returned to the school.

Students are required to provide all Verification documentation as specified in writing within 30 days of receipt of notice. Late applicants may be provided a shorter time period in which they must return required documentation in order for verification to be completed and aid processed prior to the end of their award year or program, whichever is earlier. Failure to meet this deadline will result in non-payment of awards for Pell, and loans will not be originated. Students will be responsible to pay all tuition costs.

If corrections need to be made to the FAFSA, the school will make the required changes and the student will be notified by the USDE. No payments for federal student aid will be made until the updated FAFSA is received by the school. Students will be notified by the school in writing of award changes within 30 days of receipt of all required verification documentation.

The verification process is complete when all signed documents are reviewed by the school and a valid FAFSA is submitted.

Students requesting a review of their application due to special circumstances whose FAFSA application was selected for verification must complete the verification process before the school can make any changes or adjustments to the students' cost of attendance or to the values of the data items required to calculate the EFC.

In the case where the student is responsible for an overpayment of federal aid to the USDE, the student will be notified in writing requesting full reimbursement of the overpayment. If, after notification, the student has not repaid or made satisfactory arrangements to repay the overpayment, the school will refer the overpayments to the USDE Student FSA's Management Collections (ED Collections) and notify NSLDS of the overpayment. At this point, the student becomes ineligible to receive Title IV funds until the overpayment is resolved.

TYPES OF FEDERAL AID

Pell Grant

Federal Pell Grants provide the "foundation" of financial aid to which other assistance may be added. Pell Grants provide money for tuition that does not have to be repaid unless a student withdraws from school and is determined to owe a refund. The USDE determines student's eligibility for this source. A student cannot receive a Pell grant if he/she already holds a bachelor's degree. The award year begins July 1 and ends June 30. Students attending short-term training programs that are greater than 600 hours in length will be eligible for a Federal PELL Grant for one award year. Practical Nursing students attending a program that begins before June 30 and crosses over into the next award year beginning July 1, will

have to complete two FAFSA applications, one for the current award year and one for the upcoming award year. The amount of Pell Grant you qualify for is dependent on your family income and cost of education.

Direct Stafford Loans

Stafford loans are monies that students are eligible to borrow while attending school that must be repaid. The loan is only in the student's name. In order to obtain the Stafford Loan, all first-time borrowers must complete Loan Entrance Counseling AND a Master Promissory Note (MPN). This note is valid for a period of 10 years.

The amount borrowed is based on the student's academic level at the time the loan is processed. If the student receives other financial aid, the loan amount may be less. A student can receive a subsidized and unsubsidized loan for the same period. Loan fees set by the USDE are deducted from the total loan amount at the time of disbursement. Loan funds are disbursed in at least 2 installments.

Payments are deferred while students are attending school. Students enter repayment six months following graduation or date of withdraw. During the repayment period, under certain circumstances, the USDE may grant deferments, forbearances, or cancellations. A list of deferment and cancellation options is provided at the time the student signs their Master Promissory Note.

Subsidized Stafford Loan

Eligibility for a Subsidized Stafford Loan is based on family income and financial need established by standards set forth by the federal government. The federal government subsidizes the interest on behalf of the student by paying the interest for the student during the deferment period (or period of enrollment). The maximum Subsidized loan eligibility for the first academic year is \$3,500.

Unsubsidized Stafford Loan

The Unsubsidized Stafford Loan provides an opportunity for students to benefit from the low interest cost of the loan program. These loans are monies that students are eligible to borrow while attending school that must be repaid. Benefits of an Unsubsidized Loan are extended to other eligible applicants who fail to meet the federal income and financial need standards. The Unsubsidized Loan can be issued for the full amount of eligibility or in combination with a subsidized loan. On any portion of the Unsubsidized Loan the interest must be paid by the student on a quarterly basis while the student is enrolled in school, or the student can elect to capitalize the interest during the deferment period.

Parent PLUS Loan

Parent PLUS loans are available to parents of dependent students to assist in meeting the costs of education. Repayment of the PLUS loan principal and interest begins within 60 days after receipt of the loan proceeds. If a parent is denied a Parent PLUS loan, the dependent student then becomes eligible to apply for additional loan money on his/her own.

Loan Limits

Independent students are eligible to borrow up to a total \$9,500 in their first full academic year. Dependent students are permitted to borrow \$5,500 in their first full academic year. Students attending programs of less than one year in length will have these loan amounts prorated based on total number of weeks and hours in the training program.

Practical Nursing students, upon successful completion of their first academic year, are considered to have advanced to Grade Level 2 for financial aid purposes. These students are then eligible to borrow additional pro-rated Stafford Loan funds for the remaining hours and weeks in the program so long as the student is able to complete their training within 150% of the scheduled clock hours or has been placed on an approved academic improvement plan. Independent students are eligible to borrow up to a total of \$5,775 in their second academic year. Dependent students are not permitted to borrow more than \$3,575 in their second academic year.

Loan Limits for Transfer Students

Students who transfer mid-year to STC will see loan amounts that vary greatly from students who did not transfer mid-year into the same program. A transfer occurs when the loan academic year at the school from which the student is transferring overlaps the start of the training at STC.

Third Party Loans / Alternative Loans

Third Party Loans / Alternative Loans are loans obtained by students on their own. Private alternative education loans require the borrower to be a creditworthy student, parent or co-borrower. Generally, the loans have a variable interest rate and charge a fee. Alternative loan funds are either transferred electronically (EFT) to the school or are checks made co-payable to the student and the school. Therefore, if a check is made co-payable to the student and the school, the student

must come in to the office to endorse the check. Third Party Loan funds are credited to the student's tuition account and any credit balance is refunded to the student unless the school has been directed otherwise.

Loan Cancellation

Students must notify the Financial Aid Office in writing within 10 days of the date of disbursement if they wish to cancel all or a portion of their subsidized and/or unsubsidized loan or loan disbursement. If students request to cancel their subsidized and/or unsubsidized loan after the 10-day period, the school is not required to return the loan proceeds, cancel all or a portion of the loan or loan disbursement(s) or do both. The school will notify students in writing of the outcome of the cancellation request.

FINANCIAL AID PACKAGING

Once the Financial Aid Office has received your FAFSA results and other required forms, a financial aid package is developed for you based on your financial need. At this time the Financial Aid Office will package your aid and send you an award letter outlining the financial aid included in your package. Students who receive additional assistance from any additional sources are required to notify the Office immediately.

Incoming students - Award letters are distributed to students at orientation. Students who do not receive an award letter have either not completed the required applications or have not submitted all the required paperwork to the Financial Aid Office. Students will continue to receive new award letters if their financial aid changes.

Transfer students - Award letters are sent to admitted transfer students prior to the start of their program provided that the school has their complete financial aid transcript on file for determination of remaining eligibility and all remaining financial aid has been cancelled at their previous school. Transfer students must contact the school they had previously attended and direct the school to cancel all remaining disbursements. Students will continue to receive new award letters if their financial aid changes.

Advance placed students - Because advance placed students can continue to test out of classes even after the start of the practical nursing program, awards are determined and award letters are sent to students when a final determination has been made as to what the student has to actually complete.

Students entering their second year (PN Term 3) - Students who are currently enrolled and are advancing into their second year of the practical nursing program will receive award letters prior to the start of Term 3. Students who do not receive their new award letter before the start of Term 3 in the program have either not submitted a new FAFSA application for the upcoming year or have not submitted all required paperwork.

Students crossing over into a new FAFSA award year - Students who are currently enrolled in a program and are crossing over into a new FAFSA award year (July 1) - your award letters will not be ready until approximately June of each year. In order to receive a new award for the new year, students must have submitted a new FAFSA application for the upcoming year. Students who do not receive their new award letter by June have either not submitted a new FAFSA application for the upcoming year or have not submitted all required paperwork.

DISBURSEMENT POLICY

Student Loan disbursements are transferred electronically to the school and credited directly to the student's tuition account. Students are notified in writing when loan disbursements have been posted to their account.

The first disbursement of PELL Grant funds are transferred electronically to the school and credited directly to the student's tuition account. PELL Grant payments generally arrive within the first 30 days of training.

The first disbursement of student loan funds occurs after a student has been enrolled for 30 days.

To be eligible for the second disbursement of grant and loan proceeds students **MUST** maintain SAP as defined in this handbook and **MUST** have successfully completed one half of the program's academic year. Failure to meet these standards will result in financial aid funds being either delayed or cancelled.

Scholarships and payments from other sources, such as a student's employer, a student's parent, or other, are posted to the students' accounts as they arrive at the school.

If at any time a student's account is overpaid creating a credit balance after all tuition and fees are paid, the credit balance will be refunded to the student. Refunds to students will be processed through the school's Business Office. All refund

checks will be mailed to students. Students can elect to have their credit balances returned to the USDE to reduce loan debt or held on account for a future tuition bill.

In the case where your financial aid disbursements do not cover your total cost of your program, you are responsible for paying the balance owed to the school.

PROGRAMS OF STUDY

CDL Class A Enhanced Training Program – Theory & Skills

Student Ratio: 3 Students / 1 Truck: One Student Operating, One Student Observing, and One Student Surveying Project
ELDT – (40/4) Students will learn the five essential components to the CDL Knowledge test. Basic Operation, Safe Operating Practices, Advanced Operating Practices, Vehicle Systems & Reporting Malfunctions and Non-Driving.

Air Brakes – (10/1) In this section, students will learn air brakes.

Log Books – (10/1) In this section, students will learn how to properly maintain a log book.

CDL Prep – (10/1) In this section, students will prepare for the knowledge test.

Driving Simulator – (10/1) In this section, students will practice shifting.

Behind the Wheel – (160/8) Students will learn and practice Pre-Trip Inspections, Drop and Hook, CDL Basic Control Skills (BCS) include: Straight Line Backing, Right Turns, Parallel Parking, Alley Docking, and Backward Serpentine. CDL on Road Driving includes: Basic Shifting Techniques, 4 Lane Highway Driving, 2 Lane Highway Driving, and Uphill/Downhill Driving Techniques. Students will then complete the CDL Driving Test.

CDL B – Theory & Skills

Student Ratio: 3 Students / 1 Truck: One Student Operating, One Student Observing, and One Student Surveying Project
ELDT – (40/4) Students will learn the five essential components to the CDL Knowledge test. Basic Operation, Safe Operating Practices, Advanced Operating Practices, Vehicle Systems & Reporting Malfunctions and Non-Driving.

Air Brakes – (3.5/0.35) In this section, students will learn air brakes.

Log Books – (3.5/0.35) In this section, students will learn how to properly maintain a log book.

CDL Prep – (3.5/0.35) In this section, students will prepare for the knowledge test.

Driving Simulator – (3.5/0.35) In this section, students will practice shifting.

Basic Operation – (16/0.8) Orientation, Control Systems/Dashboard, Pre-Trip & Post-Trip Inspections, Basic Control, Shifting/Operating Transmissions, Backing and Docking and Coupling & Uncoupling

Safe Operating Practices – (16/0.8) Visual Search, Communication, Distracted Driving, Speed & Space Management, Night Operation and Extreme Driving Conditions.

Advanced Operating Practices – (16/0.8) Hazard Perception, Skid Control/Recovery, Jackknifing, Other Emergencies and Railroad-Highway Grade Crossing.

Vehicle Systems & Reporting Malfunctions – (16/0.8) Identification and Diagnosis of Malfunctions, Roadside Inspections and Maintenance

Non-Driving Activities – (16/0.8) Handling and Documenting Cargo, Environmental Compliance Issues, Hours-of-Service Requirements, Log Books, Fatigue and Wellness Awareness, Post-Crash Procedures, External Communication and Whistleblower/Coercion.

Lab/Range/Road – (16/0.8) Pre-Trip Inspections, Coupling/Uncoupling, Basic Principles and Basic Shifting Principles, Driving, Advanced Techniques – Loaded Trailer , CDL Test and Graduation

CDL Basic Control Skills (BCS) include: Straight Line Backing, Parallel Parking, and Alley Docking

CDL on Road Driving includes: Basic Shifting Techniques, 4 Lane Highway Driving, 2 Lane Highway Driving, and Uphill/Downhill Driving Techniques

Welding – Theory & Skills

Welding I – (45/4.5) (55/2.75) Safe Operating Practices, Stick Welding, MIG Welding, and Oxygen & Acetylene Cutting & Welding

Welding II – (40/4) (60/3) Tools & Equipment, Types and Properties of Metal, Joint Designs & Welding Positions, and Brazing & Soldering

Welding III – (40/4) (60/3) TIG Welding, and Advanced Cutting Processes

Welding IV – (100/5) Preparation for the AWS D1.1 Weld Test **Prerequisite: Welding I, II & III or documented Industry Experience*

Automotive Technology – Theory & Skills

Automotive Technology – (40/4) (30/1.5) In this section, students will develop an understanding of the automotive industry and the skills needed for a successful entry-level career. Student will learn fundamental industry skills including: basic math, workplace safety, automotive systems, shop tools & equipment, diagnostic tools & equipment, and basic preventive maintenance. Students will have the opportunity to practice these skills in the lab.

Engines – (40/4) (30/1.5) In this section, students will learn basic skills relating to automotive engine design and diagnosis, as well as develop a basic understanding of lubricating and cooling systems. Students will have the opportunity to practice these skills in the lab.

Electricity – (40/4) (30/1.5) In this section, students will learn basic skills relating to electrical systems; theory, diagnosis & service of batteries; and lighting systems. Students will have the opportunity to practice these skills in the lab.

Engine Performance – (40/4) (30/1.5) In this section, students will learn basic skills relating to engine performance systems and intake & exhaust systems. Students will have the opportunity to practice these skills in the lab.

Transmissions & Transaxles – (40/4) (30/1.5) In this section, students will learn basic skills relating to manual transmissions/transaxles & service and automatic transmission/transaxles & service. Students will have the opportunity to practice these skills in the lab.

Suspension & Steering Systems – (40/4) (30/1.5) In this section, students will learn basic skills relating to tires & wheels, suspension systems, steering systems, restraint systems, and wheel alignment. Students will have the opportunity to practice these skills in the lab.

Brakes – (40/4) (30/1.5) In this section, students will learn basic skills relating to brake systems including: disc brakes, drum brakes, antilock brakes, and traction/stability control systems. Students will have the opportunity to practice these skills in the lab.

Passenger Comfort – (40/4) (30/1.5) In this section, students will learn basic skills relating to heating & air conditioning, and air-conditioning diagnosis & service. Students will have the opportunity to practice these skills in the lab.

Safety – (30/3) (20/1) In this course, students learn all aspects of the industry safety practices.

Heating, Air Conditioning, Ventilation – Theory & Skills

Refrigeration Fundamentals – (50/5) (40/2) In this section, students will learn skills relating to matter, energy & heat; general safety practices; the refrigeration process; and refrigerant management. Students will have the opportunity to practice these skills in the lab.

Tools – (50/5) (40/2) In this section, students will learn skills relating to hand tools, tubing & piping tools, and specialized HVAC tools. Students will have the opportunity to practice these skills in the lab.

System Installation – (50/5) (40/2) In this section, students will learn skill relating to system location, air-distribution systems, system connections, leak detection, system evacuation, and system start-up & charging. Students will have the opportunity to practice these skills in the lab.

Electricity for HVAC – (60/6) (50/2.5) In this section, students will learn skills relating to electricity fundamentals, electric motors, electric controls, wiring diagrams, and electric codes. Students will have the opportunity to practice these skills in the lab.

System Commissioning – (50/5) (40/2) In this section, students will learn skills relating to testing, adjusting & balancing, indoor air quality, mechanical troubleshooting, and electrical troubleshooting. Students will have the opportunity to practice these skills in the lab.

Heating Systems – (50/5) (40/2) In this section, students will learn skills relating to electric heat, gas heat, oil heat, hydronic heat and heat pumps. Students will have the opportunity to practice these skills in the lab.

Safety – (30/3) (20/1) In this course, students learn all aspects of the industry safety

Massage Therapy Program – Theory & Skills

Massage Therapy Theory – (15/1.5) (35/1.75) This course introduces students to the massage profession and the fundamentals of massage therapy techniques. Students will examine the historical development of massage; benefits of massage therapy, indications, contraindications, and the major concepts of massage therapy. Client evaluation, draping, hygiene, and safe sanitary practices are introduced.

Anatomy & Physiology I – (30/3) Students will study the structural systems of the human body and the principles of human physiology to understand body organization at different levels, the importance of the body's chemical constituents and processes, the organ systems involved with support and movement, and how these organ systems work together to maintain homeostasis. It includes the study of structure, function, and related conditions and diseases of the integumentary, skeletal, muscular, and nervous systems.

Anatomy & Physiology II – (30/3) Students will study of the structural systems of the human body and the principles of human physiology to understand body organization at different levels, the importance of the body's chemical constituents and processes, and how the various organ systems work together to maintain homeostasis. It includes the study of structure, function, and related conditions and diseases of the nervous, endocrine, cardiovascular, lymphatic, digestive, respiratory, urinary, and reproductive systems.

Kinesiology: Upper Body – (40/4) This course is an in-depth study of musculoskeletal and neurological systems and how they work in conjunction with each other. Emphasis is placed on the upper body: head, neck, arm and hand. Students will have an opportunity to practice in the lab.

