DELAWARE COUNTY TECHNICAL SCHOOLS
PRACTICAL NURSING PROGRAM
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Sponsored by the Delaware County Technical Schools
Department of the Delaware County Intermediate Unit

Approved by Pennsylvania State Board of Nursing
Accredited by Accreditation Commission for
Education in Nursing (ACEN)
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The Delaware County Technical Schools Practical Nursing Program receives support through the Carl D. Perkins Strengthening Career and Technical Education for the 21st Century Act of 2018 (Perkins V). This Act is designed to help all students develop their academic, career and technical skills to prepare for high skill, high wage, and high demand occupations in current or emerging professions.

Student Policy Handbook

August 2025 - July 2026

Approved July 19, 2025 by Fox Rothschild LLP, DCIU Solicitor
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DELAWARE COUNTY
TECHNICAL SCHOOLS

PRACTICAL NURSING PROGRAM

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

DELAWARE COUNTY INTERMEDIATE UNIT
MISSION AND VISION STATEMENT

Mission:

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

Vision:

DCIU empowers partnerships that **Drive, Create, Inspire,** and **Understand** excellence in education.

- **Drives** strategic forward movement
- **Creates** dynamic innovative solutions
- **Inspires** limitless possibilities
- **Understand** challenges and aspirations

DELAWARE COUNTY TECHNICAL EDUCATION
MISSION STATEMENT

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

WELCOME TO THE DCIU-DCTS

PRACTICAL NURSING PROGRAM

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

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

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

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

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

PRACTICAL NURSING PROGRAM PHILOSOPHY

Individual & Society

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

Environment

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

Health

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

Nursing

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

Practical Nursing

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

Education

We believe that education is a continuous and evolving process that results in a change in the behavior of an individual. Learning is an opportunity for exchange and can be accomplished by the sequential dissemination of knowledge and skills in an atmosphere of mutual respect. We further believe this change will enable the students to redirect their career as they mature and as they choose.

Nursing

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

Education

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

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

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

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

Student Rights

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

Congratulations on your admission to a diploma program that will bring you to a rewarding career. We are committed to your education as you pursue your nursing career. Our goal is to provide you with specific skills and knowledge to meet all program objectives and success on your NCLEX-PN Examination. Below is a list of essential qualifications necessary for all those who wish to seek a career as a nurse. Please read below to be sure you meet these qualifications.

ESSENTIAL QUALIFICATIONS FOR DELAWARE COUNTY TECHNICAL SCHOOLS PRACTICAL NURSING PROGRAM

Admission, Continuance, and Graduation
The Delaware County Technical Schools Practical Nursing Program signifies that the holder of that diploma has been educated to competently practice practical nursing in all healthcare settings and to apply for PN licensure in the Commonwealth of Pennsylvania. The education of a nurse requires assimilation of knowledge, acquisition of skills, and development of judgment through patient care experiences. The practice of nursing emphasizes collaboration among physicians, nurses, allied health care professionals and the patient.

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

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

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

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

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

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

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

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

CONCEPTUAL FRAMEWORK

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

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

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

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

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

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

CONCEPTUAL FRAMEWORK

Goals of the Program	Simple to Complex	Needs of the student
Competency Based Application	Basic Human Needs Normal and Pathological Body Systems Health-Illness Continuum Human Behavior	The Nursing Process
Needs of the community	Concurrent and Sequential	Needs of the Patient

CURRICULUM PLAN (Hour Requirement)

Level 1 (12 weeks)	Theory	Lab/Clinical
Fundamentals of Nursing I	91	126
Personal and Vocational Relationships I	32	0
Anatomy and Physiology	90	0
Pharmacology (Math)	20	16
Subtotal	233	142
Level 2 (12 weeks)		
Basic Nutrition (Wellness)	32	0
Medical/Surgical Nursing I	77	151
Fundamentals of Nursing II	60	43
Concepts of Mental Health	12	0
Subtotal	181	194
Level 3 (12 weeks)		
Medical/Surgical Nursing II	79	142
Obstetrical Nursing	42	21
Pediatric Nursing	42	49
Subtotal	163	212
Level 4 (12 weeks)		
Advanced Medical/Surgical Nursing III	75	118
Personal and Vocational Relationships II	21	0
Psychiatric and Cognitive Impairment	28	44
Gerontological Nursing	28	61
Subtotal	152	223
Total Hours	729	771
Total Curriculum Hours		1500

END OF PROGRAM STUDENT LEARNING OUTCOMES

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

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

CLINICAL OUTCOMES

The outcomes of each level and course are listed on the following pages. These outcomes utilize the Quality and Safety Education for Nurses (QSEN) and Knowledge, Skills, and Attitudes (KSA) that are nationally recognized. This program evaluates students on the six QSEN competencies, professionalism, and lab skills at their clinical sites at both midlevel and at the end of the level. Students will also receive feedback from their nurse educator addressing strengths and areas of improvement. Students will participate in the evaluation process by evaluating their own areas of strengths and weaknesses.

Evaluation Topics:

Patient-Centered Care Evidence-Based Practice Safety Professionalism	Teamwork and Collaboration Quality Improvement Informatics Lab Skills

Students must obtain a Satisfactory grade in all competencies at the Final Evaluation to pass the course.

Vocation characteristics of each student

1. Accepts responsibility for own actions by functioning according to role expectations as stated in the school policies.
2. Student will follow a standard of ethics as defined by the State Board of Nursing, Nurse Practice Act, Practical Nurse Law, and program objectives.
3. Student shows progression in knowledge and skills according to the Conceptual Framework.

Definition of terms utilized in all course and level outcomes and evaluations:

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

LEVEL 1 OUTCOMES

1. Meet minimal academic requirements in all Level 1 courses.
2. Apply knowledge of human anatomy and physiology, fundamentals, personal and vocational relationships and math when assessing basic patient care.
3. Demonstrate introductory knowledge of communication patterns and positive interpersonal relationships in planning care with peers, staff, patients and significant others.
4. Utilize the nursing process to meet the basic needs of the adult nursing home patient.
5. Through competent performance of nursing skills including rationale, implementing basic nursing care to meet the physical needs of the adult patient in a timely manner.
6. Assess level of pain using subjective and objective signs/symptoms.
7. Assess skin integrity using standardized assessment tool (i.e. Braden scale).
8. Apply concepts of safe body mechanics and alignment when giving basic nursing care.
9. Gather information from appropriate sources including clinical information systems, and implement plan of care.
10. Begin to report pertinent patient observations and information to the instructor and appropriate health care team members.
11. Begin to document pertinent patient observations and information in the appropriate area of the patient record.
12. Apply principles of safety when performing nursing skills with maximum supervision.
13. Follow a standard of ethics as defined by the State Board of Nursing, the Nurse Practice Act, and program objectives.

LEVEL 1 CLINICAL OUTCOMES- FUNDAMENTALS OF NURSING

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

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

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

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

LEVEL 2 OUTCOMES

1. Meet minimal academic requirements in Level 1 and Level 2 courses.
2. Apply knowledge of medical/surgical nursing, pharmacology, and nutrition in providing safe, effective nursing care with moderate supervision.
3. Recognize positive interpersonal relationships with members of the healthcare team, patients and their support groups.
4. Utilize the nursing process to meet the needs of the adult medical/surgical, hospitalized patient with moderate supervision.
5. Begin client teaching when implementing nursing care.
6. Administer medication with maximum supervision.
7. Begin to develop physical assessment skills.
8. Apply concepts of aseptic and clean technique when administering treatments and performing skills to adult patients with specific surgical conditions with moderate supervision.
9. Gather information from various sources to assist in developing an individualized nursing care plan.
10. Report pertinent patient observations to the appropriate health care team member and instructor.
11. Document pertinent patient observations and information in the appropriate area of the patient record with moderate supervision.
12. Apply principles of safety when performing nursing skills with moderate supervision.
13. Continue to follow a standard of ethics as defined by the State Board of Nursing, the Nurses Practice Act, Practical Nurse Law, and program objectives.

LEVEL 2 CLINICAL OUTCOMES - MEDICAL SURGICAL NURSING 1/ FUNDAMENTALS OF NURSING 2

ASSESSMENT
Identifies physical and psychosocial aspects of nursing care in an acute care setting, with moderate assistance of instructor.
PLANNING
Expands therapeutic relationships to include acute ill adult populations, incorporates a plan of care with measurable goals with moderate assistance of the instructor.
IMPLEMENTATION
Demonstrates behavior that acknowledges the client's dignity and need for physical safety. Continues to provide care in a safe and organized manor. Performs nursing skills with moderate guidance of instructor.
EVALUATION
Identifies and documents subjective and objective data with moderate supervision of the instructor.

LEVEL 3 OUTCOMES

1. Meet minimal academic requirements in Level 1, Level 2 and Level 3 courses.
2. Apply knowledge of medical/surgical nursing, obstetrics and pediatric nursing to assess patient needs.
3. Initiates effective communication techniques during positive interpersonal relationships when interacting with patients, their support group and members of the health team.
4. Utilize the nursing process to meet the basic needs of the medical/surgical, obstetric and pediatric patient.
5. Continue patient teaching and implementing nursing care with moderate supervision from the instructor.
6. Administer medications with moderate supervision.
7. Perform physical assessment with moderate supervision.
8. Apply aseptic and clean technique when administering treatment or medications with minimal supervision to an obstetrical, pediatric or medical/surgical patient.
9. Gather information to assist in developing and revising an individualized nursing care plan.
10. Report and interpret patient observations, care and outcomes to the heath team member and instructor.
11. Continue to document pertinent patient observations and information in the appropriate area of the patient record with minimal correction.
12. Apply principles of safety when performing nursing skills with minimal supervision.
13. Continue to follow the standard of ethics as defined by the State Board of Nursing, the Nurse Practice Act, and program objectives.
14. Increase knowledge and awareness of alternative and holistic nursing modalities.