Kinesiology: Lower Body – (40/4) This course is an in-depth study of musculoskeletal and neurological systems and how they work in conjunction with each other. Emphasis is placed on the trunk and lower body: pelvis, thigh, leg and foot. Students will have an opportunity to practice in the lab.

Swedish Massage – (75/3.75) The major techniques of massage therapy are put together in the massage laboratory into hour massage routines. Proper draping techniques, range of motion and proper body mechanics are stressed and put together into routines. Concepts of intentional touch and grounding will be put into practice. The importance of rhythm and correct pressure will be developed. Students will have an opportunity to practice these skills in the lab.

Massage Pathology – (40/4) This course provides a general overview of the disease process and the mechanisms by which the human body copes with disease. It also includes surveys of the more common diseases affecting various body systems

and discussions of diseases of the endocrine, integumentary, musculoskeletal, digestive, respiratory, circulatory, urinary and reproductive systems. Students study basic medical terminology encountered by massage therapists.

Law, Business & Ethics – (30/3) This course introduces students to state massage law, rules, and regulations and discusses ethical issues, rules of conduct, and professional responsibilities of massage therapists. Communication skills, personal hygiene and health habits will be discussed. The operation of a massage enterprise will be explored through the integration of basic business practices, marketing strategies, financial management, and record keeping requirements.

Hydrotherapy & Aromatherapy – (35/3.5) Students learn how to apply moist heat, contrast therapies, and a variety of cold applications for therapeutic purposes as well as the use of essential oils to help bring into balance one's physical and mental health. Students evaluate the type of modality most appropriate in varying therapeutic situations. Student will have the opportunity to practice these skills in the lab.

Therapeutic Massage – (50/2.5) This course introduces the student to therapeutic massage, with an emphasis on deep tissue massage, trigger point, therapy, and neuromuscular therapy. Student will have the opportunity to practice these skills in the lab.

Special Populations – (40/4) Special populations include those who require alternate massage techniques from the basic Swedish massage such as pregnant women, infants, geriatric clients, and people with certain dysfunction. This course explores how to perform massage on people with special massage needs and encourages the student to develop an awareness of those qualities required to operate a successful practice incorporating special populations. Students will have an opportunity to practice these skills in the lab.

Massage Review – (82/8.2) Throughout the program, students will review concepts and practice for the Massage and Bodywork Licensing Examination (MBLEx).

CPR & First Aid – (8/0.8) Students will complete CPR & First Aid training to receive their certification.

Clinical Externship – (65/3.25) Students will practice massage techniques in a massage clinic under the supervision of a licensed massage therapist. In preparation for the real-life experience of managing a massage business, students will interview clients, discuss massage needs, perform therapeutic services, and maintain SOAP notes on the services performed. Students will also gain experience on the practical side of a massage therapy practice by making, confirming, and canceling appointments, maintaining client files, and keeping records.

Medical Assisting – Theory & Skills

Medical Orientation – (40/4) Prepares students for the expectations of a medical office setting; including, the nature of the work and skills involved.

Medical Law & Ethics – (30/3) This class educates students in the legalities associated with the profession, HIPAA as well as a thorough discussion of various ethical considerations.

Medical Terminology – (60/6) This class provides a thorough presentation of the language utilized in the medical Assisting field.

Anatomy & Physiology – (60/6) Students are trained in the anatomy of the human body.

Pharmacology – (60/6) Students are trained in the fundamental principles of medication and understand the use in treatment, prevention, and diagnosis of disease.

Emergency Procedures – (30/3) Student learn COR, First Aid, patient care and how to assist with medical procedures.

Medical Assisting Principles – (30/3) Student are provided with instruction on the practice of medical assisting procedures.

Medical Assisting Clinical Procedures – (300/15) Students practice the following clinical skills in a laboratory setting: vital signs, taking medical histories, preparing patients for examinations, collecting and preparing laboratory specimens, and communicating with patients.

Electro-Mechanical Technology – Theory & Skills

Advanced Operating Practices – Basic Electrical Wiring, AC/DC Motors and Transformers, Motor Controls, Electronic Controls, Hydraulics/Pneumatics, and PLC Systems- Primarily Allen Bradley Systems

Safe Operating Practices – Hazards in an Electrical Shop, Appropriate Safety Equipment, and Appropriate Clothing

Vehicle State Inspection – Theory & Skills

This is a self-study course in which we will only provide and proctor the testing

Category I – includes all passenger cars, trucks up to 17,000 pounds GVW, and trailers up to 10,000 GVW.

Category II – includes all motorcycles.

Category III – includes heavy trucks over 17,000 pounds GVW, trailers up to 10,000 GVW, and all buses.

Category IV – certification is for current certified inspection mechanics ONLY. This category includes all reconstructed vehicles, specially constructed, modified, collectibles or street rods

Safe Operating Practices

Hazards in a Vehicle Repair program, Appropriate Safety Equipment, and Appropriate Clothing

Practical Nursing

PRACTICAL NURSING CONCEPTUAL FRAMEWORK

The conceptual framework for the STC – Practical Nursing Program is grounded in nursing theory specifically in the work of Sister Callista Roy's – Roy Adaptation Model which believes that the individual is a unique holistic entity who constantly interacts with the environment, and that the Practical Nurse, as an integral part of the health care team, utilizes acquired skills and knowledge to assist the individual in adapting to the environment.

Our conceptual framework is built upon two main components, which are:

1. The Practical Nurse functions as a member of the health care team.
2. The Practical Nurse, as a member of the health care team, assists the individual in adapting to the environment through the use of the Nursing Process.

The curriculum objectives of the program are developed by utilizing the following Sub-components of the Conceptual Framework:

- | | | |
|-----------------------------|------------------|----------------------------------|
| 1. Biopsychosocial Concepts | 4. Communication | 7. Role of the Practical Nurse |
| 2. Pathophysiology | 5. Nutrition | 8. Legal/Ethical Aspects |
| 3. Nursing Interventions | 6. Drug Therapy | 9. Personal/Vocational Potential |

The curriculum content is designed to progress from normal to abnormal and basic to complex in order to prepare the graduate to function as a productive, immediately employable member of society.

Total Hours – 1545

Theory – 10 hours = 1 credit (768 hours = 76.8 credits)

Clinical – 20 hours = 1 credit (777 hours = 38.9 credits)

CIP Code – 51.3901

Practical Nursing – Theory & Skills

The Practical Nursing Program is available on a full-time and part-time basis. The full-time class covers a 12-month period with enrollment beginning in June/July of each calendar year. The part-time class covers an 18-month period with varying enrollment dates. Employment opportunities for LPNs are available in hospitals, clinics, prisons, schools, public health agencies, doctor's offices, extended care facilities, and private homes. LPNs can also continue their education to enter professional nursing and other health care fields. Upon successful completion of the program, graduates will be eligible to sit for the National Council Licensing Examination (NCLEX-PN). Success in the examination qualifies graduates to function as licensed practical nurses.

Anatomy & Physiology I – (97/9.7)

Anatomy and Physiology is the study of the structures and functions of the human body. Anatomy and Physiology I is the first of two courses that covers the basics of human anatomy and physiology including anatomical terminology, principles of chemistry and microbiology, cells, tissues, integumentary system, skeletal system, muscles, central nervous system, sensory system, endocrine system, and reproductive system. This course includes examining changes in the structure and function as they relate to disease process.

Anatomy & Physiology II – (48/4.8)

Anatomy & Physiology is the study of the structures and functions of the human body. Anatomy & Physiology II covers the gastrointestinal system, urinary system, cardiovascular system, hematologic system, respiratory system, and lymphatic system. This course includes examining changes in structure and function as they relate to disease process.

Family Centered Health Care – (60/6)

This course deals with the normal physical, psychological, and social patterns of development. Included are theory and related clinical experience in the care of mothers and newborn infants; physiology and mechanics of reproduction, pregnancy, antepartum, parturition, and post-partum. Psychosocial aspects of patient care and the concept of the family unit is emphasized. Applied Diet Therapy and Drug Therapy are included.

Fundamentals of Nursing – (136/13.6) (42/2.1)

The Fundamentals of Nursing course provides the students with the knowledge to provide both basic and advanced nursing care to patients across the lifespan utilizing the nursing process. Nursing principles of assessment, vital signs, comfort measures, positioning, transferring, nutritional requirements, aseptic and sterile technique, death and dying, and effective communication are covered in this course. Course emphasizes the theory behind procedures, development of skills in therapeutic measures, and preparation of patients for diagnostic tests. Transcultural nursing concepts are introduced. Related clinical labs and clinical experiences are scheduled to correlate theory and practice.

Medical – Surgical Nursing I – (136/13.6)

The study of specific diseases and disorders affecting the central nervous system, sensory system, musculoskeletal system, endocrine system, reproductive system and integumentary system of adults and children. The course covers the symptoms,

diagnostic studies, treatment regimens (including diet therapy and related pharmacology), and nursing care as it relates to the specific disorder. Mental health concepts of the adult and child are covered in this course. The nursing process is emphasized as the foundation upon which nursing care is based.

Medical – Surgical Nursing II – (137/13.7)

This course builds upon the study of specific diseases and disorders that affect the body systems of adults and children. The body systems covered include respiratory, cardiovascular, gastrointestinal, urinary, and immune. The course covers the symptoms, diagnostic studies, treatment regimens (including diet therapy and related pharmacology), and nursing care as it relates to the specific disorder. The nursing process is emphasized as the foundation upon which all nursing care is based. The course includes the study of basic leadership and management skills. Various cultural aspects will be studied, as well as community services available to the public.

Pharmacology I – (25/2.5) (6/0.3)

Students will learn the fundamental principles of medication administration and develop the skills to administer specific drugs used in the treatment, prevention, and diagnosis of disease; and the ability to implement appropriate nursing actions to maximize the desired outcomes of therapy. In Pharmacology I, students will learn safe and effective drug administration, drug calculations, appropriate assessments, and documentation, implementation, evaluation, and communication skills in a controlled laboratory setting. Course also includes various systems of measurements and the conversions between the systems. Note: Course includes 6 hours of lab and 8.5 clinical lab hours.

Pharmacology II – (51/5.1) (6/0.3)

Safe and effective drug administration is an important component in providing high quality patient care for all nurses in all settings. To perform this vital role, the practical nurse must understand the fundamental principles of drug action; develop skills to administer specific drugs in the treatment, prevention, and diagnosis of disease; develop the ability to implement appropriate nursing actions to maximize the desired outcomes of therapy; and possess the observational skills to determine patient response. The course includes the basic principles and practices for the implementation of IV therapy as mandated by 49 PA Code Regulations 21.145 and 21.203

Pharmacology III – (38/3.8)

Safe and effective drug administration is an important component in providing high quality patient care for all nurses in all settings. To perform this vital role, the practical nurse must understand the fundamental principles of drug action; develop skills to administer specific drugs in the treatment, prevention, and diagnosis of disease; develop the ability to implement appropriate nursing actions to maximize the desired outcomes of therapy; and possess the observational skills to determine patient response. Students will learn about medications and the nursing process related to the diseases processes of the following body systems; respiratory, cardiovascular, gastrointestinal, and urinary.

Personal and Vocational Relations – (40/4)

A presentation of the program of studies, rules, and regulations with a review of the Student Handbook provides the new student with insight into his/her role and responsibilities. Student is oriented to the health delivery system and preliminary preparation for Nursing Assistant certification. A brief history of nursing is also presented as part of this course. Preparation for the world of work including job interview skills, resume writing, and professional accountability are discussed. The process of applying for licensure and the NCLEX are included in this unit. Current health care trends and basic leadership skills are taught in the classroom. Students are also scheduled for leadership clinical rotation to practice the application of these skills.

Virtual ATI

Following the completion of ATI Capstone, the student practical nurse will have the opportunity to engage in Virtual- ATI, a 12-week, personalized innovative, online partnership to help prepare them for NCLEX-PN success. The student will be assigned a personal nurse educator who will work one-on-one with them to guide them through a comprehensive content review. The student will receive a “Green Light” when the Virtual-ATI nurse educator deems they are ready to pass the NCLEX-PN. This is an independent, optional experience afforded to the student practical nurse following graduation. Students are highly encouraged to actively participate in this experience; however, it is not mandatory and opting out of the experience does not prevent the student from taking their NCLEX-PN if they have successfully completed the program.

Clinical Practicum

Clinical Practicum progresses from basic to complex nursing care. Each clinical practicum is planned to augment the theory component presented in a given term. Each clinical practicum is a unique entry in and of itself. Progression through these practicums requires the student to perform at a progressively more independent level. Evening clinical rotations may be necessary in the acute care setting based on the availability of the site.

Clinical I – Fundamentals of Nursing

Students are introduced to nursing care in a geriatric setting. This rotation provides an opportunity to practice communication skills, basic hygienic care procedures, socialization, and teamwork skills. The student will practice nursing care measures, as indicated, under close supervision. These include, but not limited to, vital signs, hygiene, transfers, and medical aspects.

Clinical II – Long Term Care – Intermediate and Medical – Surgical Nursing

Students are assigned to a long-term care facility where they will function under supervision of program faculty to give safe and efficient nursing care. The nursing process will be utilized as a basis for that care. Students begin to perform procedures

using both medical and surgical aseptic techniques. Students will be introduced to administering medication in the long-term care setting. Students will also be assigned to an acute care facility where they will function under supervision of program faculty to give safe and efficient nursing care to the stable acutely ill client. Students will have the opportunity to prepare clients for specialized diagnostic and therapeutic procedures and administer medications. This rotation is also planned to acquaint the students with various specialty units, outpatient clinics, rehabilitative services, and the emergency department. Observational experiences, as well as the care of patients with specialized nursing problems (e.g. oncology, respiratory, coronary) will be assigned during this rotation. The nursing process will be applied in each setting.

Clinical III – Advanced Long-Term Care – Advanced Medical – Surgical Nursing

This clinical rotation in the long-term setting is designed to expose the student to the multiple roles and responsibilities of the practical nurse in a geriatric setting such as charge nurse, treatment nurse, and medication nurse. Leadership skills learned in the classroom are applied in the clinical setting. This clinical rotation in the acute care setting is planned to provide an opportunity for the student to utilize the nursing process while caring for patients with complex nursing problems. Under supervision, the student is expected to consider legal and ethical boundaries while functioning as a member of the health care team.

The Practical Nursing program encompasses the giving of direct patient care, recording data, performing treatments, assisting with restoration of function, and administration of medications. Practical Nursing also involves participation in assessment of planning, implementation, and evaluation of nursing care in all settings where nursing takes place. Theory and laboratory sessions are held at STC – North Campus in Frackville. Clinical experience in concurrent and/or sequential to theory, and is scheduled at Shenandoah Senior Living Community in Shenandoah, Rosewood Rehabilitation and Nursing Care in Schuylkill Haven, Mount Carmel Senior Living Community in Mount Carmel, Manor Care in Pottsville, Schuylkill Center (Genesis) in Pottsville, Hometown Nursing and Rehabilitation Center in Hometown, Broad Mountain Nursing and Rehabilitation Center in Frackville, Lehigh Valley Health Network – Schuylkill (East) in Pottsville, Geisinger Shamokin Area Community Hospital in Coal Township, STC School Nurse, Frackville, Schuylkill IU 29 Early Intervention Preschool, Schuylkill IU 29 Maple Avenue, and Schuylkill Learning Academy Maple Avenue in Marlin. Students are responsible for individual transportation to and from the classroom as well as clinical sites. Reliable transportation is imperative to proper learning. The STC Practical Nursing program adheres to a strict absentee policy.

PRACTICAL NURSING STUDENT ORGANIZATION

Student Organization

- Each class will elect a representative and an alternate during the first 20 days of Term I enrollment.
- Elections will be held within each class during the first week of each subsequent term, i.e. Term II, and Term III
- A class advisor shall be appointed from the faculty on a progressive rotating basis. This advisor shall act as a liaison between the class and administration.
- The representative and/or alternate will represent members of the student body at selected meetings with the faculty and administration.
- Faculty will invite one student per class to serve on the Curriculum Committee and Handbook.

Purposes and Objective of this Organization are to:

1. Establish group interrelationships.
2. Encourage group directed projects through the stages of selection, promotion, and completion.
3. Participate in review and/or development of policies, which affect students. (Representatives will be invited to attend select faculty meetings.)
4. Develop cooperative functioning skills with classmates as a forerunner to good co-worker and employer/employee relationships.
5. Provide a prelude to participation in professional organizations after graduation and licensure; i.e.: Alumni Association, NAPNES
6. Provide an atmosphere for leadership skill development.

Nursing Simulation Learning Resource Lab

The nursing lab is available to the student to provide extra opportunity to practice clinical skills at their convenience. Students are not permitted to remove the simulation mannequins from the beds. Students are not permitted to turn on or manipulate the simulation mannequin equipment.

Video/Audio Taping During Clinical

In accordance with HIPAA and other Federal and State patient confidentiality laws students are forbidden from using any recording devices while in the clinical area, including any observational experiences they are involved in. Students may not utilize any photographic, video, audio, or other recording devices, including cell phones, during their hours of clinical instruction. There are absolutely no exceptions to this rule. Students are also forbidden from posting any information

pertaining to clinical or lab experiences on any social networking site or any other type of internet or media site. Failure to comply with this policy will lead to disciplinary action, which may include immediate dismissal from the program.

HIPAA – Health Information Portability and Accountability Act

Federal legislation mandates that all patient information be confidential. This applies to all clinical facilities and agencies with which the STC has affiliations. When students are in the clinical areas they are not to take any identifying information about the patient from the chart, such as the patient's name, birthdate, or medical record number. Patient information should be given only to those persons who are directly involved with the patient care. Failure to comply with this will result in disciplinary action for the student, which could include dismissal from the program.

Patient Visiting in the Hospital

The SPN shall function in the assigned hospital units only. NO visiting in other units or offices of the hospital without permission.

All visits to family members who might be hospitalized must be approved by the Nursing Instructor and may only be done after scheduled school hours.

Emergency situations shall be handled individually.

Do not bring money, wallet, purse, etc. to the clinical classrooms. STC, Nursing Instructors, and the clinical agency are not responsible for personal items. Bring only lunch money required for that day.

PRACTICAL NURSING ACADEMIC REQUIREMENTS

Students in this program are expected to show consistent progress in their ability to utilize learning opportunities effectively, acquire and retain essential content, and make appropriate application in clinical practice.

Courses of study included in the Practical Nursing Program of Learning include:

- | | |
|--------------------------------------|---|
| 1. Anatomy and Physiology, I & II | 5. Family Centered Health Care |
| 2. Nursing Fundamentals | 6. Personal & Vocational Nursing I & II |
| 3. Medical – Surgical Nursing I & II | 7. Clinical Practicum |
| 4. Pharmacology I, II, & III | |

Each course of study is comprised of various modules (refer to the Program of Learning for clarification).

Students must repeat failed nursing courses before progressing onto the next consecutive term. Students are required to complete all courses with a satisfactory minimum grade average of 80% and must obtain a satisfactory grade in the clinical course of study for all terms in order to be eligible for graduation. Grades are not rounded off. Example: a 79.9% is not an 80%.

Students will be allowed to retest two failed exams each term. Only students who have an average of less than 80% in a subject area are permitted to retest exams. The procedure for retesting is as follows:

- The student will complete and submit the Request for Retesting form to the program coordinator/instructor for approval.
- The program coordinator/instructor will meet the student to establish a date and time for the retesting.
- The original test grade and the retest grade will be averaged together. The averaged test grade will be entered into the student's record.

In Term I the student must obtain an 80% on the Dosage & Solution and Medication Administration exams. Students may retake these two exams as many times as necessary in order to pass. Students who do not pass these examinations by the end of Term I will not be permitted to administer medications at the clinical site. Students who do not satisfactorily administer medications at the clinical site by the end of Term II will not achieve a passing score on this critical skill and therefore will not pass the clinical rotation and will be terminated from the program. The Retests are not counted as part of the two retests per term.

Each clinical experience is an entity unto itself with unique experiences that enable the student to apply skills in specific clinical settings. Because of the uniqueness of the three (3) clinical terms, each one must be satisfactory. Clinical is a satisfactory/unsatisfactory grade. Since what is learned in theory is applied in clinical practice, unsatisfactory clinical practice warrants the repeating of the associated theory as well as the clinical component of the involved term.

In order to graduate, a student must satisfactorily complete all theory courses of study identified in the Program of Learning with a minimum grade of 80% and must obtain a satisfactory grade in the clinical course of study.

Ongoing evaluations keep students informed of their progress and enrollment status. Written progress reports are completed at each mid-term and end of terms.

Academic Probation

A student is placed on academic probation at mid-term if the grade in any theory course of study is less than 80%. Students on academic probation will be required to meet with the instructors and academic advisor to review a remediation plan. Students on academic probation are expected to complete the remediation plan working closely with the course instructor. If, at the end of the term a student fails to achieve a satisfactory (80%) grade in all academic courses of study, or obtain a satisfactory clinical practicum offered in that term, the student will be terminated from the program. An option to repeat the failed term may be offered to the student. If a student fails the same term a second time, he/she will not be re-admitted to the Practical Nursing Program.

GRADING

Passing Grade – 80% - Theory Performance

- Grading Scale on page 15
- Numerical grades are used for theory achievement, as well as reports, and care plans.
- Final grade for academic achievement is determined by the individual course and may include one or all of the following:
 - Written Exams
 - Class Presentations
 - Class Projects

You can check on your current academic progress by contacting the office or through the online gradebook within the online platform Blackboard

Exam Policy

Exams are usually given first thing in the morning. Cell phones are to be given to the instructor prior to all exams and reviews and will be given back to the student after all students are finished with the exam/review. Students are not allowed to use cell phones during the exam and review. If a student is observed using a cell phone during the exam or the review the instructor will take the exam and the student will be given a "0". Once an exam has started students, will not be allowed to leave the room while taking the exam unless the instructor gives permission based upon the individual circumstances. If a student must leave during the exam, the exam and answer sheet will be collected and any questions unanswered will be marked wrong at the discretion of the instructor.

When you are finished with the exam, you are to hand in the exam and answer sheet to the instructor and you may leave the room. Cell phones are to remain in the testing room. Once you leave you are not permitted to reenter the testing room until all students are finished with the exam. No exams or answer sheets should be left on your desk or taken out of the room with you.

During the exam and exam review your desk is to be cleared from books, pens/pencils, paper, water bottles, etc.

During the exam and exam review all hats and hooded sweatshirts will be removed.

Instructors reserve the right to alternate seating arrangements prior to the exam.

The instructor reserves the right to give the student a different exam if they are absent or late the morning of an exam. The student will be responsible for obtaining any missed lecture material.

Any late tests will be taken at the end of the day with the instructor sitting one on one with the student. Any retests will only be permitted to be taken when the PN Coordinator or an instructor is available to sit with the student one on one. There will be no exceptions made.

Clinical papers will be graded satisfactory or unsatisfactory. Clinical Performance Achievement is determined by:

- Performance evaluations and checklists.
- Conference participation.

- Attitude and Professionalism – includes, but is not limited to, the evaluation of cooperation, ability, and willingness to follow orders, safety habits, dependability, personal hygiene, and organization of tasks, and preparedness for assignments.

Students are responsible for personally recording and monitoring their progress. Students are expected to approach the appropriate PN staff person for clarification of their progress and to seek assistance whenever necessary. Written progress reports are distributed each mid and end of term.

ATI Practice and Proctored Assessment Testing Policy

Faculty will assign ATI practice and proctored assessments as they align with each course in the practical nursing curriculum. These are:

Practice Assessments:

- Faculty will notify students of the practice assessment's opening and closing date. No extensions will be granted to students who do not complete the assessments on time.
- Students will take the practice assessments at home on their own time.
- Students will have the opportunity to take the practice assessments as many times as needed to earn the best possible grade.

Rubric for Practice Assessments:

- Each Practice Assessment is worth 10 points towards the course grade and weighted as a quiz grade. Students who do not complete the required one-hour focused review for each assessment, will receive zero points. For the Medical – Surgical and Pharmacology Assessments, students must complete the required three – hours of focused review for each assessment.
 - Scoring 95 – 100 = 10 points
 - Scoring 90 – 94 = 9 points
 - Scoring 85 - 89 = 8 points
 - Scoring 80 – 84 = 7 points
 - Scoring 79 or less = 0 points

Proctored Assessments:

- Students will take the proctored assessment as scheduled during class time. Students that are absent will contact the program coordinator to schedule a time to take the assessment.

Rubric for Proctored Assessments:

- Each Proctored Assessment is worth 5 points towards the course grade and weighted as a quiz grade.
 - Scoring level 3 = 5 points
 - Scoring level 2 = 4 points
 - Scoring level 1 = 3
 - Scoring below level 1 = 2 points

Additional assessments found in the Engage Fundamentals modules and Learning Systems 3.0 may be assigned as quizzes throughout each course at the discretion of the instructor. These assessments will be entered as a quiz grade in Blackboard and will be factored into the course average. Students will receive ½ point for each correct answer. Any student who does not complete the quiz by the assigned due date will receive a zero.

COUNSELING AND GUIDANCE POLICY

Objectives:

1. To provide an opportunity for personal interaction between student and a mentor (instructor or coordinator).
2. To provide an opportunity for analysis of student progress in the program.
3. Assist the student to become self-directed and able to express his or her needs as well as his or her progress analysis.
4. Create an environment of mutual respect and good teacher/student relationship to promote optimal learning outcome.

Students have a responsibility to monitor their own progress in all aspects of the program. Students identifying the need for guidance or counseling should seek assistance from the PN Coordinator/Instructor.

Procedures:

1. A conference may be scheduled at the end of term periods with PN Coordinator and/or designated instructor(s) on an "as needed" basis. Written progress reports, clinical evaluation, and student self-evaluations are reviewed with the

student at this time. In addition, (mid-term), written progress reports, and clinical performance reports of satisfactory or unsatisfactory will be issued.

2. Faculty will be available for additional counseling sessions on an “as needed” basis. Student, instructors, or PN Coordinator may initiate these.
3. Documentation of the counseling session will be entered in the “Student Counseling Summary” form. Both the student and faculty member will sign the entry form.
4. The instructors maintain anecdotal records of each student’s performance in the clinical area. These are used to determine progress and to serve as a guide in counseling students. These records may be reviewed with the student during counseling sessions.
5. Students will evaluate their clinical performance on the Daily Clinical Progress Note. Instructors will use the same Daily Clinical Progress Note to provide students feedback after each clinical day. The Daily Clinical Progress Notes will be used to provide students a summative clinical evaluation at the end of each term.

CLINICAL WARNING, CLINICAL CONTRACT, AND TERMINATION POLICY

It is the philosophy of the faculty that Practical Nursing education is based on well-defined behavioral objectives contributing to the total program objectives. Students will receive written program and clinical objectives and will be expected to meet all objectives with the guidance of the Practical Nursing Coordinator and/or PN faculty. When a student demonstrates behavior below satisfactory achievement or other adverse behavior it may be necessary to issue a clinical warning, develop a written clinical contract, or terminate the student from the program.

Students are required to track and record their own progress. Students are expected to seek remedial assistance when their progress is less than satisfactory at any time.

The determination of assigning a clinical Needs Improvement (NI) or Unsatisfactory (U) is at the discretion of the clinical instructor based upon the infraction performed by the student. If an instructor provides the student with a NI evaluation, the clinical instructor should verbally review the evaluation with the student and provide written feedback with suggestions for improvement on the Daily Clinical Progress Note. The meeting with the student to review the NI must be documented on a separate anecdotal sheet and signed by both the clinical instructor and the student.

In the event that the student receives an Unsatisfactory on any given day for any of the term clinical objective the clinical faculty reserves the right to initiate the following steps of the Clinical Warning, Contract, and Termination Policy:

- Step 1: 1st Clinical Unsatisfactory – Verbal/Written Warning
 - A verbal conference with the clinical instructor and the student will be held within 24 hours of receiving the Unsatisfactory to discuss the deficiency. The conference will be documented on the student’s daily clinical evaluation form. The clinical instructor will also document the student meeting on a PN Counseling Summary form and both the student and instructor will sign.
 - The clinical instructor will also develop a Plan of Action for the student to follow in order to correct the areas of deficiency. The Plan of Action should include specific interventions to help the student achieve success.
- Step 2: 2nd Clinical Unsatisfactory – Clinical Contract
 - The second clinical Unsatisfactory may occur in any of the clinical objectives, not necessarily the same one that the first Unsatisfactory occurred in. In the event that a Clinical Contract has been initiated the clinical faculty reserves the right to recommend initiation of the STC PN Probation or Suspension Policy (see STC Academic Warning, Probation, Suspension, and Termination Policy).
 - A clinical contract will be developed by the clinical instructor outlining for the student the specific areas of concern regarding the clinical objectives as well as an interventional plan for success.
 - A meeting with the PN Coordinator, Clinical Instructor, and student will be arranged as soon as possible to review the contract.
- Step 3: 3rd Clinical Unsatisfactory – Clinical Failure
 - The third clinical Unsatisfactory may occur in any of the clinical objectives not necessarily the ones specifically mentioned on the clinical contract. Or, the student fails to meet the clinical objectives of the clinical contract.
 - The entire faculty and PN Coordinator will have a meeting to review the student’s clinical daily evaluations, the clinical contract, and anecdotal notes. It will be at the discretion of the nursing faculty to either recommend for immediate clinical failure or the development of a clinical remediation plan to assist the student in successfully completing the clinical term. The remediation plan will be reviewed with the student and scheduled meetings between the clinical faculty and student will be held to evaluate the student’s clinical progress towards success.

- Ultimately the faculty team will make the final recommendation to the Director of Post-Secondary programs for student termination from the Practical Nursing program if the majority of the faculty agrees that the termination is warranted.

*Clinical failure may be recommended without a prior clinical verbal/written warning or clinical contract under certain conditions such as:

- Unsafe practice
- Negligence
- Endangering the physical and/or mental well-being of a client
- False documentation
- Unethical conduct
- Administration of a medication without instructor verification
- Unprofessional behavior
- Placed on suspension for a second time, students may only be placed on suspension or probation one time
- Failure to meet the conditions of clinical probation
- Evidence of possession or use of harmful drugs. Examples: Alcohol, Barbiturates, Amphetamines, Narcotics, Hallucinogenic drugs, etc.
- Theft
- Disregard for the rules and regulations of the affiliating agencies and the Practical Nursing Program
 - The affiliating agencies reserve the right to recommend to the I.U. #29 the withdrawal from the agency of any student in the Practical Nursing program for reasons of unsatisfactory performance, violation of rules, or other misconduct. If a student is removed from a clinical agency the student may not be able to successfully complete the clinical objectives for the term which may result in termination from the program. Clinical agencies are utilized to meet specific clinical learning objectives; therefore, if a student is removed from a specific agency the student may not be able to complete the term objectives which would lead to clinical failure. Specific clinical learning objectives are provided by the cooperating clinical agencies as per the Intermediate Unit #29 Schuylkill County Area Vocational-Technical School Agreement of Cooperation and therefore clinical sites utilized to meet specific clinical learning objectives are not always interchangeable.

In the event that the student nurse disagrees with the clinical instructor's clinical evaluation the student should follow the steps of the Grievance Procedure outlined in the student handbook.

NURSING SIMULATION LEARNING RESOURCES CENTER/LIBRARY

1. PN Nursing Simulation Learning Resources Center/Library

Hours are as follows:

Monday to Thursday 8:00 AM – 5:00 PM

Friday 8:00 AM – 3:00 PM

Please check with the Practical Nursing Office for summer hours.

Closed Holidays and Weekends

2. Books and magazines located in the library are for student use. Students may borrow books/magazines from the library by signing them out in the Practical Nursing Office. Any borrowed books/magazines must be signed back in upon the return to the library.

3. Student Policies:

In addition to the STC Internet Use Policy for PN Students, the following policies also apply:

- PN Students are to have their computer username/passwords available for class.
- Academic work by students takes precedence over all other uses of the computers. The primary function of these resources is for work-related academics.
- Files are to be saved to the user's own media and not to the hard drive. It is the user's responsibility to provide his/her own media. Files saved on the hard drive may be deleted without notice.
- Lab software that is copyrighted may not be copied. Students may not install any software program or utility on the lab computers.
- Only software that is properly licensed will be loaded on the lab computers.
- Students may not remove any icons or programs from the lab computers, nor may they alter any programs.
- STC IT Department assumes no responsibility for lost or corrupted data on any PC.
- Students should limit their time on the computers to two hours unless there are no other users waiting.
- No food or drinks are allowed in the computer lab.
- If a technical problem occurs with either the hardware or software, contact the Practical Nursing Office, rather than trying to fix it.

- The lab will be open during posted hours only. Security concerns must be honored, so users are asked not to stay beyond the posted time.
- Recognizing that we are a school, accessing, downloading, or storing sexually explicit or other morally questionable material is prohibited.

4. Online Power Library

Practical Nursing students have access to the Pennsylvania Power Library, an online database of library catalogs, accessible from single website on the Internet. Services provided by the Power Library include electronic database, digital collections, and a 24/7 live chat services.

The Practical Nursing Program encourages students to use evidenced-based practice strategies when providing care or developing care plans. During the academic year, students will learn how to research topics in professional journals and properly format citations.

Power Library is available at the following Websites:

<http://www.powerlibrary.net/Interface/POWER.asp?ID=PL2775>

<http://www.powerlibrary.net/Interface/POWER.asp?ID=PL2775&START=List>

GRADUATION INFORMATION

Each student who successfully is promoted to the final term and continues to make satisfactory progress to mid-term will receive a notification as to when they may directly purchase his/her graduate pin. All financial obligations and all program requirements must be met before the student's name will be submitted to the State Board of Nursing.

CLINICAL SITES

STC's Practical Nursing program utilizes a variety of different clinical sites throughout the academic program in order to provide the student practical nurse with a variety of learning experience and opportunities. The following facilities are utilized as cooperating agencies as part of the clinical educational process.