LEVEL 3 CLINICAL OUTCOMES - MEDICAL/SURGICAL NURSING 2

ASSESSMENT

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

PLANNING

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

IMPLEMENTATION

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

EVALUATION

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

LEVEL 3 CLINICAL OUTCOMES – OBSTETRICAL NURSING

ASSESSMENT

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

PLANNING

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

IMPLEMENTATION

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

EVALUATION

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

LEVEL 3 CLINICAL OUTCOMES - PEDIATRIC NURSING

ASSESSMENT

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

PLANNING

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

IMPLEMENTATION

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

EVALUATION

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

LEVEL 4 OUTCOMES

1. Meet minimal academic requirements of Levels 1, Level 2, Level 3 and Level 4 courses.
2. Apply knowledge of advanced medical/surgical nursing, personal and vocational relationships, and mental health in the care of patients throughout the life cycle with simple to more complex nursing problems.
3. Demonstrate effective therapeutic communication while interacting with patients, their support groups and members of the health team.
4. Utilize the nursing process to develop and revise an individualized treatment plan.
5. Initiate patient teaching and implementing nursing care with minimal supervision from the instructor.
6. Administer medications with minimal supervision.
7. Perform physical assessment with no supervision.
8. When appropriate, assist with prevention, rehabilitation measures, and health teaching with minimal to no supervision.
9. Function within the ethical and legal parameters of nursing practice as defined by the practical nurse law.
10. Prepare and report a summary of several patients' care and outcomes with contributing information to appropriate health team member(s) and instructor.
11. Document accurate patient observations and information on the patient record with no supervision.
12. Apply principles of safety when performing nursing skills.
13. Continue to follow a standard of ethics as defined by the State Board of Nursing, the Nurse Practice Act, and program objectives.
14. Be prepared to function as an entry level nurse.
15. Incorporate knowledge and awareness of alternative and holistic nursing modalities to patient care.

LEVEL 4 CLINICAL OUTCOMES – ADVANCED MEDICAL/SURGICAL NURSING

ASSESSMENT

Independently coordinates all relevant aspects of physical and psychological data as it relates to the medical/surgical client before initiating nursing care.

PLANNING

Independently integrates components of the therapeutic relationship while formulating nursing care relevant to the unique needs of the medical/surgical client.

IMPLEMENTATION

Delivers safe, individual nursing care, independently incorporating knowledge of the complex problems facing the medical/surgical client in a variety of care settings.

EVALUATION

Makes independent determinations of outcomes of complex nursing care and initiates revisions as appropriate to accommodate needs specific to the medical/surgical client.

LEVEL 4 CLINICAL OUTCOMES – PSYCHIATRIC AND COGNITIVE IMPAIRMENT NURSING

ASSESSMENT
Independently coordinates all relevant aspects of physical and psychological data as it relates to the psychiatric client before initiating nursing care.
PLANNING
Independently integrates components of the therapeutic relationship while formulating nursing care relevant to the unique needs of the psychiatric client.
IMPLEMENTATION
Delivers safe, individualized nursing care, independently incorporating knowledge of the complex problems facing the psychiatric client in a variety of care settings.
EVALUATION
Makes independent determinations of outcomes of complex nursing care and initiates revisions as appropriate to accommodate needs specific to the psychiatric client.

LEVEL 4 CLINICAL OUTCOMES – GERONTOLOGICAL NURSING

ASSESSMENT
Independently coordinates all aspects of physical and psychological data as it relates to the older adult before initiating nursing care.
PLANNING
Independently integrates components of the therapeutic relationship while formulating nursing care relevant to the unique needs of the gerontological client.
IMPLEMENTATION
Delivers safe, individualized nursing care, independently incorporating knowledge of the complex problems facing the older adult in a variety of care settings.
EVALUATION
Makes independent determinations of outcomes of complex nursing care and initiates revisions as appropriate to accommodate needs specific to the older adult.

2025-2026 STUDENT CALENDAR

Tuesday, September 2 2025	First day of Class Level 1 (Class 68 & Level 3 (Class 67)	
Monday , November 17, 2024	Level 2(Class 68) Level 4 (Class 67) Begin	
Thursday, November 27, 2024 and Friday, November 28, 2024	Fall Break	School Closed
December 24, 2025 through January 2, 2026	Winter Break	School closed
Monday, January 5, 2026	Classes resume	Nurse Educators and Students Report
Monday, January 19, 2026	Dr. Martin Luther King Jr. Day	School Closed
February 3, 4, 5, 2026	NCLEX-PN Review Course (67)	
Thursday February12, 2025	Level 2 (Class 68) and Level 4 (Class 67) End	
Thursday. February 12, 2025	Graduation Class 67	
Friday, February 13, 2026	First day of Class Level 1 (Class 69) & Level 3 (Class 68)	
Monday, February 16, 2026	President's Day	School Closed
Thursday, April 2, 2026 Friday, April 3, 2026	Spring Break	School Closed
Monday, May 4, 2026	Level 1 (class 69) & Level 3 (Class 68) End	
Tuesday, May 5, 2026	Level 2 (Class 69) & Level 4 (Class 68) Begin	
Monday, May 25, 2026	Memorial Day	School Closed
Friday, June 19, 2026	Juneteenth Holiday	School Closed
Friday, July 3, 2026	Independence Day	School Closed
July 14, 15, 16, 2026	NCLEX-PN Review Course (68)	
Thursday, July 23, 2026	Level 2 (Class 69) & Level 4 (Class 68) End	
Thursday, July 23, 2026	Graduation Class 68	

ADVANCED PLACEMENT/TRANSFER CREDIT POLICY INTO DELAWARE COUNTY TECHNICAL SCHOOLS PRACTICAL NURSING PROGRAM

Objective

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

Target Audience

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

Eligibility

Students requesting advanced placement are eligible for placement at the beginning of Levels 2 and 3 only. Please note: Levels 3 and 4 must be fully completed at Delaware County Technical Schools Practical Nursing Program to fulfill graduation requirements.

Incoming Advanced Placement Students must do the following:

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

Process

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

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

<u>Transfer Credit</u>

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

- Fundamentals of Nursing
    - Must have successfully completed 175 lab/clinical hours in an approved Allied Health course or a Nursing School Course comparable to Fundamentals of Nursing with a grade of C or higher.
    - Pass a Fundamentals of Nursing Test with a score of 76% higher.
    - Pass a Clinical and Practicum challenge test also known as a "skills" test. See below for description.
    - Students may only test one time for a fee of $100.00.
- Anatomy & Physiology-
    - Must have successfully completed 90 instructional hours in an Anatomy & Physiology course from an accredited postsecondary institution with a grade of C or higher within three years.
    - Pass an Anatomy & Physiology challenge test with a grade of 50% or higher.
    - Student may test only one time for a fee of $50.00.

Advanced Placement

Level 2 Placement – Student must do the following:

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

Level 3 Placement – Student must do the following:

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

CLINICAL AND PRACTICUM COMPETENCE

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

ADMISSIONS

REQUIRED VACCINATIONS/PHYSICAL

Pre-Entrance - Students are responsible for completing the pre-entrance health requirements 30 days before the first day of the Nursing Program. It is the responsibility of the student to keep this information current while enrolled in the program**. This information is required by clinical facilities once a student is enrolled. If a student does not keep this information current, they will not be permitted to attend clinical and therefore will not be able to complete the program.**

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

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

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

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

The COVID vaccine may be required by the DCIU organization and clinical agencies. The student is required to be vaccinated prior to admission to attend the practical nursing program.

Two-step PPD or a QuantiFERON Gold within 3 months of entering the program. (Two negative PPD results or one QuantiFERON Gold result must be documented) or if there is a positive result at any time a chest x-ray is required. It is the responsibility of the student to submit proper documentation to Castle branch. A one step PPD can be used if the student has a yearly PPD record available (for example, one step PPD is done for employment each year.)

A Pre-enrollment physical assessment will be completed by the student prior to entering the program and will remain part of the student's file until five years after graduation.

CLEARANCES

It is the student's responsibility to submit all required clearances and health forms 30 days before entering the program to Castle branch and to keep them up to date while enrolled in the program. Failure to do so may result in immediate dismissal from the program. This is a requirement of the clinical sites. A student with expired clearances will be sent home until they get the updated clearance(s). Attendance policy for hours missed will apply. Any new criminal arrests or convictions while enrolled in the program must be reported immediately to the program supervisor. A student may be rejected from a clinical site due to their criminal background. In that case, the Program will do its best to place the student in an alternate, appropriate clinical rotation, but cannot guarantee that it will be able to do so.

LICENSURE

The State Board of Nursing advised Schools of Nursing that felonious acts prohibit licensure in Pennsylvania as of January 1, 1986. The following, taken from the law, should be used as a guide for admission policies.

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

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

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

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

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

Students must sign a History of Criminal Record Disclaimer Statement which addresses licensure**. The State Board of Nursing is a separate entity that has discretion to grant licenses. Where a student has a record of criminal convictions, even if the student has successfully completed the PN program, the State Board will review the record and make the ultimate decision on whether it will grant a license to an applicant.**

ACADEMIC POLICIES

ATTENDANCE POLICY

The Pennsylvania State Board of Nursing program requires a minimum of 1500-hours to earn the practical nursing diploma. Title IV Direct Loan funds and Pell Grants also require conformity to clock hours. Attendance is critical for learning in addition to graduation, and financial aid, so all students are expected to be *on time and present for all learning opportunities 100% of the time* in this rigorous program.