STC – North Campus 101 Technology Drive Frackville, PA 17935	Aveanna Healthcare 400 W. Columbia Avenue – Suite100 Schuylkill Haven, PA 17972	Shenandoah Senior Living Community 101 East Washington Street Shenandoah, PA 17976
STC – South Campus 15 Maple Avenue Marlin, PA 17951	Silver Pines Treatment Center 5 White Owl Drive Mahanoy City, PA 17948	Mount Carmel Senior Living Community 2616 Locust Gap Highway Mount Carmel, PA 17851
Schuylkill Intermediate Unit 17 Maple Avenue Marlin, PA 17901	Child Development, INC. – Pottsville Center 701 Mount Hope Avenue Pottsville, PA 17901	Broad Mountain Nursing & Rehabilitation Center 500 West Laurel Street Frackville, PA 17931
Manor Care 420 Pulaski Drive Pottsville, PA 17901	Lehigh Valley Health Network – Schuylkill 700 East Norwegian Street Pottsville, PA 17901	Rosewood Rehabilitation & Nursing Center 401 University Drive Schuylkill Haven, PA 17972
Schuylkill Center Pottsville 1000 Schuylkill Manor Road Pottsville, PA 17901	Geisinger–Shamokin Area Community Hospital 4200 Hospital Road Coal Township, PA 17866	Hometown Nursing & Rehabilitation Center 149 Lafayette Avenue Tamaqua, PA 18252
DaVita Dialysis 950 Mall Road Frackville, PA 17931		

Background Checks – Previous Employment for Student Clinical Placement

Clinical agencies have the right to establish criteria that would exclude a student from placement at their facility. A criminal record containing a felony, a felony related to a controlled substance, or a felony related to health care fraud and patient abuse may keep a potential student from participating in clinical at the cooperating agencies. **Furthermore, a clinical agency has the right to refuse a student practical nurse to participate in a clinical experience at the cooperating agency if the student was a previously terminated employee.**

It is the responsibility of the student applicant to disclose any prior employment termination with any of the cooperating agencies during the application process to the STC PN program and prior to the first day of orientation. If a new cooperating agency is added to the list while enrolled in the Practical Nursing program, it remains the student's responsibility to immediately notify the Practical Nursing Coordinator of previous employment termination from that cooperating agency.

The STC PN program will evaluate such student situations, in collaboration with the cooperating agency, to possibly find alternatives for the student to complete the objectives of the course. All students are expected to meet course objectives as defined by the course module. In the event another clinical alternative is not available to meet the specific term clinical objectives, the student may not be able to progress and complete the Practical Nursing program.

Additionally, the Office of the Inspector General, U.S. Department of Health and Human Services, has the authority to exclude individuals and entities from federally funded health care programs pursuant to sections 1128 and 1156 of the Social Security Act and mandates a list of all currently excluded individual and entities called the List of Excluded Individuals and Entities (LEI). Any facility who hires an individual or entity on the LEI may be subject to civil or monetary penalties. **Therefore, any potential or current student who is on the list will not be permitted acceptance into the program or completion of the program.**

Appendix X Background Check Disclosure Form

POLICIES AND REGULATIONS

ATTENDANCE POLICY

The following attendance guidelines are strictly adhered to:

Regular class attendance is considered essential. The cultivation of professional work habits is just as important as the acquisition of knowledge and the development of skills in a given occupation. Students should train themselves to be present for all classes. By forming this important business habit during your training program, you will find it easier to satisfy the employer who demands regular and punctual attendance. The student's attendance record becomes a part of his/her permanent college record.

Students are expected to attend and be punctual for all classes. Attendance in the STC programs are measured in clock hours. Students must meet the minimum clock hours set forth by the school in order to be eligible to test for their licenses and or certifications. Poor attendance will ultimately affect financial aid and grades and can result in dismissal.

It is recognized that reasons beyond the control of the student may make it impossible for every student to attend class every day. When an absence is necessary, it is the student's responsibility to notify their instructors of each absence, in advance of the absence if possible. Students should contact the instructor for approval of make-up work, notes, assignments, and labs, in an effort to remain caught up with the class. In some instances, make-up work is not possible. i.e., projects requiring interaction with other students, guest speakers, and demonstrations.

Proof of the reason for an absence is required. The instructor may give a grade of "zero" on a missed examination, project, or homework if the student did not gain prior approval and/or provide documentation for the extenuating circumstances relative to the absence.

Students who miss the final of any class without gaining prior approval to make up the exam will be dismissed from class. Students who arrive late on test days can be given a grade of "zero" for that test if they did not gain prior approval and/or provide documentation for the extenuating circumstances relative to the tardiness.

Students are allotted a specific amount of absentee time per program:

PN Program – **24 Hours**

Medical Assisting Program – **10 Hours** per Term

Massage Therapy Program – **10 Hours** per Term

HVAC Program – **40 Hours**

CDL Class A Driver Program – **17 Hours**

CDL Class B Driver Program – **8 Hours**

Automotive Technology Program – **10 Hours** per Term

Welding Program – **7 Hours** per Term

Vehicle State Inspection Program – Students cannot miss anytime during this program

Excessive absences will affect a students' enrollment status as follows:

At 5% – a warning letter will be issued

At 8% – the student is placed on probation

At 10% – the student is terminated

Program	Total Hours	Payment Period	5% Hours	8% Hours	10% Hours
LPN 18 Months	1545	450/450/323/322	22.5/22.5/16/16	36/36/25.75/25.75	45/45/32/32
Welding	400	200/200	10/10	16/16	20/20
Auto Tech	610	305/305	15/15	24/24	30.5/30.5
Medical Assist	610	305/305	15/15	24/24	30.5/30.5
Massage Therapy	615	308/307	15/15	24.5/24.5	30.75/30.75
CDL A Day Class	240	120/120	6/6	9.5/9.5	12/12
CDL A Night Class	240	120/120	6/6	9.5/9.5	12/12

Attendance Probation

Any student who misses more than 8% of the current payment period will be placed on attendance probation for the following term, regardless of the student's grade point average.

A student placed on attendance probation will be notified and counseled no later than the beginning of the term. While a student is on attendance probation, the student must **not** miss more than 8% of the current payment period, must maintain a 2.5 GPA for that term and must complete all classes attempted. At the end of the probationary term the student will be re-evaluated. The outcome can be one of the following:

- The student passes all three conditions then the student will be removed from attendance probation.
- The student fails only one of the three conditions then the student will remain on attendance probation for the next term

- The student fails more than one of the conditions then the student will be dismissed for violation of the attendance probation unless approval is obtained by the Executive Director of Adult Education. In order to gain approval to remain enrolled a student must provide evidence of mitigating circumstances that caused the failure and evidence of academic improvement as well as a plan to remain academically on track to maintain Satisfactory Academic Progress.

If the student later re-starts in the program after being dismissed for attendance violation or if the student withdrew while on attendance probation, the student will remain on attendance probation for the entire term that he or she returns.

Students on attendance probation will remain a regular student and eligible for Title IV Federal Student Aid and courses will be certified for Veterans Benefits.

Automatic Termination due absenteeism

After a period of 13 consecutive absences the student will be terminated. This includes unexcused, excused and protected excused absences.

When a student reaches 10% of absenteeism in any payment period the student will be terminated. This includes unexcused, excused and protected excused absences.

Make-Up Time Cost

Any time missed in excess of the programs allotted hours will need to be made up. Maximum number of paid make-up hours will not exceed 21 hours. A fee of **\$35.00/hour** and will be charged to the student. The make-up fee must be paid prior to scheduling the make-up time. Students who fail to make up the time on the scheduled days will receive failing grade for the course and will not be permitted to progress any further. *In the event that it is necessary to meet PN program objectives, an evening clinical rotation may be scheduled.

Tardiness / Leaving Early

Due to the quantity of material presented in each class, it is in the student's best interest to arrive in a class prior to the starting time. If a student arrives late for class, please enter as quietly as possible and wait until a class break to ask the instructor for materials or assignments missed. Being late for class or leaving class early will result in missed time being recorded and accumulated. Tardiness and leaving early will be recorded in 15 minute increments.

A student not reporting to class/clinical on time must notify the instructor (and program coordinator for the PN program) no later than one hour prior to report the delay. If a delay was reported, and now an absence is required, the student must notify the instructor (and program coordinator for the PN program) **again**. If unable to reach the instructor or if the instructor or program coordinator does not acknowledge your email notification, call the school office at 570-874-1412 and leave a message. **DO NOT CALL THE FACILITY OF THE CLINICAL SITE.**

For PN program when emailing an instructor that you will be late or absent you are also required to "cc" it to the PN Coordinator and the nursing office at yasem@stcenters.org.

For all other programs when emailing an instructor that you will be late or absent you are also required to "cc" it to the office at schub@stcenters.org.

PN Clinical days

Clinical begins at 6:45 am. Arrival after 6:45 am will be considered as being tardy and will also be recorded in 15-minute increments up until 8:00 am. Arrival after 8:00 am will be counted as a whole day absent regardless of the number of missed minutes accumulated. If a student arrives after 8:00 am he/she will be sent home and marked as a whole day absent.

First offense for students who arrive late to clinical without emailing will be a written warning and the missed time deducted. Second offense for students who arrive late, before 8:00 am, to clinical without emailing will be sent home and deducted 7.5 hours of absentee time.

Full Day Absences

No later than one hour prior to the start of class if a student is aware he/she will be absent, the student must email the instructor. However, it is the student's responsibility to notify the correct instructor. Once the instructor receives this email the instructor will send a reply back to the student to verify receipt. If the student does not receive this verification email from the instructor it indicates the instructor did NOT receive the email and it is then the student's responsibility to notify the instructor by calling the school office and leaving a message of your absence.

For PN program when emailing an instructor that you will be late or absent you are also required to "cc" it to the PN Coordinator and the nursing office at yasem@stcenters.org.

For all other programs when emailing an instructor that you will be late or absent you are also required to "cc" it to the office at schub@stcenters.org.

When a student misses a class day it is his/her responsibility to make sure they meet the objectives of the day. Students need to refer to their syllabus/weekly schedule to see what objectives and learning content were covered during their absence. Students should also meet with the instructor. Missed labs can be made up by the student during the hours that the lab is open.

No Call/No Show

Failure to report an absence will cause the student to be marked as no call/no show.

First Offense - a verbal warning will be issued. The "No Call/No Show will be documented in the student's class/clinical evaluation as a class/clinical unsatisfactory.

Second Offense – a written letter will be issued by the Coordinator stating that the student is on class/clinical probation. The "No Call/No Show will be documented in the student's class/clinical evaluation as a class/clinical unsatisfactory.

Third Offense – suspension will be issued by the Coordinator.

These offenses are cumulative and will continue throughout the program.

Protected Excused Time: Protected Excused Time includes missed time related to pregnancy, bereavement, court proceedings, and military duty. Serious, extenuating circumstances will be considered by the program coordinator and administration. Students will be required to make up the time with no associated make up fees, if the student has exceeded the maximum allotted program absentee hours.

Court Subpoena/Jury Duty

If a student is absent due to a court subpoena or jury duty these hours will not affect the student's enrollment status (i.e. not counted in attendance for warning, probation, or termination) but will be considered when calculating total attendance hours and will be required to be made up if the student has exceeded the maximum program allotted absentee hours in order to complete the program.

Bereavement – Student must provide proof of the funeral as per Memorial Card, Memorial Service Program or Obituary.

Immediate Family – In the event of a death within the student's immediate family (mother, father, husband, wife, child, sister, brother, grandchild, grandmother, grandfather, or parent-in-law), the student may be granted a Bereavement Leave at the discretion of the Administration of no more than three (3) Protected Excused days. This leave will not affect the student's enrollment status (i.e. not counted in attendance for warning, probation, or termination) but will be required to be made up before the student is able to complete the program.

Death in the Family – In the event of death of other relatives, one (1) excused absence day may be granted at the discretion of Administration. This leave will not affect the student's enrollment status (i.e. not counted in attendance for warning, probation, or termination) but students will be required to meet the objectives before the student is able to progress on to the next term or complete the program.

Excused Time: Excused Time includes missed time related to personal illness and medical conditions. Students will be required to make up the time and pay the fee, if the student has exceeded the maximum allotted program absentee hours.

Personal Illness

The physician's note does not automatically excuse missed time. Any student who seeks the care of a licensed health care provider must obtain a physician's note clearing the student to return to class/clinical. Misuse of sick leave shall be considered a serious infraction subject to disciplinary action.

A student is not required to submit a physician's note for an absence, which does not exceed two (2) complete days. In the event of an absence is three (3) or more consecutive scheduled days that will require a physician's note in order to return to class/clinical with level of activity specified.

Any hospital admission, emergency room visit, chronic illness, motor vehicle accident, or change in health status will require a physician's note in order for administration to determine if the absentee time falls under the Protected Excused or Excused Time category.

Medical Conditions

Documented absences due to medical conditions will be reviewed by administration for consideration as Protected Excused Time or Excused Time. Students are required to provide written documentation from their medical provider. However, since STC is a clock-hour program, and time missed due a medical condition will have to be made up if the student has already reached the maximum allotted program absentee time. Depending on the length of absence and the area of instruction (clinical rotations, course with lab requirement) it may be academically necessary to take a leave of absence. If the student is in good academic standing (passing courses with an average of at least 80%) the student may opt to return with the next consecutive class.

TUITION PAYMENT AND REFUND POLICY

Students are responsible for payment of their tuition amount (*less any approved PELL, Student Loans, or Scholarship Awards*) within ten (10) days **prior** to the end of the course/term. In the event that a student fails to pay the tuition payment in full, the student **will not** be permitted to attend class until the full payment is received. Any time missed will count toward absentee time.

The PN Program is comprised of three (3) terms.

The Welding Program is comprised of four (4) terms.

If a student withdraws or is terminated by the school, the following tuition refund policy is applicable after the first full class day: **Only** LPN tuition refund policy is based per term.

<u>Refund -- Due</u>	<u>Over 600 Hour Programs</u>	<u>301– 600 Hour Programs</u>
75% -- 25%	Day 2 to 10	Day 2 to 10
50% -- 50%	Day 11 to 15	Day 11 to 15
25% -- 75%	Day 16 to 30	Day 16 to 20
0% -- 100%	After Day 30	After Day 20

Students in courses less than 300 hours once class has begun, all tuition is non-refundable

Students receiving Pell or Loan money will be subject to additional refund policies set forth by each respective agency. The major factor in determining Title IV Funding is class attendance. Any money returned to these agencies will be charged to the student when applicable.

Application fees are non-refundable.

Policies are set by the Board of Education. Regulations are set by the Administration. Students are expected to know the policies and regulations. Infractions of a policy or regulation may result in disciplinary action. Disciplinary action could result in suspension or permanent expulsion, and/or criminal or civil prosecute.

Title IV Refund Policy

Students benefiting from receiving Title IV federal funds will have their federal financial aid refunds calculated as per federal regulations.

Title IV funds are awarded to students under the assumption that the student will attend school for the entire period for which the assistance is awarded. When a student withdraws or is terminated, the student may no longer be eligible for the full amount of Title IV funds that the student was originally scheduled to receive. If a recipient of Title IV grant or loan funds withdraws or is terminated from a school after beginning attendance, the amount of Title IV grant or loan assistance earned by the student must be determined using a Return to Title IV Funds (R2T4) form. The U.S. Department of Education (USDE) requires STC to determine the aid earned by the specific Title IV formula in the R2T4 form. Once you have completed more than 60% of the payment period, you earn all of your assistance.

In the event of an overpayment of aid, the return amounts will be repaid using the following sources, in order listed, up to the total net amount disbursed in each source: Unsubsidized Direct Stafford Loan, Subsidized Direct Stafford Loan, Direct PLUS, PELL Grant, Student assistance. The funds will be returned to the USDE within 10 days of the withdrawal.

If a credit balance occurs the student can elect to have the moneys returned to the USDE to reduce loan debt or refunded to the student. If the credit balance is refunded to the student it will be in the form of a check from the school. Refunds to students will be processed through the school's Business Office. All refund checks will be mailed to students.

The requirements for Title IV program funds when you withdraw are separate from any school refund policies. The amount of refund determined by the Title IV calculation determines how much financial aid you have earned for the current payment period, whereas the school refund policy determines the amount of tuition owed for the current payment period. Therefore, you may still owe funds to the school to cover unpaid institutional charges and/or for any Title IV program funds that the school was required to return.

Overpayment of Federal Student Aid

An overpayment is created whenever the student receives FSA funds that exceed his/her eligibility. Over awards are one cause of overpayments; overpayments can also be caused by misreported FAFSA information, miscalculated costs or EFC, payments to an ineligible student, or payments in excess of grant or loan maximums.

In the case where the school is liable for the over award, the school will immediately restore an amount equal to the overpayment to the appropriate FSA account. If the restoration of the overpayment leaves a balance due to school from the student, the student will be responsible to pay the balance due.

In the case where the student is responsible for the overpayment, the student will be notified in writing requesting full reimbursement of the overpayment. If, after notification, the student has not repaid or made satisfactory arrangements to repay the overpayment, the school will refer the overpayments to the USDE Debt Resolution Services Department and notify NSLDS of the overpayment. At this point, the student becomes ineligible to receive Title IV funds until the overpayment is resolved.