This policy addresses when circumstances beyond your control make that impossible. **Every student is required to notify the school and nurse educator of absence (always) or lateness. You must send an email at least 30 minutes prior to start: LPN@dciu.org and the specific nurse educator**. You may call 484-423-7003 if you lack email access. If you are at risk of missing more than two consecutive days, please contact the program supervisor SDelaney@dciu.org to discuss your situation. **If at any time a student misses three consecutive days with no notice to the program the student will be dismissed**. The attendance record of each student will be reviewed by full time level nurse educators at mid-level and end of each level. An attendance report may be provided to each student for review. When the attendance report is provided, the student has one week to dispute any attendance issues otherwise the attendance will be recorded as is. See Attendance Procedure Appendix.

The Program will adhere to the DCIU's Health and Safety Plan, including absence/quarantine requirements when students have contracted or been exposed to COVID-19 or any other similar illnesses.

Theory Classroom Lateness, Leaving Early or Absence:

- Any missed time will be recorded in 15-minute intervals.
- Enter or leave the classroom silently and sign in or out.
- Not signing in or out or putting incorrect times may result in dismissal from the program.
- All time must be made up to complete required program hours. **If all missed time is not made up by the end of Level 4, the student may not be able to walk at graduation and the PNP diploma will not be awarded until all hours are made up.**
- **If a student is late for an exam, the student will sign in and then go to the predetermined area by the nurse educator to take the test. This is to minimize interruption of the other students during an exam but also to ensure that the student who is late has enough time to test in a quiet environment.**
- No more than 35 hours (5 days) may be made up in the entire program without being placed on probation. Missing more than 56 hours (8 days) may result in dismissal from the program.
- If a student has missed 35 hours or more when the mid-level and end of level attendance records are reviewed, the student may be placed on probation.

Clinical Time Lateness/Absence.

- Students should make every effort to not be absent on clinical days.
- If the student arrives within 15 minutes of the clinical start time, it will be documented as a late day and the student will complete the clinical day. Two late days will be counted as a missed clinical day and must be made up. Any subsequent two late days episodes will continue to be counted as a missed clinical day and must be made up.
- If the student arrives more than 15 minutes after the clinical start time, the student will be sent home. This will count as a missed clinical day and must be made up.
- Students are not permitted to leave clinical early. Leaving early will count as a clinical day/7 hour of missed time.
- Clinical make up time may not be available at each level.
- Clinical hours apply to those activities held in the clinical setting or at Marple Education Center classroom scheduled as clinical/lab on the quarterly calendar.
- Students are not permitted to miss more than two (2) consecutive clinical days or four (4) total clinical days during the entire program.
- All time must be made up before the end of each level at the discretion of the nurse educator or post-graduation. The student will not receive a diploma until the hours of the program have been met.
- Missing 2 clinical days will result in clinical probation and the student will need to meet with the program supervisor.

Please notify the program supervisor immediately by email or in person for documented exceptional circumstances such as these:

- Contagious medical condition (requires note from physician)
- Positive COVID-19 test result (may require quarantine)
- Hospitalization of student (requires documentation)
- Mandatory training for work (orientation, certification, competencies, etc.)
- Family funeral (see Death of a Family Member policy)
- Jury duty – see the program office staff with your summons immediately upon receipt
- Court summons or subpoena
- Call to duty for armed forces
- Naturalization ceremony for U.S. Citizenship
- Religious Holidays

These above exceptions will require make up time, the time may be considered as extenuation should the students miss over the allowable 8 days or 4 clinical days.

Making up Clinical Hours

- Students will sign up for the clinical makeup day.
- Each clinical makeup day will require the student to pay $200.00 per day. Payment must by Wednesday prior to the clinical makeup day. If payment not received, the student would forfeit their spot for the clinical makeup day.
- Students will receive information from the clinical nurse educator about where to report and what to bring for clinical makeup days.

If a student is a no call no show for a clinical makeup day, an additional $50 will be added to the clinical makeup fee and the day will still need to be made up. In simpler terms, the student will have to pay $250 total for the missed day and the no call no show fee. In addition to the no call no show fee, a professionalism assignment will be required to be completed by the student.

ATI Policy

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

ATI Complete Series provide Practice and Proctored Assessments and remediation in the following content areas:

- Critical Thinking Assessment Entrance/Exit
- Adult Medical Surgical
- Nursing Care of Children
- Maternal Newborn Nursing
- Fundamentals of Nursing
- Anatomy and Physiology
- Mental Health Nursing
- Pharmacology
- Leadership and Management
- ATI Capstone
- Comprehensive Predictors
- Virtual ATI

ATI products are web based computerized student support. All ATI resources are available to the student through a single sign on to their ATI account. The CDN Product ID number will be entered by the faculty for student access. Students are expected to follow all school rules and regulations related to use of the PN computer room when in use.

ATI Assignments/Homework Guidelines

- ATI Assignments/Homework may be assigned 0-10% of Final Course Grade and may vary with each class. Not all classes have ATI proctored assessments.
- All assignments/homework must be completed on the assigned date to receive full credit (10%) as per course syllabus.
- The student may receive a “notice” for any assignments not completed by the due date. Completion of all assignments are critical to student success during the nursing program.

ATI Assessments:

ATI Practice Assessments:

- Assigned after 70% and 90% of instructional content has been provided in class.
- Must be completed prior to taking any proctored assessment. The purpose of practice assessment is to identify individual areas of weakness to each student so the student can remediate for success on the proctored assessment. There are two practice assessments available before the student takes the proctor. The program goal is to have the student pass the proctor assessment on the first attempt.
- Practice assessment may be administered in a monitored environment.

Proctored ATI Assessments:

Goal or benchmark for the Delaware County Technical School is a level 2 proficiency.

- Taken after completion of **ALL** assigned practice assessments and focus review remediation are completed. Proficiency is expected to be achieved on the first assessment however, there are two proctored assessments available. The grade points the student receives will be based on the first assessment score.

ATI Assessments Focus Remediation

- Students are required to complete remediation and develop a hand-written body of work for each practice and proctor assessment while working in ATI focused Review to address each identified topic for remediation based on their own individual focus review. The body of work created will provide evidence of student engagement in remediation learning.
- Remediation must be completed within one-week post assessment. The nurse educator will review and determine the amount of time the student spent in ATI remediation as appropriate.
- When rationales are available, rationales will be turned on by the nurse educator after all remediation is complete and submitted to the nurse educator.
- The nurse educator will complete a group focused review for the class after each practice assessment.

GRADING RUBRIC

(Uses a combination of the practice and proctored assessments to achieve 10% of the course grade. This sample assumes a 100-point course.)

PRACTICE ASSESSMENTS

4 points

Complete Practice Assessment A.	Complete Practice Assessment B.
Remediation: · *Minimum 1-hour Focused Review on initial attempt* · *For each topic missed, complete required remediation process. ** Take Post Study Quiz (if available) ** and complete remediation for each topic missed.	Remediation: · *Minimum 1-hour Focused Review on initial attempt* · *For each topic missed, complete required remediation process. ** Take Post Study Quiz (if available) ** and complete remediation for each topic missed.

Standardized Proctored Assessment			
Level 3 = 4 points	***Level 2 = 3 points***	***Level 1 = 1 point***	***Below Level 1 = 0 points***
Remediation = 2 points: · *Minimum 1-hour Focused Review* · *For each topic missed, complete required remediation*	***Remediation = 2 points:*** · *Minimum 2-hour Focused Review* · *For each topic missed, complete required remediation*	***Remediation = 2 points:*** · *Minimum 3-hour Focused Review* · *For each topic missed, complete required remediation*	***Remediation = 2 points:*** · *Minimum 4-hour Focused Review* · *For each topic missed, complete required remediation*
10/10 points	***9/10 points***	***7/10 points***	***6/10 points***
Proctored Assessment Retake			
No retake required	***No retake required***	***Retake required/recommended***	***Retake required/recommended***

Level 4 ATI Schedule

Capstone Orientation will occur prior to the first Monday in the level 4. (This may occur in the last week of level 3 or prior to the first Monday in level 4). The purpose of the capstone review is to ensure success on the ATI Comprehensive. All points from Capstone are part of the Level 4 P&V final grade.

Week	Assessment	Capstone/Coaching	Date
Orientation	Capstone Orientation Module Comprehensive Form A		
1	Fundamentals		
2	Pharmacology	2 assessments	
3	Medical Surgical	2 assessments	
4	Nursing Care of Maternal/Child		
5	Mental Health		
6	Management		
	Capstone Comprehensive Form B Assessment		
7	Begin Virtual ATI (6 weeks in program)		
10	Comprehensive Predictor		
11	ATI Live Review		
	Virtual ATI will continue 6 weeks post-graduation		

*Coaching will continue post-graduation until the student receives a green light from ATI.

Points for ATI Capstone

Assignment	10 points
Pre-Assessment Quiz	10 points
Post-Assessment Quiz 5 points for all questions answered correctly 5 points for answers given in own words, not copied/pasted	10 points
Total Points per week	30 points per week x 6 weeks = 180 points
Pharmacology II Assessment	10 points
Medical-Surgical Assessment	10 points
Total points for ATI Capstone	**200 points**

Comprehensive Predictor

- Each student must complete the ATI capstone review course to prepare for the Comprehensive Predictor.
- The Predictor offers an assessment of the student's mastery of nursing content and readiness to sit for the NCLEX-PN®. It is a simulated NCLEX-PN test.
- It offers individualized predicted Probability of Passing NCLEX on the First Attempt and provides National and Program Means and Percentile Rank.
- Proctored Comprehensive predictor will be given after completion of Capstone in level 4.
- Every student may retake the Comprehensive Predictor after the ATI live review course.
    - Delaware County Technical Schools Practical Nursing Program has a benchmark of 95%. Students who receive the 95% Predicted Probability of passing NCLEX-PN will be signed off by the program to sit for State Boards on the day of graduation. ATI virtual coaching completion is highly encouraged for all while students are waiting to test for boards.
    - A student who does not achieve a 95% must continue the weekly ATI virtual coaching to achieve the green light from ATI. The graduate will not be signed off to take State Boards until the coaching is completed and the ATI benchmark or green light is achieved. If the student does not achieve a 95% on the Comprehensive Predictor the first time the student is required to complete remediation and may retest a second time after the ATI Live Review course. A personalized remediation plan will be created for the student with the PNP nurse educator and VATI educator.
    - If the student is still unable to reach the benchmark of 95% post review course the student must complete the ATI coaching on a weekly scheduled basis offered through ATI and meet the ATI benchmark or green light. The student will not be signed off to test for the NCLEX-PN or signed off for a graduate permit until this benchmark has been achieved. The student will be permitted to walk at graduation, but no program information or grades will be released until the student completes the ATI virtual coaching and achieves the green light. Once the green light is received the student will be signed off by the program supervisor to sit for the NCLEX-PN exam. If the student tests within 3 weeks of the ATI benchmark and is unsuccessful ATI will provide additional support as noted in the ATI Guarantee.

GRADING SYSTEM/GRADING SCALE

The academic progress of each student will be indicated by the level grade of each course. Conferences with students showing poor academic progress will be scheduled individually as necessary at the request of the student, nurse educator, or program supervisor at any time to assist the students' progress in the program. At the midpoint of each level (usually 6 weeks), grades will be evaluated by the nurse educator and academic warnings will be distributed in class to any student whose average is below 76 in any course. The student should then meet with the nurse educator to review the students plan of action on how they plan to improve the grade by the end of the marking period. No extra credit will be given under any circumstances for students in academic jeopardy. There is no academic probation policy. If the final grade is below a 76 the student will not progress to the next level (see readmission policy). Students can request and are encouraged to meet individually with a nurse educator to review a test within one week of taking the test. Tests will be available for student review up to one week after the test has been given.

ATI modules can assist all students in all levels through remediation. ATI adaptive quizzing is highly effective in helping students with test taking strategies.

Academic grading is as follows: No grades are rounded, transcripts list the actual grade, any grade below a 76 is a failure.

INCOMPLETE GRADES

A temporary grade, incomplete (I), is given to a student who has not been able to complete the required work in a course. The grade is given only when there are extenuating circumstances beyond the student's control and the student has communicated the problem to the program supervisor at the time of the occurrence. Sudden illness and death in the family are instances which may qualify for use of this grade. Incomplete is never justified for circumstances in which the student has simply neglected to complete the work on time. The student must complete the work within one (1) week after the end of the course unless additional time is agreed to in writing by DCTS-PN administration; otherwise, the incomplete grade (I) will become an F. If necessary, a student may receive an incomplete (I) for missed clinical time. If approved by administration, the student will make up the missed clinical hours after the end of the program.

LEVEL FAILURE

If the student does not successfully complete the level, then they are not making satisfactory academic progress for Federal Financial Aid purposes. Financial Aid will not cover tuition for a second time due to lack of academic progress. Students who repeat a level must pay for the level out of pocket with a money order or bank check or credit card prior to returning to classes.

Tuition must be paid in full two weeks before the level begins. Once the student has successfully completed the failed level, they re-established eligibility for Federal Financial Aid Funds. The student must repeat the level within six months or twelve months with administrative approval of an extenuating circumstance to be considered for entrance back into Levels 2, 3, or 4.

GRADE CHANGE

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

GRADUATION/PROMOTION

To advance to the next level in the program or graduate, a student must:

- Pass all clinical experiences and skills lab required for that level and complete all theory instruction with a grade of 76 or higher in all courses. If a student fails clinical, they will not progress to the next level, nor will they be re-admitted. A student cannot progress to the next level until they have passed all courses in the level. If a student fails one course in Level 1, the student will be required to repeat the entire level. Level 1 is considered the foundation for future levels. If a student fails one class in Levels 2, 3 or 4, the student must retake and pass the class they failed within six months or twelve months with administrative approval of an extenuating circumstance before moving on to the next level. At the discretion of administration students may be required to audit other courses for a fee. The grades received for the courses passed in the level will remain unchanged. The student is responsible for the cost of retaking the course that they failed, and any audited classes. All money is due two weeks prior to the first day of class via a money order or bank check. (See readmission policy for further information.) A student who fails two or more subjects in a level or fails a subject with a final grade below 70 may not apply for readmission without approval from administration. A student can reapply for admission to the program one time only.
- Satisfy all financial obligations for the nursing program. This includes tuition as well as clinical make-up, keycards, and any other financial obligations to the program. All paperwork must be completed such as exit interviews, surveys, etc. Any program books or items on loan must be returned to the program. If used, lockers must be emptied; any items left in the locker will be removed one week after the level ends. Students may not sit for final exams or ATI proctored assessments until all financial obligations are completely satisfied. Keycards will be collected the last day of class. There is a $25 fee for lost keycards which must be paid before you receive your diploma. No student information including transcripts will be released from the students file until financial aid obligations have been met.

Graduation Ceremony

Attendance at Graduation is mandatory for all graduating students. Graduation attire is a white graduation cap and white graduation gown. Nursing caps are not worn. Any addition to the graduation attire must be preapproved by the nurse educators and the program supervisor.

Graduation Awards (Faculty Appointed Awards):

Clinical Excellence Award is given at graduation to recognize a graduate's excellence in clinical performance and the potential for continued service to the community.

Utilizes theoretical knowledge is a basis for nursing practice.

Demonstrates ability to establish and implement priorities of care.

Is skillful in the application of the decision-making process.

Demonstrates professional behavior in the clinical area.

Collaborates in a positive and productive manner with clients, peers, staff and faculty.

Utilizes leadership qualities within the health care delivery system to provide well-managed nursing care.

Consistently utilizes therapeutic communication.

Utilizes time and material efficiently.

Accepts and utilizes criticism as a basis for professional growth.

Demonstrates safe and competent nursing practices.

Leadership Award is given at graduation to recognize a graduate who demonstrated scholastic and leadership ability and exemplifies an enthusiastic commitment to professional nursing.

Displayed dedication to and achievement in academics.

Demonstrates team building skills.

Works effectively with diverse groups of individuals and displayed cultural awareness.

Involved with other aspects of the school.

Motivated and inspired.

Exemplified personal values of integrity and dedication.

National Adult Education Honor Society

Mission: The mission of the NAEHS is to provide meaningful recognition to deserving adult education students, to improve student employment opportunities, to develop student ambassadors for local adult education programs and to create adult education awareness with school administrators and state legislators.

To be inducted student must demonstrate 3 major attributes and have excellent attendance:

- Outstanding attendance
  - Arrives on time – no more than 3 lateness per level
  - Consistently present – less than 10 hours of missed time during the program
- Cooperation
  - Respects other ideas and values
  - Participates actively and speaks in turn
  - Demonstrates patience
- Work Ethic
  - Comes to work prepared
  - Completes homework
  - Sets goals and follows through
- Listens with understanding
  - Asks questions and seeks help
  - Takes responsibility for own learning

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

Additional Policies

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

CELL PHONE POLICY

To encourage high academic achievement, it is strongly advised that cell phones shall not be utilized during class for other than academic activities, i.e. note taking, recording lectures, looking up information, taking pictures in lab, etc. Cell phones and/or electronic devices such as watches are never permitted to be on a student's person during testing. The phone should always be on vibrate or silent mode while in the school or clinical building. Cell phones are never permitted to be used in the clinical facilities without permission of the nurse educator. Each individual nurse educator or program supervisor is permitted to not allow cell phones during class or clinical at any time during the program. In the case of an emergency, students may give the program number to get a hold of the student. Then the nurse educator would be contacted to let the student know there is a call for them. The program number to use is 484-423-7003.

CHANGE OF ADDRESS OR PHONE NUMBER

The program must be notified immediately if a student moves from the address given at the beginning of the program or has a change in phone number or e-mail address. Students can email the office at LPN@dciu.org with the update.

CLASSROOM

Food is only permitted in the classroom with the nurse educator's approval.
The nurse educator may prepare a seating chart at the beginning of the program and the seating chart may change throughout the program. Students are highly encouraged to speak with your nurse educator if anything in the classroom environment is interfering with your learning experience. Classroom isle should be kept free of obstacles in case of emergency evacuation and to prevent falls.

COMMUNICATION WITHIN THE PROGRAM

Communication is vital to everyone in the practical nursing program. All students will have access to the program supervisor's e-mail SDelaney@dciu.org as well as all the nurse educator's e-mail for communication purposes. If the student does not receive a response within 3-5 days, the student should reach out again or notify the program administrative assistant. Students should contact the supervisor immediately by e-mail when they have a need, concern, or any problems arise. Please notify the program supervisor of all situations that may interfere with your progress in the program at the time they occur. Students needing to speak to the supervisor are encouraged to e-mail first with a brief reason for the meeting and then schedule an appointment with the program's administrative assistant on your break or lunch.