Credit Balance Refunds

Credit balances occur when payments to a student's account exceed the tuition and fees charged to the student. Credit balances can be returned to the USDE to reduce loan debt, held on account for a future tuition bill or refunded to the student to be used for living/transportation expenses. If at any time a student's account is overpaid creating a credit balance, the credit balance is refunded to the student in the form of a check from the school unless the school has been directed in writing to either return the money to a lender or hold the balance on account. Refunds to students will be processed through the school's Business Office no later than 14 days after the disbursement. All refund checks will be mailed to students.

LEAVE OF ABSENCE POLICY (for students receiving Title IV Funding)

Leave of absence is granted only to students who wish to interrupt their training for hospitalization, bereavement, emergency, and medical reasons. Approval for leave of absence will be granted only when the proper form is signed and after a conference with the program instructor, Postsecondary Program Specialist, and financial aid office.

A student who takes a leave of absence will be scheduled to re-enter on the date the following quarter begins. Re-entry to a program will occur when:

1. There must be an approved written request with documentation to support the reason for the LOA
2. A written request for re-entry is received by the Postsecondary Program Coordinator
3. Tuition balances from **ALL** prior training are paid in full
4. There will be no disbursements made during the LOA
5. A LOA may not exceed 180 days in a 12-month period
6. A student may be approved for multiple LOAs
7. A student must return to the program at exactly the end of the LOA
8. If the student does not return at the end of the LOA, financial aid must be calculated based on the date that the student last attended

***Notification of termination, withdrawal and/or leave of absence from programs must be submitted in writing to the immediate supervisor or financial aid coordinator.**

Online Learning Policy

The purpose of this policy is to provide all students with an environment conducive to learning and enable all students to have the full benefits of a quality education. While attending class via an online meeting, students are expected to maintain the same professional behavior and dress as if attending class at STC. Any violation to this policy will result in the student being asked to leave the online platform and absentee time recorded in their file.

1. Find an appropriate, quiet location with minimal distractions and stay in one place. Be seated at a table or desk with adequate lighting. Your instructor and peers need to be able to see your face.
2. Your camera must be on at all times during instruction.
3. You must dress appropriately. Pajamas and undershirts are not acceptable attire. If you would not wear it in the classroom you should not be wearing it to an online meeting.
4. Mute your microphone upon entering the online meeting. Keep your microphone on mute when you are not speaking to decrease audio feedback. Do not chat, privately or publicly, with other classmates during active lecture, unless directed by your instructor. This is equivalent to talking in class and will be considered disruptive behavior.
5. Immediately notify your instructor of any technical issues or your inability to meet any of the above expectations for attendance.

REQUEST FOR ACCOMMODATIONS

STC is committed to providing reasonable accommodations for students with documented disabilities. Documented disabilities may include, but are not limited to, a learning disability; attention deficit disorder; a visual, hearing, or physical mobility impairment. A reasonable accommodation is one that is consistent with the academic standards of the STC Practical Nursing program and does not require substantial course or program alteration. STC is committed to working with students directly and individually throughout the accommodations process. Final authority to determine the most appropriate and effective accommodation rests with STC and is based on the nature of the course or program and the individual student's disability-related need.

Students may request accommodations to the technical standards of STC's relevant documentation of a disability that meets the qualifying disabilities under the Pennsylvania Human Relations Act <http://www.phrc.pa.gov/Resources/Law-and-Legal/Pages/The-Pennsylvania-Human-Relations-Act.aspx#.V2q0bfkrLIU>

Because the laws guiding eligibility for accommodations in grades K – 12 and post-secondary education differ, documentation that includes recommendations corresponding to collegiate – level demands is highly recommended to ensure the proper type of accommodation is implemented to help the student transition into post-secondary education. Request for Accommodation Form – see Appendix I.

Such accommodations will be provided in accordance with Schuylkill Intermediate Unit #29, STC Policies and state and federal laws.

STC does not discriminate against individuals with disabilities and will make every effort to make reasonable accommodations for the applicant or student with a disability. If you have a disability and do not require special accommodations you are not required to disclose your disability.

After a request for accommodations is made by a student, the Assistant Director of CTE at STC will determine what accommodations may be appropriate and necessary. The Assistant Director of CTE will communicate with the faculty members to determine whether the suggested accommodations are appropriate in the context of their course design and evaluation. The student should meet with the course instructor during the first week of class to discuss the accommodations request. If a student is dissatisfied with an instructor's decision or the implementation of accommodations, it is the student's responsibility to notify first the Practical Nursing Coordinator who can intervene to attempt to address a student's concerns.

If you have a disability and require accommodations, you are required to submit documentation of the disability including recommendations for the accommodations. This should be done as soon as possible after admission to the program and before enrollment. A licensed physician or licensed psychologist/psychiatrist must complete the documentation. It should verify the disability and suggest appropriate accommodations appropriate for collegiate-level learning. It is the student's responsibility to obtain the documentation and to pay the provider's fees.

All students, including those with disabilities are responsible to meet the requirements of the program.

Documentation should be typed on letterhead stationery and include the following:

- Diagnosis of the disability that explains the impairment or limitation created by the disability and the type of accommodation being requested.
- Explanation of the applicant's limitation for which the applicant is requesting accommodations to successfully participate in an academic/clinical environment of the practical nursing program.
- The accommodation that you are requesting along with an explanation why the accommodation is necessary for the student to participate in the program.
- The name, title, professional credentials, and signature of the health care provider that is treating the student.

STC cannot guarantee that the same accommodations can or will be provided when a student takes the NCLEX-PN examination.

Appendix I – REQUEST FOR ACCOMMODATIONS FORM

WARNING, PROBATION, SUSPENSION, AND TERMINATION POLICY

It is the philosophy of the STC programs that education is based on well-defined behavioral objectives, course academic objectives, and course objectives. Students will receive written program and course objectives and will be expected to meet all of the objectives satisfactorily with the guidance of the course instructors. When a student demonstrates below satisfactory achievement or other adverse behavior it may be necessary to issue a warning, place the student on probation, suspend the student from the program, or terminate the student from the program. A conference would be scheduled with the involved parties if any of these actions are necessary.

Students are required to record and track their own academic progress. Students are expected to seek remedial assistance from their classroom instructor when their progress is less than satisfactory at any time. Students should also schedule a meeting with their instructor to discuss and develop a plan of success.

Progress Warning - A written warning and verbal conference will be held to make the students aware of the risk of academic failure due to borderline or low achievement levels and/or at-risk behaviors which may lead to probation and/or termination.

Examples include, but are not limited to:

- Failure to achieve a satisfactory grade average of 80% in any course.
- Demonstration of poor co-worker, patient, fellow student or student/teacher relationship.
- Demonstration of irresponsibility toward rules and regulations, e.g., frequent absence/tardiness.
- Demonstration of poor behind the wheel performance or poor clinical performance as evaluated by the faculty.

Probation – A period of enrollment during which a student is assisted through individual counseling and/or remediation to correct deficiencies leading to probation. During this time the student must meet with the instructor and/or Coordinator of Post-Secondary Programs to discuss a remediation plan of success. It is the expectation that the student will actively complete the remediation plan and seek assistance as needed in order to remain in satisfactory standing within the program. Students who fail to complete the remediation plan are at risk for suspension or termination from the program.

Examples include, but are not limited to:

- **Failing Academic Grades** – Students must maintain an average of 80% for each course. Academic Probation will be imposed at the mid-point of each course or anytime thereafter when a student's grade goes below 80%.

Suspension – A period of time when the student will be separated from the program. This period shall be determined by the Coordinator of Post-Secondary Education but not exceed three (3) scheduled consecutive days at one time. Time lost is identified as "unexcused absence" and will be required to be made up. The make up fee (see the attendance policy for current price) will be charged to the student in order to make up these hours. This action is taken when student behavior warrants immediate reprimand.

Criteria for suspension include, but are not limited to the following:

- Consistent disregard for STC regulations – smoking, parking, etc.
- Unethical/unprofessional conduct.
- Unprepared/unsafe in the operational setting.

Termination – The Assistant Director of CTE makes recommendation for termination. A conference is scheduled for the involved parties followed by appropriate documentation. All applicants for readmission to the program after a student has been terminated will be reviewed by the faculty and the Coordinator and will be individually evaluated for re-admission. The Coordinator and faculty reserve the right to refuse re-admission to the program.

Criteria for termination is recommended but not limited to:

- Conditions contributing to the failure to meet the terms outlined in the probation letter.
- Need for academic suspension, after student has already had a course of academic suspension.
- Academic failure.
- Behaviors that cause physical or emotional harm to other individuals.
- Evidence of possession, sale, and/or use of harmful drugs.
- Inappropriate attitude demonstrated by:
 - Defiant, hostile, or uncooperative behavior during counseling sessions
 - Failure or refusal to seek professional help when necessary
- Accumulated absenteeism in excess of percentage allotted per program.

- Convicted of a felony while a student
- Theft
- Repeated violation of the Honor Code.
- Repeated violation of the Civility Policy.

Additional criteria specific for the Practical Nursing Program:

- Conditions contributing to the failure to meet the terms outlined in the clinical contract.
- Administration of medication without the verification of the instructor.
- Disregard for the rules and regulations of the affiliating agencies and the Practical Nursing program.
 - The affiliating agencies reserve the right to recommend to the I.U. #29 the withdrawal from the agency of any student in the Practical Nursing program for reasons of unsatisfactory performance, violation of rules, or other misconduct. If a clinical agency restricts a student's attendance the will not be able to meet the program objectives.

STUDENT LENDING CODE OF CONDUCT

STC is committed to providing students and their families with the best information and processing alternatives available regarding student borrowing. In support of this and in an effort to rule out any perceived or actual conflict of interest between STC officers, employees or agents and education loan lenders, STC has adopted the following:

- STC does not participate in any revenue-sharing arrangements with any lender.
- STC does not permit any officer, employee or agent of the school who is employed in the financial aid office or is otherwise involved in the administration of education loans to accept any gifts of greater than a nominal value from any lender, guarantor or servicer.
- STC does not permit any officer, employee or agent of the school who is employed in the financial aid office or is otherwise involved in the administration of education loans to accept any fee, payment or other financial benefit (including a stock purchase option) from a lender or affiliate of a lender as compensation for any type of consulting arrangement or contract to provide services to a lender or on behalf of a lender relating to education loans.
- STC does not permit any officer, employee or agent of the school who is employed in the financial aid office or is otherwise involved in the administration of education loans to accept anything of value from a lender, guarantor, or group of lenders and/or guarantors in exchange for service on an advisory board, commission or other group established by such a lender, guarantor group of lenders and/or guarantors. STC does allow for the reasonable reimbursement of expenses associated with participation in such boards, commissions or groups by lenders, guarantors, or groups of lenders and/or guarantors.
- STC does not assign a lender to any first-time borrower through financial aid packaging or any other means.
- STC recognizes that a borrower has the right to choose any lender from which to borrow to finance his/her education. STC will not refuse to certify or otherwise deny or delay certification of a loan based on the borrower's selection of a lender and/or guarantor.
- STC will not request or accept any offer of funds to be used for private education loans to students from any lender in exchange for providing the lender with a specified number or volume of Title IV loans, or a preferred lender arrangement for Title IV loans.
- STC will not request or accept any assistance with call center or financial aid office staffing.

EMPLOYMENT POLICY

Some students enrolled in STC require employment in order to meet financial obligations or to supplement the family income. If employment is necessary, current Federal and State Laws would apply in addition:

Students employed in Health Care Delivery will NOT:

- Wear the uniform of the school or any part thereof.
- Perform functions normally assigned to an LPN or SPN.

Student employment shall be on a voluntary and personal basis and the student will be required to:

- Plan for adequate rest within a 24-hour period.
- Maintain satisfactory performance during the course of the program.

It is the expectation that the student practical nurse's first priority is to the academic program. Therefore, missing clinical or class time due to work schedules is considered an unexcused absence.

****Make up time due to class cancellation or student absentee may be made up on scheduled off days for break or holiday. Students are required to attend mandatory make up days.**

PROCEDURE FOR CHANGE OF RESIDENCY

Report your change of residency to the Postsecondary Program Specialist and instructor immediately.

STC TRANSCRIPTS

A fee of \$10.00 is charged for a transcript. Students must complete a request for an official transcript to be sent from the admissions office.

CELL PHONES

Cell phones are to be turned off during class and are to be used at break and lunch ONLY unless the instructor is using the cell phone for a classroom learning activity. Instructors have the right to ask you to leave the classroom if you are observed using your cell phone. Texting during class is not permitted. The amount of time you are out of the classroom will be added to your absentee time. Cell phones or any device that can be used to record any conversations or take any pictures or videos anywhere while at the clinical facility is strictly prohibited. This includes the outside grounds areas. Failure to adhere to the rules and regulations of this policy may result in warning, probation and/or termination from the program. This demonstration of irresponsibility toward rules and regulations can also affect your clinical grade. Recording of instructor lectures are not permitted unless the student is given permission from the individual instructor. Failure to adhere to the rules and regulations of this policy may result in warning, probation, and/or termination from the program. This demonstration of irresponsibility towards rules and regulations can also affect your clinical grade.

TELEPHONE

School and hospital telephones are official business phones and are not to be used for personal calls. Students must obtain permission to leave their assigned clinical area to use the telephone when necessary.

If it is necessary for a student to be reached while at STC, the PN number is (570)874-1034, extension 4881. When the student is in the clinical area the student may check their personal cell phone for missed calls or messages only on assigned breaks or lunch. Students are not permitted to have their personal cell phones turned on during clinical hours on the unit as per facility policy. Students are not permitted to make or answer personal phone calls or text messages while on the clinical unit.

MEALS

Meals may be purchased at the clinical facility's lunchrooms or cafeterias if available, or students may bring their lunch. All students carrying lunch will eat their lunch in the designated/cafe area. Students are allowed to leave the building during lunch period only at the STC site. (NOTE: Any late returns from lunch will be documented and time deducted). Students are not permitted to leave the clinical facility for break or lunch

BACKGROUND CHECKS/CLEARANCES

Any background check that come back with a record is reviewed by the Executive Director for final approval. No crime is held against anyone unless there is an actual conviction. There must be either a guilty plea or a finding of guilt by a jury, followed by a sentencing. Anything else (including an ARD) is not a conviction.

Some crimes are an automatic disqualification from admittance. These crimes are serious crimes of violence (murder, aggravated assault), sex crimes (rape, etc.), and crimes involving children (including kidnapping). Also, any felony drug crime is included in this category. (Section 111 of the School Code)

Any other felonies are also a disqualification, they are "forgiven" if more than 10 years have elapsed since the conviction.

Some misdemeanors (those of the first degree, listed as M1) are disqualifying if less than five years have elapsed since the conviction. A second (or more) DUI which is graded as M1 will be disqualifying if less than three years have elapsed since the conviction. Any other criminal convictions will not disqualify the person from admittance.

TOBACCO USE POLICY

For purposes of this policy, tobacco use shall be defined as use and/or possession of a lighted or unlighted cigarette, cigar and pipe; other lighted smoking product; and smokeless tobacco in any form; and electronic or vapor cigarette. The Board prohibits tobacco use and possession by postsecondary students at any time in a school building and property housing elementary and secondary students and on any property, buses, vans and vehicles that are owned, leased or controlled by the STC/IU. The STC/IU may initiate prosecution of a postsecondary student who possesses or uses tobacco in violation of this policy. Incidents of possession, use and sale of tobacco in violation of this policy by any person on school property shall be reported to the Office of Safe Schools on the required form at least once each year, if required. A postsecondary student using tobacco in violation of this policy will be subject to the following:

- ✓ 1st Offense: Conference with the Program Coordinator or other appropriate representative. Verbal warning issued and recorded.
- ✓ 2nd Offense: Administrative conference with Administration. A written warning will be issued to the student with a copy placed in the student's file.

✓ Further Violation-Student will be dismissed.

Practical Nursing Program students must comply with the smoking policy of the clinical site.

STUDENT RECORD KEEPING PROCEDURE

It is the policy of the STC that its records, including both paper and electronic, be retained as long as determined necessary to meet legal, audit, educational and business requirements. In each case, the official retention periods must be as short as possible in order to reduce the risk of identity theft and/or breaches of privacy, computer fraud and related harms, to minimize the use of valuable space, to promote efficiency, to assist in the day-to-day operations of STC, and to reduce the cost of storage and unneeded records inventory. STC employees must take reasonable measures to protect against unauthorized access to or use of records and information/data, and properly retain and dispose of paper and electronic records, information and data.

WEAPON POLICY

Students are not permitted to possess any weapons on school property. ***Violations of this policy will result in dismissal.***

VANDALISM

Defacing or willful destruction of school property, building, or grounds will result in disciplinary actions. (i.e. – writing in or damaging school textbooks) All cases will be handled on an individual basis by the administration.

THEFT

The removal of any tools, supplies, equipment, materials, etc., from the building or school property will be considered theft. Violators will be prosecuted.

INTERNET OFF CAMPUS

Students must have access to reliable internet outside of school hours.

STC STUDENT EMAILS

Each LPN student will be issued an STC gapps email account at the start of class. It is the student's responsibility to check this email at least every 24 hours and also prior to clinical mornings in the event of a late start or cancellation. Necessary and important information is often relayed via STC email.

CHROMEBOOK/LAPTOP POLICY

Primary responsibility for STC equipment is to the borrower. The borrower will be responsible for taking the necessary precautions to protect the equipment and to store it in a manner that provides adequate protection when it is not in use, thus not subjecting the equipment to possible theft or damage.

- The borrower understands that the device and its accessories are the property of the STC.
- The borrower understands and agrees to abide by the rules and regulations of the Acceptable Use Policy (can be found on the STC website). Failure to abide by these policies may result in a loss of access as well as other disciplinary or legal action.
- The borrower will be responsible for return of the equipment in like condition as received and will assume financial responsibility for all damages or loss that is caused by neglect or abuse.
- Equipment cannot be loaned or transferred to a third party.
- The equipment will be used exclusively for STC school work.
- The borrower will not download, install, or use file-sharing programs to access music, video, games, applications, etc.
- The borrower will make the equipment available at any time as requested by STC.
- Replacement costs – Charger \$25; Chromebook \$350; Laptop current replacement cost
- Borrower is responsible for cost of repair do to damages as determined by IT.

INTERNET POLICY

Section I. Responsibilities and Privileges

(a). Purpose and Goals of District Provision of Internet Access

STC will provide access to the Internet for students and for staff members to locate material to meet their educational and personal information needs. Access to the Internet through school resources is a privilege, not a right, and may be revoked for anyone who uses these resources inappropriately as determined by the STC authorities.

(b). Inappropriate Materials Warning

Due to the nature of the Internet as a global network connecting thousands of computers around the world, inappropriate materials, including pornography and obscenity, can be accessed through the network. STC cannot completely block access to these resources because of the nature of the technology that allows the Internet to operate. Accessing these and similar types of resources or transmitting such resources will result in suspension or other disciplinary measures in accordance with

other STC policies. Through a program of education, STC will educate students and teachers about their individual responsibility to refrain from engaging in this and other unacceptable uses of the network, and as to the consequences of their actions if they violate the policy.

Section II. Authority

STC reserves the right to determine which network services will be provided through the STC resources. It reserves the right to view and monitor all applications provided through the Internet and to log Internet use by students and staff. Email is restricted to teacher-assigned projects as an integral part of a curriculum process; therefore, email is subject to review by school personnel and should never be considered private. If there is reason to believe that email is being used for purposes specifically prohibited by this policy or for illegal activity, the user account will be disabled until school authorities can confer with the user to determine the nature of the problem. STC reserves the right to revoke user privileges, remove user accounts, and refer matters to legal authorities when violations of this and any other applicable district policies occur including, but not limited to, those governing network use, copyright, security, and vandalism of the STC resources and equipment. STC bears no responsibility for information that is lost, damaged, or unavailable due to any cause.

Section III. Procedures

Only the authorized user will use network accounts or access to the Internet for its authorized purpose. Accounts/access will be made available according to a schedule developed by the appropriate STC authorities given the capability of district hardware. Account/access will be given out to only those individuals who meet the following requirements:

(a). Having read the STC Internet Policy and indicating their agreement with its provisions by signing the signature page and returning it to the appropriate STC authority. Students must have their parent or guardian sign this signature page indicating the parent or guardian's agreement with the policy and their consent to allow the student to access and use the network. Staff members must sign this form and return it to the appropriate STC authority.

(b). Having successfully completed a STC workshop, which will include, but not limited to, instruction on network access, use, acceptable vs. unacceptable uses, network etiquette, and the consequences of abuse of privileges and responsibilities. This requirement shall apply for both students and the employees.

Section IV. Prohibitions

The use of the Internet computer network for illegal, inappropriate, unacceptable, or unethical purposes by students or employees is prohibited. The activities listed below are strictly prohibited by all users of the network. STC reserves the right to determine if any activity not appearing in the list below constitutes an acceptable or unacceptable use of the network. These problems are in effect any time STC resources are accessed in any way whether in school, or indirectly through another Internet service provider.

- Allowing an unauthorized person to use an assigned account.
- Use of the network to facilitate any illegal activity.
- Use of the network to misrepresent others using the network.
- Use of the network for commercial or for-profit purposes.

Section V. Consequences of Abuse of Responsibilities and Privileges

Any user of the network, whether student or employee, who violates the prohibitions listed in Section IV of this policy, engages in any other act determined to be an unacceptable use of the network by school authorities, or violates any district policy will have his or her user privileges revoked and may be subject to other disciplinary procedures according to existing and applicable STC policies. In addition, illegal use of the network, intentional deletion or damage to files of data, destruction of hardware, copyright violations, or any other activity involving the violation of local, state, or federal laws will be reported to the appropriate legal authorities for prosecution.

INTERNET ACCESS AGREEMENT

STC will provide access to the Internet for students to use the network and who agree to the provisions, requirements, and prohibitions on network use outlined in the STC policy. This policy strictly prohibits the following activities and any others determined by district authorities to be unacceptable uses of the network. These prohibitions are in effect anytime STC resources are accessed in any way whether in school or indirectly through another Internet service provider.

- Allowing an unauthorized person to use an assigned account.
- Use of the network for non-work or non-school related purposes.
- Use of the network to access or transmit obscene or pornographic material.
- Use of the network to access or transmit material likely to be offensive or objectionable to recipients.
- Use of the network to communicate through email for non-educational purposes or activities.
- Use of the network to participate in inappropriate and/or objectionable discussions or news groups.
- Use of the network to transmit hate mail, harassment, discriminatory remarks, and other anti-social communications.
- Use of the network to order or purchase in the name of STC or in the name of any individual any type of merchandise or service. All costs to the district or any individual incurred because of this type of violation will be the responsibility of the user.
- Use of the network to access any fee-based on-line Internet service. All costs incurred to STC or any individual because of this type of violation will be the responsibility of the user.

- Use of the network which results in any copyrighted software on STC computers.
- Use of the network to intentionally obtain or modify files, passwords, or data belonging to other users.
- Use of school technology or the network for fraudulent copying, communications or modification of materials in violation of local, state, and federal laws.
- Loading, downloading, or use of unauthorized games, programs, files, or other electronic mail.
- Malicious use of the network to develop programs that harass other users or infiltrate a computer system and or damage the software components of a computer system.
- Destruction of STC hardware or software.
- Use of the network to participate in unauthorized Internet Relay chats (on-line real-time conversations).
- Use of the network to facilitate any illegal activity.
- Use of the network to misrepresent others using the network.
- Use of the network for commercial or for-profit purposes.

COPYRIGHT

Copyright protection applies to original works of authorship fixed in a tangible medium of expression that can be perceived, reproduced, or communicated, either directly or with the aid of a machine or device. The works include the following categories: (i) literary works, (ii) musical works, including any accompanying words, (iii) dramatic works, including any accompanying music, (iv) pantomimes and choreographic works, (v) pictorial, graphic and sculptural works, (vi) motion pictures and other audio video works, (vii) sound recordings and (viii) architectural works. Copyright protection extends to most computer software, which is typically protected as a literary work. The author of a work of “visual art” may have the rights of attribution and integrity.

STC recognizes that Congress and the courts have provided that sometimes reproducing, publishing, displaying, distributing, or performing someone else’s work is not harmful to that person and that using the work is an important part of public discourse. Therefore, special exceptions from liability are permitted when:

1. Prior permission is granted from the Copyright Owner.
2. A license agreement has been executed.
3. The conditions for statutory and other limitations on exclusive rights of copyrighted works are met, such as:
 - a. Fair use principles
 - b. Reproductions by librarians.
 - c. Performances and/or displays.
 - d. The TEACH Act.
 - e. Computer programs.

Please see the entire Copyright policy available at: <https://go.boarddocs.com/pa/iu29/Board.nsf/Public?open&id=policies#>

Appendix IV – CIS POLICY ACKNOWLEDGMENT & CONSENT FORM

Family Educational Rights and Privacy Act

All students shall have the right to inspect and review their educational records, to request corrections or deletions, and to limit disclosure of the records in accordance with the Family Educational Rights and Privacy Act of 1974 (also referred to as the Buckley Amendment).

The Program Coordinator manages educational records. Students may request a review of their records by writing to the Director or his/her designee and identifying the record(s) they wish to review. Such review will be allowed during regular school office hours under appropriate supervision and within 45 days of the date the request is received by the school. A copy of the records may be obtained for \$1.00 per page. When grades are included, the transcript charge applies. A student may request the school to amend his/her educational records on the grounds that they are inaccurate, misleading, or in violation of his/her right to privacy. However, grades and course evaluations can be challenged only on the grounds that they are improperly recorded. The student should write to the Director and identify the part of the record he or she wants to change and specify why it is inaccurate. The Director, together with other involved school personnel, will review the written request and confer with the student to make a determination. If the student is not satisfied with the result of the conference, the school will notify the student of his or her right to a formal grievance hearing. Within 45 days of the hearing, the student will be provided with a written decision, which will be considered final. Written documentation of the hearing and of the decision will be included as part of the student's permanent record.

The following are exemptions to FERPA:

- Financial records submitted by a student's parent(s);
- Grades and access to student education records to parents who certify that the student is financially dependent;
- A school official who has a legitimate educational interest and needs to review an educational record in order to fulfill his or her professional responsibility. A school official is a person employed by the school in an administrative, supervisory, academic, research, or support staff position, or a person or company with whom the school has contracted, such as an attorney, auditor, collection agent, employment agency, or loan management agency, or a person serving on the Board of Directors, or a student serving on an official committee or assisting another school official in performing his/her tasks;
- Confidential letters of recommendation received by the school prior to January 1, 1975. For such letters received after December 31, 1974, the Act permits students to waive their right to access if the letters are related to admissions, employment, or honors;
- School security records;
- Employment records for school employees who are not current students;
- Records compiled or maintained by physicians, psychiatrists, psychologists, or other recognized professionals or paraprofessionals acting or assisting in such capacities for treatment purposes, and which are available only to persons providing the treatment;
- Authorized representatives of the U.S. Government, state and local authorities where required, and accrediting agencies;
- Appropriate persons or agencies in the event of a health or safety emergency, when a release without consent is necessary under the circumstances; and Records requested through court order or subpoena.
- Officials of Pennsylvania State Board of Nursing for purpose of compiling licensure requirement data.
- Those professionals directly providing instruction to the student or responsible for provision of support services, guidance counseling, health, etc.
- State and local officials or authorities to whom information is specifically required to be reported or disclosed as U.S. Comptroller General or specified representative, HEW, PDE.
- Appropriate authorities in a health or safety emergency.

The school will generally release certain student directory information without the consent of the student unless the student has specifically requested that the information not be released. The student should inform the school in writing within ten (10) days after the first date of attendance if the student does not wish to have any or all of such information released by the school. Such directory information includes some or all of the following data: student's name, address(es), telephone number, email address, program, dates of attendance, photograph, specialized degree or diploma awarded, post-graduation employers and job titles, participation in activities and recognition received, previous secondary and postsecondary educational institutions attended by the student, and date and place of birth.

The school also reserves the right to release to police agencies and/or crime victims any records or information pertinent to a crime which has occurred on campus, including the details of and disciplinary action taken against the alleged perpetrator of the crime. The student has the right to file a complaint concerning alleged failures by the school to comply with the requirements of FERPA at the following U.S. Department of Education office:

These records are confidential. Complete records are retained for five (7) years after the student leaves or completes the program. Minimal vital statistic records will be kept indefinitely. Permanent records are retained in file cabinets in the school office.

Students have the right to request amendment of their own educational records that they believe are inaccurate. A student must write to the coordinator, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the coordinator decides not to amend the record, the coordinator will notify the student of the decision and advise the student of his/her right to file a formal grievance regarding the request for amendment.

Students have the right to file a complaint with the US Department of Education concerning alleged failures by STC Practical Nursing Program to comply with the requirements of FERPA. The name and address of that government office is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

Appendix II – STUDENT RECORDS – RELEASE FORM

DRESS CODE POLICY

Classroom Attire (except Practical Nursing): Students must wear a t-shirt or long sleeve shirt and pants or shorts (of appropriate length) to class. Clothing **NOT** permitted include, but are not limited to – Tank tops, Sleeveless shirts, leggings, ripped clothing, swimsuits and any suggestive or offensive clothing. Student must wear appropriate shoes.

Field Attire (except Practical Nursing): Students must wear a t-shirt or long sleeve shirt and pants to class. Clothing **NOT** permitted include, but are not limited to – Tank tops, Sleeveless shirts, leggings, shorts, skirts, swimsuits and any suggestive or offensive clothing. Student must wear appropriate shoes. Shoes **NOT** permitted include, but are not limited to – Open Toed Shoes, Flip Flops, Moccasins, or Bedroom Slippers. Supportive shoes are required for safety issues when working in the field.

Practical Nursing Dress and Uniforms

Practical nursing students will follow all policies of STC. And in addition, these students will comply with the following rules and regulations of the Practical Nursing program as well as the policies of the cooperating agencies where the students attend clinical. The Practical Nursing Coordinator and/or Coordinator of Post-Secondary will make any necessary decision on any question regarding student dress. The Practical Nursing Faculty has the authority to make any necessary decision regarding uniform or dress code violations where at the clinical site. Any violation of the dress or uniform code will result in the student being sent home for the clinical day. Student identification badge will be worn at all times for proper ID.

Student Practical Nursing Uniforms will be worn on clinical assignment days and at other times when specified. A uniform warm up jacket with the Practical Nursing Program patch may be worn with the uniform. Warm up jackets must be buttoned when leaving the specialty nursing units in order to protect student uniforms. A solid white or grey colored long sleeve t-shirt or turtle neck can be worn under uniforms. Pants are to be hemmed so they are not touching the floor.

Practical Nursing Class Uniforms

Students must wear a STC Nursing t-shirt or scrub shirt that is solid or printed with scrub pants to class. Student must wear supportive nursing shoes or athletic sneakers with their scrubs. Students are not permitted to wear open toed shoes, flip flops, moccasins, boots, or bedroom slippers to class. Supportive shoes are required for safety issues when working in the lab.

Official STC Practical Nursing Clinical Uniform

Students will be provided with STC clinical uniforms, two pants, two tops, and a lab jacket. Student must wear warm up jacket with school patch and name tag for identification. Only qualified nursing students may wear the approved STC-PN student uniform. Wearing of the student uniform by unauthorized individuals could be a danger to health care clients. Students are discouraged from wearing their clinical uniform while doing personal errands or while visiting other places when traveling to and from the clinical site.

Full uniform includes:

- Clean, pressed designated uniform
- Watch with second hand
- Stethoscope
- Identification (student name pin)
- Appropriate clean, white, or black leather
- Worksheet
- Black pen

Nurse's shoes must be neat, clean, and well-kept at all times. Plain white, pantyhose must be worn with dress uniforms. An instructor may refuse to allow a student to report to a clinical unit unless professional appearance is satisfactory. Time lost will be added to accumulated absenteeism. Shoes are an important part of a nurse's uniform and should provide good firm support. They should also protect the feet from contamination from spills and injury by accidentally dropped needles or other instruments.

Shoes must be:

- White or black (minimal pastel color accents will be accepted)
- Leather or simulated material (no canvas) with non-skid soles
- Shoes/nursing sneaker type (Nurse Mates) or any sneakers that meet all above criteria will be acceptable
- Clog or boots are not permitted

Practical Nursing Identification Photo Badge

Picture ID's must be returned to the PN Office by your last day. You will not receive your graduation packet until your picture ID is returned. Students who misplace or lose their identification badge will have to pay \$10.00 for a replacement badge.

Practical Nursing Hair

Hair, beards, and moustaches that interfere with the ability to maintain standard precautions or sterile technique when appropriate in the work environment is prohibited. Extreme hair styles and color are prohibited. Extreme hair colors include, but are not limited to pink, green, blue, or purple. Hair must be clean, well-groomed and off the uniform collar at all times. Hair may be confirmed with white-clear, brown, or uniform navy colored accessories that are neat, moderate size and safe as well as functional. Hair must be away from face.

Practical Nursing Fingernails

Fingernails must be clean, short, and without nail polish in the clinical area. "Artificial nails" are not permitted. This is necessary for patient safety, assessment of pulse rate, and medical asepsis.

Practical Nursing Jewelry

All jewelry or ornaments are forbidden when in uniform except wristwatch, wedding band, and medical identifications. Earrings may be gold, silver, or white pierced studs. They must be small and never hoops (which present a safety hazard). Only 2 studs per earlobe may be worn on multi-pierced ears. No open gauges allowed in ear lobe. If a student has a gauge in the ear upon admission it must remain the same size during the duration of the program. Gauges may NOT increase in size when enrolled in the PN program. Other visible body pierced jewelry (i.e. nose, eyebrow, lip, tongue) is PROHIBITED. Jewelry which is suggestive, lewd, or satanic is prohibited.

Tattoos for Practical Nursing Students

Tattoos of an offensive or prominent nature must be covered. Students should make an attempt to cover all tattoos if possible when in clinical uniform.

Toiletries for PN Program

All students must maintain high standards of personal hygiene. Strong perfumes, colognes, after-shaves, or similar products that adversely affect peers, patients, or visitors are prohibited.