Communication between the program and students will occur via DCIU email or memo format or through Canvas. Students are required to check emails daily to receive communication from the program. Please note: Canvas is not an official method to communicate with the office as it is a messaging center and messages do not always go through to the office. Students should communicate with nurse educators and office staff via DCIU e-mail only. Students are not permitted to have a nurse educator's personal phone number or communicate with nurse educator utilizing their personal cell phones unless approved by the program supervisor.

COUNSELING OF STUDENTS

A counseling program has been designed with the following objectives:

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

Faculty members are available to meet with students as needed by appointment, which should be requested by e-mail.
Conferences will be held with nurse educators at periodic intervals for performance evaluations. The program supervisor is also available for conferences upon request by the student via the program's administrative assistant or e-mail. The program supervisor is available to students during breaks and lunch most days or by phone on clinical days. Additional conferences may be requested by the student or faculty member as deemed necessary. If emotional instability is suspected by the faculty, the student will be advised to seek appropriate treatment.

DEATH OF A FAMILY MEMBER

In the event of death of any family member the program supervisor must be notified via phone or e-mail as soon as possible. An immediate family member is defined as a spouse, parent, child, or sibling. A student may take up to three days leave upon the death of an immediate family member, if travel is necessary the student must speak with the program supervisor. In the event of death of a grandparent or close in-law (mother/father/sister/brother-in-law) a student may take a one day leave of absence. Proof of death is required (e.g. newspaper death notice, funeral service program). Time missed will be made up via an assignment at no cost to the student. Academic examinations, if missed, must be made up according to test policy.

Pregnancy/Disability Policy

A student may be admitted to and/or remain in the Nursing Program if the student has a disability or becomes pregnant; however, they are responsible for the following:

Inform the supervisor immediately in writing when a positive diagnosis of pregnancy is made, or that a disability exists that requires a reasonable accommodation or missed time.
Provide written notice of accommodations that are requested, if any.
Present a signed physician's certificate that they can remain in the program and perform the essential functions of the program.
Submit the completed Pregnancy/Disability form found in the appendix.

Realize that they will carry full academic and clinical responsibilities as that of their peers.
Comply with all standards expected of fellow students, including dress and hygiene requirements.
Students with a physician note must submit the note to the office prior to attending class or clinical.

If a leave of absence is requested, it must be in writing and submitted to the program supervisor.

Disability Services (See DCIU **Nondiscrimination – Qualified Students with Disabilities** Policy No. 103.1)

Section 504 of the Rehabilitation Act of 1973 and the Americans with Disability Act (ADA) identify a person with a disability as anyone with a physical or mental impairment that substantially limits one (or more) major life activity such as walking, seeing, hearing, speaking, working, or learning. Persons who have a history of a disability are also covered by the regulations.

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

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

A clearly stated diagnosis of the disability that explains the impairment or limitation created by the disability and the type of accommodation being requested. The accommodation requested must be specific (if extended time, for example, 2 hours, separate room, etc.) and in compliance with the federal Americans with Disabilities Act (ADA).
The documentation should explain the student's functional limitation to successfully participate in an academic/clinical environment designed to prepare students for a career in practical nursing. A copy of the most recent evaluation related to the diagnosis and applicants testing results must be submitted to the program.
The printed name, title, professional credentials, and signature of the health care

provider that is treating the student, substantiation the existence of the student's disability and explaining the need for requested accommodation, i.e. clinical psychologist, psycho-neurologist, school psychologist, audiologist, or physician if it pertains to a medical condition.

The date of the evaluation and submitted documentation shall be within one (1) calendar year of the student's expected enrollment in the Practical Nursing Program. DCIU/DCTS reserves the right to waive this requirement, if it reasonably believes that the school has enough information to consider the student's accommodation request.

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

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

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

DISCIPLINARY POLICY - Student Work Ethic/Professional Expectations

Behavioral and Attendance

Students may receive verbal and written notices for behavior and attendance issues. Please note students who develop patterns of behavior or attendance issues may be dismissed from the program. Professional Points are available in each course. Students who do not display professional behavior may have a reduction of points. Practice to become a professional nurse starts here.

Be Respectful

Student uses positive communication with peers and staff (appropriate verbal and non-verbal language – no profanity, eye rolling, glaring or rude body language; raises hand and waits to be called up no interrupting or calling out).
Student attentive and on task (pays attention to nurse educator).
Student is a team player; works well with others (participates in group discussions/work).
Student eats during designated lunch/breaks only (drinks not food permitted in classroom).

Be Responsible

Student arrives on time ready to work (camera on if virtual sessions).
Student arrives with all necessary supplies.
Student in full uniform (applies to virtual sessions and in person).
Student on-task; work completed.
Students does not participate in cheating, copyright infringement, and plagiarism.

Be Safe

Student uses appropriate behavior (polite, non-threatening, not disrespectful, not aggressive/argumentative, does not interrupt others).
Student follows policy for cell phone use/ear buds (cell phone use at clinical is prohibited).
Student is in assigned area.
Student wears/uses proper safety equipment (masks on covering nose and mouth, appropriate body mechanics, and appropriate uniform and footwear).

Consequences for failure to adhere to the DCIU Nursing Program Student Work Ethic/Professional Expectations:

First Offense – Student will receive a verbal warning. Which is documented in the student record.

Second Offense – Student will be expected to repeat/complete the Behavioral/Communication assignment prior to leaving for the day and they will be unable to return to program until completion with passing score.

Third Offense – Student will be referred to the supervisor – for a possible one day suspension.

Fourth Offense – Student will be referred to the supervisor for further progressive consequences including possible removal from the program.

DISMISSAL FROM THE PROGRAM

Any of the following is criteria for dismissal

- Academic failure – achieving a final average below 76 in any course. Once a student fails a course, they are no longer considered a student.
- Clinical failure – receiving an unsatisfactory upon final clinical evaluation.
- Any unsafe nursing practices.
- Accumulation of written warnings for patterns of behavior issues.
- Accumulation of 56 hours for missing time or 28 hours of clinical time as defined in the attendance policy.
- Inappropriate behavior. Examples include, but are not limited to:
  1. Defiant, hostile or uncooperative behavior in accepting guidance under direction.
  2. Lack of accountability in assuming responsibility in academic, clinical or social areas of the program.
  3. Insubordination in the clinical or classroom setting.
  4. Unacceptable social behavior in the classroom or clinical area.
  5. Harassing or threatening behavior toward others.
  6. Unacceptable and/or unprofessional social networking.
  7. Sleeping in the class or clinical area. (Head down on desk is defined as sleeping).
  8. Failure to follow the Essential Qualifications of the program.
- Any of the following will result in immediate dismissal without academic warning or clinical probation:
  1. Harming or threatening a patient or any other person such as another student or staff member.
  2. Any student found to be possessing (including possession and/or intent to sell), under the influence of or impaired by, experimenting or taking drugs, such as marijuana, barbiturates, amphetamines, narcotics or any drugs not specifically prescribed for that student by a physician for a specific condition shall be immediately dismissed. (See drug and alcohol usage policy.)
  3. Unprofessional or unsafe behavior including disruptive, defiant behavior, threatening or intimidating another person.
  4. Expired or missing paperwork from Castle Branch required by clinical

facilities and/or State Board of Nursing.

5. Failure to submit up to date vaccines when required.
6. Any student who reports to a class or clinical assignment under the influence of alcohol or any drug which impairs functioning as a student nurse will be immediately dismissed. (See drug and alcohol usage policy.)
7. Theft.
8. Students unable to meet the attendance requirements of 1500 hours of the program. Students who fail to make up required time. A student is placed on probation for attendance at 35 hours of missed time and dismissed from the program at 56 hours.
9. Leaving the classroom or clinical site without reporting to the program administrative assistant, nurse educator, or program supervisor.
10. Fighting - physically or verbally.
11. Insubordination in the clinical, classroom or office settings or any time a student is attending the program.
12. Recording another person without their knowledge.

DRUG AND ALCOHOL USAGE
(See also DCIU Pupils Policy No. 227 in Appendix)

It is absolutely prohibited for a student to engage in the possession, use, distribution, or to be under the influence of alcohol, illicit drugs, or drugs prescribed to another on school premises, as part of any school activity, or at any clinical site.

Every student admitted to the Practical Nursing Program must complete a mandatory drug test as part of the admission procedure. If the admission testing results in a positive drug test, the admission will be revoked, and the students will be removed from the program. If at any time, a student is suspected of being under the influence of legal or illegal substances so that their function and participation are impaired, the administration and/or faculty or any clinical agency may require a student to leave the premises, and the student will not receive credit for the day.

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

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

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

- Physical signs and symptoms of substance abuse (bloodshot eyes, the smell of alcohol, abnormal conduct/behavior).
- Possession of drugs
- Change in personality (insubordination, aggressive or violent behavior)

- Other circumstances from which the school may reasonably infer the illegal use of drugs or unauthorized use of alcohol; e.g. sleeping in class.

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

ELECTRONIC DEVICES

A laptop computer and ear buds are required for all students. Students are responsible for the maintenance of their own computers. Most clinical agencies prohibit the use of personal electronics in the clinical area and students are required to follow the policy and procedures for the clinical site. Audio recording or taping is permitted, for educational purposes only, and with the permission of the nurse educator or the person being recorded. Recording a person without their knowledge is never permitted and may result in disciplinary action. All students are required to have WIFI access at home as remote learning and submission of assignments after hours may be necessary.