STUDENT HEALTH

During the Program

Influenza immunization is required to be received during flu season by all Practical Nursing Students. PN Students unable to receive the influenza vaccine will be required to submit evidence of such from their health care provider and will be required to follow the policies of the clinical facilities.

Practical Nursing Students must maintain health insurance while enrolled in the program, this is a requirement to attend clinical at Lehigh Valley Health Network – Schuylkill and Geisinger Shamokin Area Community Hospital.

School Injury

Injuries, regardless of how minor they appear should be reported to the instructor. Emergency first aid is provided in the school. More serious injuries will be dealt with at the discretion of the school director. Medical costs incurred are the student's responsibility. An incident report must be filled out.

Injury at a Clinical Site for Practical Nursing Program

A hospital or physician of the student's choice will provide emergency treatment for accidents and/or injuries occurring while in the clinical area. Costs incurred are the student's responsibility. An incident report must be filled out.

Student Responsibility

Students are responsible for costs incurred for the pre-entrance physical, immunizations, medical screening, necessary medical care, and normal checkups throughout the school year.

Practical Nursing Student Entry Access Code

Practical Nursing students are awarded Student ID Badges they may utilize to swipe into the main school building.

Student Entry- All Other Programs

Students enrolled in all other day programs (with the exception of Practical Nursing) will have access to ONLY the Adult Education Wing of the North Campus. Students needing to see administration in the main building, will need to be buzzed in. Buildings Access to classroom space during evening programs will be available directly into the classroom from the exterior.

Practical Nursing Student Facilities

The practical Nursing Program consists of two classrooms, a Nursing Simulation Learning Resource Center/Library, and a student lounge. Students have access to the Pennsylvania Power Library resources online. The Wilkes Lab, which is the school's computer lab, is also available to students. The practical nursing program has laptop carts with computers available for student use in each classroom.

Housekeeping

Housekeeping within STC is a cooperative effort of the faculty and students. Chairs should be aligned before students disband. Desks must be free from trash (at STC and in the clinical classrooms at all times). The refrigerator in the Student's Study Area is the responsibility of the students to keep it clean. Classes will alternate months to be responsible for keeping the refrigerator clean and free of expired food. All food and beverages must be initialed and dated, any food or beverage that is not initialed and dated will be immediately thrown away.

SAFETY & SECURITY INFORMATION

PARKING REGULATIONS

Parking Permit

Each student that will be driving to school will be required to purchase a parking permit from the nursing office. Parking permits must be displayed on the rear-view mirror of the student's vehicle. The cost of a parking permit is \$10.00, cash only. The \$10.00 will be returned to the student when the parking permit is returned to the nursing office at the end of the program.

SAFETY INFORMATION

Our goal is to make everyone safety conscious while in school and when ready to enter into the world of work. In 1965 the Commonwealth of Pennsylvania approved Act 116, which provides that all individuals who are engaged in, or exposed to, hazardous laboratory activities will use eye protective devices. Thus, all students and instructors working in such areas will comply with this act. All clothing must meet state and school safety standards. Where hair length is a health, sanitary, or safety hazard around machines and equipment, a hair net, protective cap, or safety helmet will be required. Uniforms, hard-hats, coveralls and protective or safety shoes are also required in certain program areas. The instructors will strictly enforce all safety regulations and uniform requirements. For your own safety and for the safety of others, follow all safety precautions. Repeated violations can result in dismissal.

CAMPUS SAFETY REPORT

The annual Campus Safety Report as per the Cleary Act, is posted to the STC Website: <https://www.stcenters.org/Page/950> or available in the office of the Director of CTE.

EMERGENCY NUMBERS

PA State Police 570-874-0207
Ambulance & Fire 911

EVACUATION PLAN

In the event of an Emergency where students are asked to evacuate the building, proceed to the nearest and/or safest evacuation site. The following are the approved evacuation sites to use:

- STC – North Campus parking lot
- Frackville Elks – 307 S 3rd St, Frackville, PA 17931

Whenever the fire alarm sounds (loud ringing bell and lights flashing on the hallway ceilings), evacuate the building as soon as possible. **DO NOT** use elevators during evacuation. If you are on break, **DO NOT** attempt to return to the classroom for your belongings. After leaving the building, proceed to a safe area approximately 100 yards away. Please do not block roadways or fire hydrants. Emergency exit routes are posted in all classrooms and office.

Title IX

Contact information of their Title IX Coordinator(s) - Shannon Brennan, Director (570) 544-4748 ext. 3115 or titleixcoordinator@stcenters.org

- URL <http://go.boarddocs.com/pa/iu29/Board.nsf/goto?open&id=BAXRZZ5CF452>

Training material used by their Title IX personnel ([Training Sheet](#), [Fact Sheet](#), [Presentation](#))

(Key Personnel) needed for each LEA team to be trained... (All faculty and Administrators will be trained on in-service day)

- Title IX Coordinator: Shannon Brennan
- Investigators: (4) One HR personnel and others to cover schools in the footprint

Amanda Ward - HR Director

Chris Groody - Assistant Director

Stacey Minahan - Assistant Director

Kimberly O'Neill - PN Coordinator

- Decision Maker: Dr. Gregory Koons, Executive Director IU29
- Appeal Decision Maker(s): Scott Jacoby, STC Board President

DRUGS AND ALCOHOL POLICY

Students are not permitted to possess or consume drugs and or alcohol on school property. **Violations of this policy will result in dismissal.** It is the policy of the IU/STC that its adult students be physically capable and free of substance and alcohol abuse. Consequently, the illegal use or use abusive drugs or alcohol by students is prohibited. Further, students shall not use alcohol or engage in prohibited conduct as defines herein. The overall goal of this policy is to ensure a drug and alcohol-free environment and to reduce accidents, injuries, and fatalities.

Pursuant to regulations promulgated by the Department of Transportation and the PA State Board of Nursing, the IU/STC implements pre-enrollment testing and reasonable suspicion testing. Due to the need of the program to provide protection to the public, the faculty of the IU/STC, will monitor students in both the classroom, on the road or in clinical settings for signs of impairment. Any student who violates the policy of the program will be subject to disciplinary action, which may include termination from the program. Any student who becomes unqualified or engages in prohibited conduct in violation of this policy may be subject to termination of enrollment.

Guidelines – Pre-enrollment Testing – Students enrolling in the transportation cluster programs are required to get a PA Department of Transportation Physical through OccMed prior to the start of class. The physical includes a drug screening. Failure to successfully pass the entrance physical will preclude a student from enrollment in the STC transportation cluster programs. Students are responsible for the cost of the physical.

Students enrolling in the Practical Nursing (PN) program are required to submit a drug screen thirty days prior to the start of the mandatory orientation for the STC's Practical Nursing Program. The drug screen must include results for amphetamines, barbiturates, benzodiazepines, cocaine, marijuana, methadone, opiates, PCP, and tricyclics. If the drug screen is positive and the PN applicant provides documentation of a prescribed substance the PN applicant will meet with the program coordinator to discuss the impact of the medication on clinical safety prior to being granted admission to the program. If the drug screen is positive and the applicant cannot provide documentation of a prescribed substance, the applicant will be denied admission to the STC Practical Nursing Program. Students will be responsible for all costs associated drug screening.

Reasonable Suspicion Testing – Any student who exhibits behavior that mimics the influence of drugs or alcohol or whose behavior demonstrates incompetence in the classroom, clinical setting or while operating equipment will be immediately removed from that setting. These behaviors include but are not limited to; slurred speech, alcohol breath odor, unsteady gait/movement, sleeping during lecture, and unusual behavior. A random drug screening may be ordered at the discretion of the instructor. Such student conduct must be witnessed by at least one (1) supervisor trained in compliance with Sec. 382.603.

Students will be required to arrange for their own transportation to the nearest outpatient laboratory and have the testing completed within 3 hours of their dismissal from the clinical site. At the completion of the screening, if results are positive or pending, the students must be escorted home. The instructor should NOT allow the student to leave the site, with positive or pending results, without an escort.

- The student can make arrangements to get a ride home with family/friends.
- The school can notify the student's emergency contact for transportation home.

Student may not return to school or clinical rotation until the results of the drug screening have been reviewed by Administration. A positive drug screen will result in immediate dismissal from STC. Students with a positive drug screen will be referred to appropriate counseling and interventions for treatment of substance use issue. If the student can present evidence of special circumstances that include appropriate medical documentation, the termination can be reviewed with the faculty, coordinator, and administration.

A negative drug screening will permit the students to return to both in the classroom, road or clinical settings with no repercussions or penalties. Any worked missed by the student will be made up with no deduction in points or hours. The behaviors that initiated the random drug screen will be reviewed and a plan for corrective action developed by the student, faculty, and coordinator.

Refusal to Test – Refusal to submit to the types of drugs and alcohol tests employed by the IU/STC will be grounds for refusal to enroll students and to terminate enrollment of existing students. A refusal to test is defined to be conduct that would obstruct the proper administration of a test.

A delay in providing a specimen could be considered a refusal. If a student cannot provide a sufficient specimen, a physician of the Intermediate Unit's choice will evaluate him/her.

Post – Accident Testing – When a student enrolled in any of the Transportation Cluster Programs is involved in an accident, the student shall submit to post – accident drug and alcohol testing. When a student is involved in a recordable accident and receives a citation for a moving violation arising from the accident, the student must submit to a drug and alcohol test. Following any accident, the student must submit to a drug and alcohol test. Following any accident, the student must contact a designated official of Intermediate Unit/Schuylkill Technology as soon as possible. The student has been presented with an information card setting forth certain instructions for post – accident drug and alcohol testing.

The student shall follow the instructions contained on the information card as well as any additional instructions that come from the Intermediate Unit or its representatives.

The DOT require that any time a post – accident drug or alcohol test is required, it be performed as soon as possible following the accident. If no collection can be made within eight (8) hours, attempts to collect a breath sample shall cease. If no urine collection can be obtained for purposes of post – accident drug testing within thirty – two (32) hours, attempts to make such collection shall cease.

In the event that federal, state, or local officials conduct breath or blood tests for the use of alcohol and/or urine test for the use of controlled substances following an accident, these tests shall be considered to meet the requirements of this section, provided that tests confirm to applicable federal, state, or local requirements. The student will sign a release allowing the school to obtain the test results from federal, state, or local officials.

In the event a student is so seriously injured that the student cannot provide a specimen at the time of the accident, the student must provide necessary authorization for the school to obtain hospital records or other documents that would indicate whether there were controlled substances or alcohol in the student’s system at the time of the accident.

Medical Marijuana – The Pennsylvania Department of Health implemented the Pennsylvania Medical Marijuana Program, a component of the Medical Marijuana Act, signed into law April 17, 2016. The program provides access to medical marijuana for patients with serious medical conditions as defines by the Pennsylvania Department of Health. Under the current federal law, medical practitioners may not prescribe marijuana for medical purposes.

The Medical Marijuana Act specifically states in Chapter 5, “A patient may be prohibited by an employer from performing any duty which could result in public health or safety risk while under the influence of medical marijuana.” Student should understand that accommodations do not have to be made for an individual in a safety sensitive position if that individual is under the influence of medical marijuana. Positions, such as nursing, involving direct patient care as well as CDL or Heavy Equipment Operation are considered safety sensitive positions. Students need to be aware that most employers will perform routine drug screenings as a condition of employment. The current discrepancy between the federal and state laws allow the IU/STC to deny students placement for clinical experiences. Therefore, students prescribed or using medical marijuana will not be eligible for STC’s programs.

Prohibited Conduct – The following shall be considered prohibited conduct for the purposes of this policy:

1. No student shall use alcohol while performing safety – sensitive functions.
2. No student shall perform safety – sensitive functions within four (4) hours after using alcohol.
3. No student required to take a post – accident alcohol test shall use alcohol for eight (8) hours following the accident or until s/he undergoes a post – accident alcohol test, whichever occurs first.
4. No student shall refuse to submit to a post – accident, a random, a reasonable suspicion, return – to – class, or a follow – up breath alcohol or urine drug test.
5. No student shall report for class or remain in class when the student uses any controlled substance, except when use is pursuant to the instructions of a physician who has advised the student that the substance does not adversely affect the student’s ability to operate a commercial motor vehicle.

If an administrator of the IU/STC has actual knowledge or has reason to believe that a student has engaged in prohibited conduct, s/he may require the student to submit to drug and/or alcohol testing.

If a student engages in prohibited conduct, the student shall be immediately removed from service. The IU/STC may in its discretion, at the request of the student, keep the student’s position open while such student attempts to become requalified. The IU/STC may also take action against the student, up to and including termination.

Substance Abuse Evaluation – Any student who engages in prohibited conduct shall be provided with the names, addresses, and telephone numbers of qualified Substance Abuse Professionals. If the student desires to become requalified, the student must be evaluated by a Substance Abuse Professional (SAP), and submit to any treatment prescribed by the SAP.

Following evaluation and treatment, if any, in order to become requalified, the student must submit to and successfully complete a return – to – class drug and/or alcohol test. Such student is also subject to follow – up testing.

Follow – up testing is separate from and in addition to the Intermediate Unit’s reasonable suspicion, post – accident, and random testing procedures. Follow – up testing shall be on a random basis and be in accordance with the instructions of the Substance Abuse Professional. Follow – up testing may continue for a period of up to sixty (60) months (6) tests shall be performed in the first twelve (12) months of follow – up testing. The costs of any SAP evaluation or prescribed treatment shall be borne by the student.

IU/STC does not guarantee or promise a position to the student should s/he regain qualified status.

Authorization for Previous Test Records – Within fourteen (14) days of performing a safety – sensitive function, federal regulations require that the IU/STC obtain certain drug and alcohol testing records from a student’s previous employers for the preceding two (2) years. As a condition to acceptance, the student shall provide the Intermediate Unit with a written authorization for all previous employers within the past two (2) ears to release drug and alcohol testing records required under federal regulation.

Drug Urinalysis – Drug testing will be performed through urinalysis. Urinalysis will test for the presence of drugs and/or metabolites of the following controlled substances: marijuana, cocaine, opiates, amphetamines, and phencyclidine (PCP).

The urinalysis procedure starts with the collection of urine specimens. Urine specimens will be submitted to a SAMHSA – certified laboratory for testing. As part of the collection process, the specimen would be split into two (2) vials: a primary vial and a secondary vial. The SAMHSA – certified laboratory will perform initial screening on all primary vials. In the event that the primary specimen tests positive, a confirmation test of that specimen will be performed before being reported by the laboratory to the MRO as a positive.

All laboratory results will be reported by the laboratory to a Medical Review Officer (MRO) designated by the IU/STC. Negative test results shall be reported by the MRO to an Intermediate Unit administrator. Before reporting a positive result, to an Intermediate Unit administrator, the MRO will attempt to contact the student to discuss the test result. If the MRO is unable to contact the student directly, the MRO will contact a designated Intermediate Unit administrator, who shall contact the student and direct the student to contact the MRO. Upon being so directed, the student shall contact the MRO immediately, or, if after the MRO’s business hours and the MRO is unavailable, at the start of the MRO’s next business day. In the MRO’s sole discretion, a determination will be made as to whether a result is positive or negative.

Pursuant to regulations, individual test results for student/applicants and students will be released to IU/STC administrator and will be kept strictly confidential unless consent for the release of the test results has been obtained. Any individual who has submitted to drug testing in compliance with this policy is entitled to receive the results of such testing upon a timely written request.

An individual testing positive may request of the MRO to have the secondary vial tested. The student may request that a different SAMHSA – certified lab test the secondary vial than tested the primary specimen. The individual making the request for a test for the second specimen must prepare all costs associated with the test. The request for testing of a second specimen is timely if it is made to the MRO within seventy – two (72) hours of the individual being notified by the Intermediate Unit administrator of a positive result.

Re - Admission – Students who have been dismissed from STC for a positive drug/alcohol screen may be considered for readmission. The student would be required to satisfactorily complete drug/alcohol rehabilitation with satisfactory progress verified. A letter from the student’s PNAP, drug counselor, primary care physician or psychiatrist recommending readmission to the program must be submitted on letterhead. The readmission physical exam must include a negative drug/alcohol screen.

Training – The IU/STC shall ensure that supervisors designate to determine whether reasonable suspicion exists to require a student to undergo testing under Sec. 382.307 receive at least sixty (60) minutes of training on alcohol misuse and receive at least an additional sixty (60) minutes of training on controlled substances use. The training shall cover the physical, behavioral, speech, and performance indicators of probable alcohol misuse and use of controlled substances.

The IU/STC shall provide education materials that explain the requirements of Sec. 382.601, consequences of violating the regulation, and the Board policies and program procedures with respect to meeting these requirements. The materials supplied to students may include information on additional Board policies with respect to the use or possession of alcohol or controlled substances. For example, the consequences for a student found to have a specified alcohol or controlled

substances level based on the Intermediate Unit's authority independent of Sec. 382.601. The Intermediate Unit shall ensure each student is required to sign a statement certifying that s/he has received a copy of these materials described in Sec. 382.601. [1]

This policy is not intended nor should it be construed as a contract between IU/STC and the student. This policy may be changed at any time at the sole discretion of the Board.