EMERGENCY/INCLEMENT WEATHER DAYS/DISASTER PLAN

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

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

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

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

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

The program will make every attempt for remote learning for class and clinical as quickly as possible should a disaster occur that requires an individual or all students to stay at home with the approval of Pa State Board and ACEN. If this should occur communication will occur through the DCIU email and classes will resume through Canvas and virtual lectures.

Specific guidelines for health-related emergencies will be updated in the program as necessary.

EMPLOYMENT

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

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

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

FINANCIAL AID

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

Students who are eligible for Title IV funds must have a valid Student Aid Report (SAR) before the first day of class. Prospective students will be given the specific date in writing. Students will be required to pay per program payment schedule.
Failure to maintain satisfactory academic progress and attendance will jeopardize procurement of financial aid.

GRANTS

During the academic year, the school may receive grants. Criteria for grants will be distributed as grant information becomes available. Often the grant eligibility is determined by the grantee and the school must follow those guidelines. The school reviews grades and attendance for compliance when selecting grant recipients. Students on probation or in jeopardy of academic success may not be eligible for grant funding.

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

FIRE OR DISASTER DRILL

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

Unannounced drills will be held throughout the year. Students are to follow the directions and exit the building in an orderly fashion. Students should meet at the designated area. Aisles in

the classroom must always be passable in case of an emergency. Students are to gather in single file, with the nurse educator in the designated area.. No student should be on the driveway areas due to the arrival of the fire trucks. The nurse educator is responsible for the class and will take attendance. The students should remain quiet during the fire drill. If a test is in progress when the fire drill occurs, and students are talking, the test will be considered invalid. Students will be required to take a new test. Students are to remain out of the building until advised to return to the classroom by their nurse educator.

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

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

If the announcement, "This is a lockdown," occurs, all students and staff in the building should go to the nearest classroom or the main office and attendance will be taken by the teacher. The teacher will direct the students on where to go in the classroom but will lock doors and move students to a location in the room that is out of sight of the entry door.
Secondary means of notification during an emergency will be by a direct messenger who will make a room to room announcement if it is safe to do so.

Part of the emergency plan involves knowing where students are during school hours. Students must not leave the building or clinical site without notifying their nurse educator.
Each room is equipped with a walkie talkie to enable communication.

Keycard System

Every nursing student will be issued a keycard during the first week of the program. The keycard ensures controlled entrance to the building. Keycard entrance will be reviewed on entrance to the program and may change due to building needs. No student is permitted to utilize a keycard prior to 6:30 AM.

On class days: 6:30 AM to 6:00 PM
On clinical days: 6:30 AM to 6:00 PM

Nursing students are only permitted in the PNP area of the building and not to be in other areas of the building without permission from the supervisor. Students are only permitted to use the keycards for themselves and may not allow those who do not have their own keycard to enter under the student's keycard. Allowing others to enter under your keycard interferes with the security of the building and the people inside the building. If for any reason a student forgets their keycard they must ring in at the front door and sign in as a guest as any other person entering the building would do to gain entry.

Keycards must be returned when a student leaves the program. There is a $25.00 fee for any unreturned keycards or any keycards that needs to be replaced while you are a student. Level 4 students must return the last day of class. Diplomas will be held in the office until the fee is paid.

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

GIFTS

Gifts to individual nurse educators during the program are discouraged. Students should seek a nurse educators advice regarding the acceptance of gifts from clients assigned to their care.

GRIEVANCE/COMPLAINT PROCEDURE

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

If the conflict is harassment or sexual harassment, please follow the procedures set forth in the DCIU sexual harassment policy number 103 included in this manual (see appendix).
When a student has any issue regarding academic fairness or any course related concerns, the concerns should initially be taken to the nurse educator.

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

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

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

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

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

HEALTH INSURANCE

It is recommended that all students carry health insurance to cover hospital/medical care while they are in the program. If a student is injured and needs medical attention the student is responsible for all expenses incurred. Delaware County Technical Schools and the Practical Nursing Program do not provide insurance or finances to cover these costs.

LEARNING MENTORSHIP PROGRAM

A student may be enrolled in the Learning Mentorship Program for various reasons of potential academic or behavioral difficulties. The student and faculty mentor will review a weekly plan of action and set goals for student success with specific timeframes. Items reviewed may include grades, study habits and techniques, test taking and strategies and student individual tests. If a student fails to meet while in the mentorship program the behavior will be documented and will be considered if readmission is requested.

LIBRARY/COMPUTER ROOM/QUIET ROOM

The nursing program has a computer lab with internet access. The program also has a list of acceptable websites for projects or studying found on the Student Information Page in Canvas. Lab use is encouraged for research, remediation and other program assignments such as ATI or Shadow Health. It is not for personal use. See Student Internet Form for the acceptable use of computers.

The following rules and regulations must be observed:

1. No food or drink is permitted in the computer room or the quiet room.
2. Students must always close out of any page and log-off before leaving the computer lab so the next student can log on to the computer.
3. If there is a problem with any of the computers, please notify the program administrative assistant.

LUNCH/COFFEE BREAKS

During class days at the Marple building, students are scheduled for a 45-minute lunch and rest period. Students may bring their own lunch and microwave and refrigeration may be available. No food is permitted to be eaten in the classroom unless approved by classroom nurse educator. It is suggested students purchase a lunch cooler to keep food cold if necessary.

During clinical assignment days, the student may provide their own lunch or purchase a lunch in the agency cafeteria when available. Students are not permitted to leave a clinical facility for lunch unless approved by the program supervisor. Students are not permitted to have food or drink on the clinical floor or the nurse's station. A 30-minute lunch break will be scheduled at the discretion of the nurse educator on each clinical unit.

PARKING/TRANSPORTATION

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

Public transportation is available to the Marple campus and to most clinical agencies.

PHOTOCOPY MACHINE

A copy machine is available for student use. Each student will be given a specific amount of copy use per level. If a student exceeds this level, they may purchase additional copies.

PLAGIARISM/CHEATING POLICY

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

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

Cheating is taking another person's information. Examples of cheating include but are not limited to, copying from another student's examination or allowing others to copy information from an examination, sharing with another or taking a copy of a test, using or receiving cheat sheets, notes, or any electronic information during a test, or allowing another person to take a test for you. Stealing or receiving unauthorized testing information belonging to the practical nursing program is considered cheating. Each nurse educator will share guidelines on cheating in each individual class. Electronic devices are

not permitted in the classroom during testing time, no water bottles or hats are permitted during testing.

At the first infraction, the student may receive a grade of zero (0) if found to be cheating or plagiarizing. After more than one infraction, the student may be dismissed from the program. The school administration may cancel any scheduled test or examination if there is any question regarding test security.

READMISSION POLICY

(Also see Advanced Placement/Transfer Credit, Graduation/Promotion, and Withdrawal Policies)

A former student may apply for readmission to the program one time only.

A former student is defined as:

- A student who fails one course.
- A student who is dismissed from the program in good standing.
- A student who withdraws from the program in good academic and disciplinary standing.

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

Students requesting to be readmitted beyond 6 months or 12 months with supervisor approval of an extenuating circumstance must repeat all levels. The decision to readmit a former student is based on but not limited to prior academic record, clinical performance, progress in the program, attendance, recommendations of faculty, and safety concerns. Students will be notified in writing of the decision once it has been made.

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

Repeating students must fit into the new tuition scale for the fiscal year. Tuition must be paid in full one month before the level begins. All Castle Branch information such as health forms, CPR, clearances, and vaccines must be updated to be current for the new year and submitted to Castle Branch two weeks prior to the start of the level. Fees are also subject to change. A student cannot progress to the next Level until they have passed all courses in the previous level. If a student fails one course in Level 1, the student will be required to repeat the entire level. If a student fails one class in Level 2, 3 or 4, the student must retake and pass the class they failed within six months or 12 months with supervisor approval of extenuating circumstances before moving on. The grades received for the courses passed in the level will remain unchanged. Any student failing clinical, regardless of their academic achievements or failure, will not be permitted reentry into the program. Repeating students are subject to all the new policy and procedures for the new school year.

SEXUAL ASSAULT PREVENTION AND RESPONSES POLICY (See DCIU PUPILS POLICY NO. 103 – NONDISCRIMINATION IN EDUCATIONAL PROGRAMS/SERVICES in Appendix)

Delaware County Technical Schools Practical Nursing Program realizes the seriousness of sexual offenses.

For information on sex offenses, including rape, acquaintance rape and other forcible and non-forcible sex
offenses, students and staff can access the following websites:

Women Organized Against Rape (WOAR) www.woar.org
Pennsylvania Coalition Against Rape (PCAR) www.pcar.org

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

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

If you decide to report to the police, you should call 911. Filing a police report will:

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

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

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

SEXUAL HARASSMENT –DCIU SEXUAL HARASSMENT POLICY

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

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

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

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

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

- Threats of sexual relations or sexual contact.
- Continuous or repeated verbal abuses of a sexual nature including graphic commentaries on the person's body.
- Sexually degrading words to describe the person or propositions of a sexual nature.
- Sexual remarks, jokes, or gestures that may embarrass or offend others.
- Sexual assault, dating violence, domestic violence, and stalking.

Any student who feels they have been a victim of sexual harassment must immediately report the alleged harassment to their supervisor who is also an employee of DCIU/DCTS. If the harassing party is the nurse educator /supervisor, the student must report to the program supervisor. The notified employee must contact the Assistant Executive Director. Each complaint will be carefully investigated by the Assistant Executive Director and all findings documented in writing. All information obtained will be held in strictest confidence and will be discussed only on a need-to-know basis to investigate the matter.