GRIEVANCE POLICY

Purpose

The purpose of this procedure is to secure, at the lowest possible level, equitable solutions to a claim from an aggrieved party and to provide the aggrieved with their due process.

Step I:

Any student initiating an alleged grievance shall present this grievance to the appropriate Instructor(s). This grievance should be submitted in writing and shall be filed within five (5) school days after the occurrence of the alleged violation, reprimand, misinterpretation, or misapplication of program policies and/or procedures.

The instructor(s) shall meet with the student within five (5) school days of the written statement of the grievance to discuss the situation, attempt to clarify, or rectify the situation. In addition, one other representative may be chosen by the aggrieved student.

Documentation of this meeting shall be signed by the instructor(s) and the student. A copy of this document is placed in the student file and a copy given to the student.

Step II:

If the student is not satisfied that the alleged grievance has been satisfactorily resolved, the student may present the alleged grievance in writing within five (5) school days of receipt of the documentation at the conclusion of Step I to the Coordinator of Post-Secondary programs.

The Coordinator of Post-Secondary programs shall research the situation and schedule a meeting within five (5) school days of receipt of the complaint. This meeting will include the Coordinator, appropriate instructor(s), aggrieved student, and a representative of the student's choice.

Written and signed documentation of this meeting and action taken will be placed in the student file and a copy given to the student. This response shall be completed within five (5) school days.

Step III:

If the above action fails to resolve the situation to the satisfaction of the aggrieved party; the grievance may be referred in writing to the Director of Post-Secondary Education within five (5) school days of receipt of documentation at the completion of Step II.

Research of the situation and/or a meeting may be scheduled between the aggrieved party and the Director of Post-Secondary Education within five (5) school days.

A written signed document including the discussion, actions, and/or decision will be presented within five (5) school days.

Step IV:

If action/remediation recommended at the conclusion of Step III fails to resolve the grievance to the satisfaction of the aggrieved party, the student may submit in writing the alleged grievance to the Executive Director within five (5) school days of receipt of the documentation from Step III.

Review of situation and/or a scheduled meeting between the aggrieved party and the Executive Director will provide the final action on the grievance. This final disposition of the case will be presented in a signed document to the aggrieved party and a copy placed in the student's file.

This entire procedure should be completed in a timely manner, i.e. not to exceed sixty (60) days from occurrence to final disposition by the Executive Director.

Appendix V – GRIEVANCE POLICY FORM

CIVILITY POLICY

STC believes that all individuals should be treated with respect and civility, regardless of race, religion, ethnicity, disability, gender, sexual orientation, age, or opinion/viewpoint. Teaching and learning is the central focus of the programs of study. STC is committed to maintaining a positive learning and working environment.

It is the philosophy of the adult education division, based on well-defined graduate competencies with the course objectives contributing to the total program objectives. Learning occurs when a student has the ability and motivation to learn and faculty members believe in what they teach, enjoy teaching, and are able to stimulate students to learn. Behaviors that infringe upon the rights of individuals to learn and work in a safe and civil environment will be addressed in the Warning, Probation, Suspension, and Termination Policy in the Student Handbook. The faculty acknowledges that it is necessary to create guidelines for conduct that protect the rights of the individual and the program as an educational institution. The following applies to all individuals involved with the program including students, faculty, and staff.

All individuals have the right:

- To work, learn, and study safely and without harassment.
- To freely express opinion, provided such opinions do not infringe upon the rights of another individual.
- To be treated at all times with courtesy and respect, regardless of race, gender, creed, ideology, sexual orientation, ethnic, or cultural background.

Definitions:

- **Harassment**

Harassment is any behavior that results in creating an offensive, intimidating or hostile learning or work environment. This includes such things as making harassing comments, belittling, taunting, or challenging others, criticizing or blaming others, threats of physical harm, body language intended to discomfort others, cyber-bullying or inappropriate use of electronic media including text messaging, emails, and comments on social networks, using profanity or making racial or ethnic slurs, stalking and physical harm.

- **Academic Incivility**

Academic incivility is any type of speech or behavior that disrupts the academic environment. Disruptive behaviors in the academic environment include disruptive conversations, using cell phones or pagers in class or clinical, sleeping, arriving late or leaving early, dominating discussions, challenging faculty during class, verbally discrediting faculty, cheating, plagiarizing, and any other form of academic dishonesty.

- **Behaviors Constituting Unacceptable Conduct**

The following list outlines practices and conducts which are unacceptable for students, faculty and staff.

1. Physical abuse or threats of abuse toward any individual.
2. Harassment and offensive expressions of prejudice or ignorance.
3. Obstruction or interference with program activities or any conduct that interferes with learning or disrupts the academic environment.
4. Theft or damage to program property or the property of any individual.
5. Academic dishonesty.
6. Possession, use or distribution of alcohol, narcotics, or dangerous drugs on the STC campus or at any of the clinical sites.
7. Possession of weapons, explosives or chemicals used to inflict harm on human beings or cause property damage.
8. Any other unacceptable behavior as defined in the CDL/HEO Student Handbook.

Unacceptable behavior will be addressed through counseling. Students may be placed on probation, suspension, or termination as per the handbook.

Appendix VI – CIVILITY POLICY – DISCLAIMER FORM

POLICIES FOR VETERANS RECEIVING EDUCATIONAL ASSISTANCE ALLOWANCE

PROBATIONARY PERIOD

A period of enrollment during which a student is assisted through individual counseling and remediation to correct deficiencies leading to probation. During this time the student must meet with the Faculty, Instructor, and Director to discuss a remediation plan of success. It is the expectation that the student will actively complete the remediation plan and seek assistance as needed in order to remain in satisfactory standing within the program. Students who fail to complete the remediation plan are at risk for suspension or termination from the program.

Academic Probation – Students must maintain an average of at least an 80% for each program. Probation of unsatisfactory academic achievement will be imposed when the student drops below 80%.

Regardless of the institution's written probationary policy, Department of Veterans Affairs (DVA) will be notified if any individual's probationary period exceeds either 2 semesters/terms or 25% of the total length of the program. If the institution has a shorter probationary period, then DVA must be notified when the individual exceeds that period. This statement does not imply any action concerning when an individual should be terminated from the program/institution, it simply states the policy for notifying DVA.

RE-ENTRANCE FOR STUDENTS DISMISSED FOR UNSATISFACTORY PROGRESS

Students will be evaluated on an individual basis.

MAKE-UP WORK

Veterans will not receive GI Bill® benefits for make-up work.

CLASS-CUTS

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

TARDINESS

Tardiness is not permitted and shall be recorded as absences.

CREDIT FOR PREVIOUS TRAINING/ TRANSFER CREDIT POLICY:

For students that qualify for Veteran's Benefits and assistance, the school maintains written records that indicate that appropriate and program relevant previous education and training has been evaluated and granted, if applicable, with training time shortened and tuition reduced proportionately, and the VA and the veteran so notified.

UNSATISFACTORY ATTENDANCE

Attendance in the CDL/HEO/Combo programs are measured in clock hours. Students must meet the minimum clock hours set forth by the school in order to be eligible to test for their CDL License and receive their Certificate. Therefore, attendance is mandatory for all classroom, yard and road learning experiences.

Students must be in attendance 93% of the time. Suspension for unsatisfactory attendance will be imposed when the student drops below 93%. If absenteeism falls below 93%, additional hours will be made up at the end of the program. The student will be charged an additional \$25 an hour for make-up time. If the student is unable to pay the fee he/she will be considered withdrawn.

LATE VA PAYMENTS

The school will not impose a penalty, or require the beneficiary to borrow additional funds to cover tuition and fees due to late payments from VA

"GI Bill®" is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government website at www.benefits.va.gov/gibill.

Each veteran/reservist/eligible dependent will receive a copy of all institution's policies include this document.

As part of the Veterans Benefits and Transition Act of 2018, section 3679 of title 38, United States Code was amended, and educational institution will be required to be in compliance with the requirements as outlined.

NOTE: A Covered Individual is any individual who is entitled to educational assistance under chapter 31, Vocational Rehabilitation and Employment, or chapter 33, Post-9/11 GI Bill® benefits.

- STC's policy permits any covered individual to attend or participate in the course of education during the period beginning on the date on which the individual provides to the educational institution a certificate of eligibility for entitlement to educational assistance under chapter 31 or 33 (a "certificate of eligibility" can also include a "Statement of Benefits" obtained from the Department of Veterans Affairs' (VA) website e-Benefits, or a VAF 28-1905 form for chapter 31 authorization purposes) and ending on the earlier of the following dates:
 1. The date on which payment from VA is made to the institution.
 2. 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility.
- STC's policy ensures that your educational institution will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under chapter 31 or 33.

"GI Bill®" is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government website at www.benefits.va.gov/gibill

APPENDICES

Appendix I
Request for Accommodation Form

Student Name: _____ Date: _____

Address: _____

Phone Number: _____ Email: _____

Please provide a brief description of the disability/special circumstances for which you are requesting an accommodation:

☐ Documentation attached to support this request **(REQUIRED)**

Recommended accommodation(s):

Student Signature: _____ Date: _____

Dir. Of Career & Technical Ed. Signature: _____ Date: _____

☐ The school provided the following accommodation(s)

☐ The school was unable to provide the requested accommodation.

Please attach all appropriate paperwork to this form and place in the student's file

APPENDIX II
STUDENT RECORDS – RELEASE FORM

In accordance with the State Board of Education on Pupil Records, and the Family Educational Rights and Privacy Act, I hereby grant permission to the officials of Schuylkill Technology Centers to release the following record/information from my file:

1. _____
2. _____

The above listed record/information should be sent to:

The purpose for the release of this record/information is to:

There is no charge for the first official transcript issued to graduates with their certificate at graduation. Graduates will receive an unofficial transcript (no school seal affixed) for their personal records. Each additional transcript must be requested in writing and will require a fee of \$10.00 for processing. Money order should be made payable to: Schuylkill Technology Centers and returned to: STC (Graduated Program) Transcript, 101 Technology Drive, Frackville, PA 17931

Name (Please include name while attending program and any name change)

Current Address State Zip Code

Phone Number (____) _____ Year of Graduation _____ Class Number _____

Fee Enclosed \$ _____

Signature of Student

Date of Signature

Appendix III

STUDENT COUNSELING SUMMARY

Student Name: _____

Class: _____ Date: _____

[illegible]

Appendix IV
CIS POLICY ACKNOWLEDGMENT AND CONSENT FORM

Acceptable Use of the Communications and Information Systems (CIS) Policy #815

- Students will be sent the policy via the STC email. Students will be taken to the Wilkes Computer Lab during their mandatory orientation day and given time to read the policy. The students will be required to sign the CIS Acknowledgment and Consent Form after reading the policy. The form will be placed in the student's file

Schuylkill Intermediate Unit
17 Maple Ave
Mar Lin, PA 17951

Acceptable Use of the Communications and Information Systems (CIS) Policy

CIS Acknowledgment and Consent Form

Students

I have received, read, and understand the Acceptable Use of Communications and Information Systems (CIS) Policy #815, and will comply with it. Someone from the Intermediate Unit has also reviewed the Policy with me and my parents and my parents have reviewed it with me. In addition, I have been given the opportunity to obtain information from the Intermediate Unit and my parent(s)/guardian(s) about anything I do not understand, and I have received the information I requested. If I have further questions I will ask the principal/guardians. If I need a copy of the Policy I understand that I can access it on the Intermediate Unit's website. Additionally, I understand that if I violate this Policy, other Intermediate Unit policies, regulations, rules, and procedures I am subject to the Intermediate Unit's discipline, and could be subject to Internet Service Providers rules, as well as local, state, and federal rules and procedures.

Name of Student (Print)

Signature of Student

Date of Signature

Appendix V
GRIEVANCE FORM

Step I

Grievance Initiated by: _____

Class Number: _____

Date Filed: _____

Instructor(s) Involved: _____

Date and Nature of Alleged Grievance: _____

Action Desired: _____

Student Signature: _____ Date: _____

Date Reviewed with Instructor(s): _____

Disposition by Instructor: _____

Instructor Signature: _____ Date: _____

Position of Grievant: _____

Signature: _____ Date: _____

Step II: (If grievance is not resolved.)

Date Received by PN Coordinator: _____

Disposition of PN Coordinator: _____

Signature: _____ Date: _____

Position of Grievant: _____

Step III (If grievance is not resolved.)

Date Received by Director of Post-Secondary Education or Designee: _____

Disposition by Director of Post-Secondary Education or Designee: _____

Signature: _____ Date: _____

Position of Grievant: _____

Signature: _____ Date: _____

Step IV: (If grievance is not resolved.)

Date Received by Executive Director or Designee: _____

Disposition and Final Action by Executive Director or Designee: _____

Signature: _____ Date: _____

Position of Grievant: _____

Signature: _____ Date: _____

Appendix VI
CIVILITY POLICY DISCLAIMER

Students will demonstrate civility and respect in both words and actions toward faculty, peers, staff, patients, and families. Students will verbalize positive statements about the profession of nursing and the nursing program in the classroom, clinical, and community settings.

While it is understood that disagreement will occur in the educational setting, open communication, academic integrity, mutual respect for differing points of view, freedom from unnecessary disruption and a climate of civility are values that must be upheld by all individuals associated with the nursing program.

I have read and understand the Schuylkill Technology Centers Practical Nursing Program Civility Policy. I realize that failure to comply with this policy will result in disciplinary action in accordance with the policies of the Schuylkill Technology Centers Practical Nursing Program.

Name of Student (Print)

Signature of Student

Date of Signature

Appendix VII
Honor Philosophy

Academic integrity is the pursuit of scholarly activity free from fraud and deception and is an educational objective of this institution. Students have the responsibility to create an atmosphere of trust and support through academic integrity. It is within this atmosphere that students are empowered to make decisions, develop regard for the system through which they learn, and achieve a sense of personal and professional integrity. Students have the responsibility to adhere to this Honor Code.

Violation of the Honor Code includes but is not limited to:

- **Cheating**
- **Plagiarism**
- **Fabrication of information**
- **Facilitating acts of academic dishonesty by others**
- **Unauthorized possession of examinations and/or contents**
- **Submission of another person's work**
- **Submission of work previously used without authorization by the instructor**
- **Tampering with academic works of other students**
- **Falsifying documentation**

A student charged with an Honor Code violation will be given written notice of the charge by the instructor. The procedures for warning, probation, suspension, and termination will then be initiated as outlined in the student handbook

Program Attending

Name of Student (Print)

Signature of Student

Date of Signature

Appendix VIII
PHOTO RELEASE FORM

As part of our documentation of Vocational Services, we would like to have a pictorial record of the individuals participating in the various activities of the program. We are planning to take pictures for press release and to present them at in-service training meetings and professional conferences – to acquaint business, industry, and other relevant personnel with our services.

We would greatly appreciate your cooperation and we are asking that you please sign this RELEASE FORM.

Name of Student (Print)

Signature of Student

Date of Signature

Appendix IX
BACKGROUND CHECKS – POST-SECONDARY PROGRAMS

I acknowledge that having a previous criminal record containing a felony may prohibit my participation in a secondary program and may create a barrier to program completion. I agree to a private meeting to disclose any previous felony convictions prior to the start of the program for which I am applying. I understand that failure to disclose information prior to the start of the program or while enrolled may result in immediate termination from the program.

Program Attending

Name of Student (Print)

Signature of Student

Date of Signature

Appendix X
STUDENT HANDBOOK DISCLAIMER
POST-SECONDARY EDUCATION

The STC Postsecondary Student Handbook will answer many of the questions you may have about the rules and activities here at STC. We hope that this will be helpful to you throughout the program.

During orientation we will review the handbook. If necessary, we ask that you re-read the student handbook so that you are familiar with the rules.

By signing this form, you are verifying the receipt of access to the handbook and acknowledge your understanding of our policies and procedures as outlined within the handbook.

As a student, I agree to abide by all policies herein defined. I have had an opportunity to review and question the contents of this handbook.

Program Attending

Name of Student (Print)

Signature of Student

Date of Signature

Appendix XI
DISCLOSURE – LPN

Background Checks – Previous Employment for Student Clinical Placement

I acknowledge that having a previous criminal record containing a felony may prohibit my participation in clinical and may create a barrier to program completion. I agree to a private meeting to disclose any previous felony convictions as well as any previous employment termination from any of the listed cooperating clinical agencies prior to the start of the Practical Nursing program for which I am applying. I understand that failure to disclose prior to the start of the program or while enrolled, as new cooperating agencies are added to the list, may result in immediate termination from the Practical Nursing program.

Name of Student (Print)

Signature of Student

Date of Signature

Appendix XII
STUDENT HANDBOOK DISCLAIMER – LPN

It is our policy to have students fully informed of their responsibilities, rights, and privileges during the tenure of enrollment in the Practical Nursing program at STC. This Student Handbook clarifies the Program of Study and all applied policies and guidelines. The following form is to be completed with the student retaining one copy and the other placed in the student file.

I, _____, have read and do understand the contents of the Practical Nursing Student Handbook issued to me.

As a student, I agree to abide by all policies herein defined. I have had an opportunity to review and question the contents of this handbook.

Name of Student (Print)

Signature of Student

Date of Signature