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

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

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

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

Any student caught or suspected of smoking/vaping on school grounds will be interviewed by the program supervisor with the result of possible dismissal. Smoking/vaping in a car on school grounds is considered school property.
Any student found in possession of drugs/alcohol or under the influence of drugs/alcohol on the Marple Campus or program clinical facilities will be dismissed from the program. Information regarding drug and alcohol abuse is distributed at orientation

SPEED LIMIT

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

STATE BOARD OF NURSING

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

STUDENT CURRICULUM and CLIMATE PROGRAM

To ensure that all students have input into program processes and decision making a Climate Committee has been formed with representatives from each class. A Climate Committee luncheon meeting will be held monthly/bimonthly throughout the school year from September until June. Students and staff will be invited to lunch to discuss and promote the programs mission and values, curriculum and student services. Students may also participate in special events, student recognition days and team building activities. The committee will be instrumental in encouraging student participation in staff/student committees as well such as the curriculum and student committees. Student will be instrumental in promoting volunteer activity on behalf of the program. Participation on the Climate Committee is voluntary on behalf of the student.
The PNP accreditation agency, ACEN, requires that students have input into the Student and Curriculum standards of the agency. In addition, to the Climate Committee, students

participate on the ACEN Student/Curriculum Committee. The purpose of this committee is to review the standards and to ensure the students believe the program is meeting the standards. If not, we solicit input from the students on how they believe the standards can be met to fit the needs of the students.

STUDENT FILES

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

STUDENT RECORDS

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

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

All financial and medical records, TEAS test results, jeopardy warnings, and paperwork signed when entering the program are kept for 3 years. Medical records are kept for 5 years. Any warnings issued to a student are kept for 3 years.

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

Release of Student Information

As required by federal and state regulations, DCIU is required to release directory information upon request. Students may opt out of this release by completing the FERPA Opt-Out form in appendix.

TESTING POLICY

Most exams are taken electronically. However, on occasion, there may be a need to take an exam in paper format. The policy will be the same for both electronic and paper exam procedures. The exam and all information are owned by the Delaware County Technical Schools Practical Nursing Program. Stealing or receiving unauthorized exam information belonging to the practical nursing program is considered stealing from the program and will result in discipline, including expulsion from the program. Stealing information from an exam in any way is considered cheating. If you suspect cheating in your classroom you are expected to report the incident to the nurse educator or supervisor of the program. The nurse educator will investigate and handle the situation. If a student is observed more than once looking up and around the room during an exam, this behavior may be suspicious of cheating. (See Plagiarism/Cheating policy)

Exam Rules for all levels:

1. Any infraction on the testing policy and you will receive a written notice.
2. Students are to take care of bathroom needs before the start of class.
3. Cell phones are to be turned off prior to the beginning of the exam.

4. Electronic watches are not permitted to be worn during an exam.
5. Everything must be removed from the desk while taking the exam. All items will be placed in a designated area identified by your nurse educator. At the discretion of the nurse educator, they may permit one drink container during the exam.
6. If a calculator is permitted the nurse educator will tell you prior to the start of the exam. You may NOT use any electronic devices for any exam unless permission is given by the nurse educator.
7. There is to be no speaking or any communication, including facial expressions, once the exam is handed out. Your eyes should be on your exam only!
8. Students are not permitted to speak with the nurse educator once the exam has begun. If for any reason, there is a problem with a question the student should raise their hand and follow the nurse educator's directive. The nurse educator will clarify that information, if needed, with the entire class.
9. Nurse educators may provide scrap paper or a white board for the exam. These items cannot be used for data dumping and will be erased or turned in to the nurse educator.
10. The PNP provided computer must be used during testing.
11. If it is determined by an nurse educator or the program supervisor that a student is cheating, including but not limited to: failing to obey these rules, copying from others, using a non-permitted device, discussing answers with others, or similar behavior, the student may receive a 0 for that exam grade and will be subject to further discipline depending on the circumstances. If a second occurrence occurs the student may be dismissed.
12. **If a student is late for an exam, the student will sign in and then go to the predetermined area by the nurse educator to take the test. This is to minimize interruption of the other students during an exam but also to ensure that the student who is late has enough time to test in a quiet environment.**

Exam Review

Students may reach out to the nurse educator via email to set up an appointment to review the exam. If a question is eliminated from the exam, no points will be deducted from the total amount of questions on the exam. The question will be dropped but the points for each question will remain the same. Only those students who got the question wrong will receive the points. For example, a 50-question exam will not be a 49-question exam if a question is dropped or partial credit is given. Students are only permitted to review an exam in the presence of an nurse educator or the program supervisor. 60 minutes will be permitted to review an exam.

Exam Absence Policy

You are required to take the make-up exam on the first day back. At the discretion of the nurse educator, the makeup exam may be in a different format than the original exam (i.e. essay or short answer questions). The makeup exam must be taken within 5 class days.

If a student is late or absent for an exam the student is responsible for arranging with the nurse educator when a make-up exam is to be scheduled. It will be up to the nurse educator's discretion if the late student will be permitted to complete the exam in the remaining time allotted for the exam.

Students may make-up only two exams per level due to an absence. Extenuating circumstances will be evaluated by the program supervisor. Students who have not satisfied financial responsibilities one week prior to final examination may not sit for final examinations without approval from program administration. This may result in failure to progress.

TRANSCRIPT RELEASE

After graduation, the Practical Nursing Program will provide an official transcript and/or letter of completion for any employer or school that requests one. Transcript requests are taken on Parchment.com .

RECOMMENDATION LETTERS

Formal letters of recommendation from the program can be requested by emailing any DCIU nurse educator through the DCIU email or to LPN@dciu.org. Letters of recommendation from individual nurse educator will be at the nurse educator's discretion. Please allow one week for completion for your request.

TUITION/FEES/BOOKS/ELECTRONIC DEVICES

All students are required to pay a $1,000 non-refundable tuition down payment one month prior to the start of the program. The $1,000 is applied to tuition.

Students who are self-pay will adhere to the following agreement. Students will be invoiced by the Delaware County Intermediate Unit according to the level. Tuition for Level I will require a deposit of $1,000 which is due one month prior to the start of Level 1. Tuition for each level is to be paid in three payments. The first installment of 33% is due on the first day of classes, two weeks later, the second installment of 33% is due and the final balance of 33% of tuition will be due 2 weeks later. Tuition payments for Levels II, III, and IV for cash paying students are due on or before the start of the specific level. 33% of tuition is due by the first day of classes, 33% is due two weeks later, and the remaining 33% of tuition is due two weeks later. Students will not be permitted to sit for final exams or ATI proctor assessments unless all financial obligations are satisfied prior to the date of the scheduled final exam unless approval from program administration is obtained. Students are responsible for the care of their books and electronics. If, for any reason, the equipment is lost, stolen, or damaged, the student must replace with same item at their own expense.

Payments in the form of a money order or bank check or credit card should be made payable to *"DCTS Practical Nursing Program"*, 85 N. Malin Road, Broomall, PA 19008. No personal checks or cash is accepted.

TUITION REFUND POLICY

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

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

If a student withdraws:	School will retain:
-prior to classes beginning	0% of tuition
-during the first 10 days of class	25% of tuition
-during the first 15 days of class	50% of tuition
-during the first 20 days of class	75% of tuition
-after the 21st day of class	100% of tuition

Withdrawal is determined to be the date on which the written request as above is received by the supervisor of the program. A student who misses three consecutive days with no notice to the program is automatically withdrawn.

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

Unless otherwise notified in writing, all refunds will be hand delivered to the student.
*Each level of our four (4) level program consists of twelve (12) weeks.

UNIFORM AND PERSONAL GROOMING

It is recommended that students purchase two (2) clinical school uniforms from the vendor approved by the program. The school uniform, hunter green scrubs with black shoes, is to be worn on all clinical days. Water resistant shoes are recommended for clinical settings. Clogs or similar styles can be worn without holes. If a head scarf is required for religious purposes, it can be hunter green, black, or white; no printed patterns are allowed at clinical. Students are permitted to wear a clinical style scrub cap or headband for purposes of keeping hair up and to reduce the risk of infection. The scrub cap or headband can be the solid color of the uniform, black or white. Hats, shower caps, sleepwear including but not limited to bonnets or scarves will not be permitted. It is also recommended that all students purchase the next larger size uniform. Under scrub shirts are allowed if they are solid hunter green, white, or black. A laboratory coat the same color as the uniform for the clinical area may be purchased. For the uniform worn on theory days the vendor can be chosen by the student. The uniform must be hunter green.

Your student ID is part of your clinical and theory uniform and must be visible at all times above the waist.

PERSONAL APPERARANCE

1. The uniform is to be clean and free of wrinkles. Laundering of the uniform is the responsibility of each student. On the clinical uniform the program logo is sewn above the upper left pocket.
2. If students are required to return to the school on a clinical day the clinical uniform is required to be worn.
3. While in clinical uniform, a student's hair shall be clean and worn, off the collar. If a student desires long hair, it is to be worn up with conservative ornaments to hold the hair securely in place; colored barrettes, pins, ribbons, scarves, hats, etc. are not permitted. Hair colors that do not occur naturally are prohibited.
4. Student's fingernails should be kept short and clean. Fake nails, nail polish or extensions are not permitted in the clinical area. Students who arrive on the floor with these nails will be dismissed from clinical area and must make up missed time. These occurrences will be documented and addressed as part of the clinical evaluation process. All missed time must be made up as per the attendance policy.
5. While in uniform, the use of cosmetics should be limited to good taste. Perfume is not permitted.
6. While in uniform shoes are to be black, without holes, and are to be kept clean.
7. The student school photo identification tag, stating the name of the student and nursing program, is mandatory in the clinical area as well as the Marple campus. <u>The name tag must always be visible, above the waist.</u> If at any time the student is unable to produce the school photo ID they will be sent home. If a student is sent home on a clinical day, it will count as a missed clinical day. All time must be made up as per the attendance policy.
8. Only specific jewelry is permitted in uniform:
   - a plain wedding band and watch with a second hand
   - no more than one non-dangling pair of earrings may be worn
   - religious medals may be worn but should be kept inside the uniform
   - other types of necklaces may be worn but should be kept inside the uniform
   - bracelets may not be worn
9. A good deodorant is recommended but overly offensive smells should be avoided
10. <u>Chewing gum is not acceptable while in uniform.</u>
11. The only body piercing that is acceptable at clinical is for one pair of non-dangling earrings.

VACATION/HOLIDAY TIME

The Nursing Program consists of four levels with appropriate break/vacation time granted throughout the program. Traditional breaks granted throughout the year are: fall break/Thanksgiving Day, winter break/Christmas/New Year's Day, Dr. Martin Luther King Day, President's Day, Spring break, Memorial Day, Juneteenth, Independence Day, and Labor Day. An additional day is granted the Friday after Thanksgiving. A vacation period is scheduled in conjunction with the winter holiday season and during the spring semester. A vacation break occurs each summer during the month of August. Any other holiday requested by a student needs to be discussed with the program supervisor.

WITHDRAWAL POLICY

Any student wishing to withdraw from the program is required to discuss the situation with the program supervisor, or designated faculty member prior to making the decision to withdraw. Students who withdraw will receive a WP, Withdraw Personal, or a WF, Withdraw Failing, on their transcript. All students will be encouraged to complete the level if they plan to withdraw past the refund period. If a student withdraws with failing grades those grades will be considered and reviewed when returning. For example, if a student withdraws prior to finishing and fails one course the student is encouraged to complete the level to see if they pass other courses to see if they meet the requirements to return.
If a student decides to withdrawal, it is the responsibility of the student to notify the program supervisor within 24 hours. If a student is absent for 3 consecutive days without notifying the program, they will be automatically dismissed from the program and it may affect their ability to be readmitted.

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

A student who withdraws in good standing may return to the program (see readmission policy) within six to twelve months (if approved extenuating circumstances) of withdraw. A former student may reapply to the program one time only. Eligible students requesting to be readmitted after the twelve-month period must repeat all four levels. Good standing includes academic progression and professional behavior. Students who withdraw with failing grades will be reviewed by the program supervisor for readmission. (See Tuition Refund Policy and Readmission Policy.)

CLINICAL LIABILITY INSURANCE

Each student is covered by malpractice insurance, at no additional cost, in the event of any legal action following an error, negligence, or omission in the performance of duties as a student nurse.

CLINICAL HOURS

Clinical start times may vary according to the requirements of the clinical agency Students will be notified, by their clinical nurse educator, the start and end time of their clinical rotation and clinical end time will be adjusted to cover a 7-hour clinical day. Requests for placement with individual peers or specific locations will not be honored.

PARKING/TRANSPORTATION TO CLINICAL SITES

When assigned to a clinical agency, you will be instructed on parking regulations as part of your orientation to that facility. Many facilities do require a parking fee which is at the

expense of the student. Carpooling is highly recommended to all clinical agencies because of limited parking space. Students must park in designated areas. Requests for placement with individual peers due to carpooling may not be honored.

CLINICAL FORM/PAPERWORK

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

EVALUATION AND EVALUATION CONFERENCES- CLINICAL

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

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

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

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

CLINICAL PROBATION

Missing 2 clinical days will result in clinical probation to reinforce the clinical requirements. See discipline policy for more information that could result in clinical probation.

EXPERIENCES

Students will participate in a variety of clinical experiences in hospitals, long-term and short-term care facilities, schools, and community organizations. Students may also participate in observation experiences when applicable.

NURSING SIMULATION/SKILLS LABORATORY

The simulation/skills laboratory is available for student practice whenever time permits. Please notify the fundamentals or simulation nurse educator of your intent to practice. Students may practice alone or in small groups. Students may practice during an ongoing class providing they receive permission from the nurse educator teaching and work quietly without interfering with class participation.

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

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

PRACTICUM SKILLS APPROVAL PROCEDURE

Each student will be evaluated by a nurse educator on a 1:1 basis for each nursing procedure to pass. Demonstration and explanation of procedures will occur during the laboratory and lecture portion of the course. Upon satisfactory performance of a practicum, the nurse educator will record a pass/fail. Once a skill is passed in the lab area, the clinical nurse educator may now assign the skill to the student and will supervise their performance on a 1:1 basis in the clinical setting. All students must successfully pass clinical skills in the lab before performing in the clinical area.
Students will be given three (3) opportunities to achieve competence in each skill. Any student who does not pass a skill within this parameter may fail the lab practicum. This is considered a clinical failure. If a student is unsuccessful with a skill in the lab the student will not progress to the next level.

Each student is given a skills lab kit which must be brought to the skills lab in Levels 1 and 2 on clinical days. If a student is not prepared to practice or test a skill because they do not have the proper equipment this will result in a failure of that skill.

VIDEO SURVEILLANCE POLICY

Pursuant to Board Policy 709 and its Administrative Directive, all DCIU staff and students are hereby provided the following notice:

Please be advised that DCIU has a responsibility to maintain order and discipline on DCIU property and in buildings operated by DCIU/DCTS. Consequently, DCIU recognizes the value of video surveillance for monitoring activities on DCIU/DCTS operated properties and uses video surveillance to monitor activities to assist in protecting the health, welfare, and safety of students and staff and to safeguard DCIU buildings, facilities, equipment, buses and property. Accordingly, video surveillance may occur in any DCIU building, facility, buses, and property.

APPENDIX

DCIU PUPILS POLICY NO. 103 – NONDISCRIMINATION IN EDUCATIONAL PROGRAMS/SERVICES

Authority

The Board declares it to be the policy of the Intermediate Unit to provide an equal opportunity for all students to achieve their maximum potential through the programs offered by the Intermediate Unit without discrimination on the basis of race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy or handicap/disability.[1][2][3][4][5][6][7][8][9][10][11][12][13][14][15][16][17][18][19][20][21][22][23][24][25][26][27][28]

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

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

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

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

Confidentiality

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

Retaliation

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

Definitions

Actual Knowledge means notice of sexual harassment or allegations of such to the T9C or any official of the recipient who has authority to institute corrective actions, or to any employee of an elementary and secondary school.

Education program or activity includes locations, events, or circumstances over which the recipient exercised substantial control over the respondent and the context in which the sexual harassment occurs, and includes any building owned or controlled by a student organization that is officially recognized by a postsecondary institution.

Formal Complaint means a document (including signature or otherwise indicates the complainant is the person filing) filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting the recipient investigate. *At the time of filing, the complainant must be participating in or attempting to participate in the education program or activity of the recipient.[29][30]

Discriminatory Harassment

Harassment by students, employees or third parties on the basis of race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy, handicap/disability or for participation in reports or investigations of alleged discrimination is a form of discrimination and is subject to this policy. A person who is not necessarily an intended victim or target of such harassment but is adversely affected by the offensive conduct may file a report of discrimination on their own behalf.[19][20][21][22][23][24]

Harassment shall consist of unwelcome conduct such as graphic, written, electronic, verbal or nonverbal acts including offensive jokes, slurs, epithets and name-calling, ridicule or mockery, insults or put-downs, offensive objects or pictures, physical assaults or threats, intimidation, or other conduct that may be harmful or humiliating or interfere with a person's school or school-related performance and which relates to an individual's or group's race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy or handicap/disability when such conduct is:

1. Sufficiently severe, persistent or pervasive; and

2. A reasonable person in the complainant’s position would find that it creates an

intimidating, threatening or abusive educational environment such that it deprives or adversely interferes with or limits an individual or group of the ability to participate in or benefit from the services, activities or opportunities offered by a school.

Sexual Harassment

1. Sexual harassment is a form of discrimination on the basis of sex and is subject to this policy. Sexual harassment shall consist of conduct that satisfies one or more of the following: An employee of the recipient conditioning the provision of an aid, benefit, or service of the DCIU on an individual's participation in unwelcome sexual conduct;
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the DCIU's education program or activity; or
3. Sexual assault (defined in 20 USC 1092(f)(6)(A)(v)), dating violence (defined in 34 USC 12291(a)(10)), domestic violence (defined in 34 USC 12291(a)(8)), or stalking (defined in 34 USC 12291(a)(30)).[31][32]

Supportive Measures means nondisciplinary, nonpunitive individualized services offered as appropriate and reasonably available, and without fee, before or after the filing of a formal complaint. Such measures are designed to restore or preserve equal access to the recipient's education program/activity without unreasonably burdening the other party.[29].

Delegation of Responsibility

In order to maintain a program of nondiscrimination practices that is in compliance with applicable laws and regulations, the Board designates the Assistant Executive Director as the Intermediate Unit's Compliance Officer. The Human Resources Director shall be its Title IX Coordinator. All nondiscrimination notices or information shall include the position, office address, telephone number and email address of the Compliance Officer and Title IX Coordinator.[33]

The Compliance Officer, in conjunction with the Director of Human Resources, shall publish and disseminate this policy and complaint procedure at least annually to students, parents/guardians, employees, employee unions and professional organizations, and the public to notify them of where and how to initiate complaints under this policy.

The Compliance Officer is responsible to ensure adequate nondiscrimination procedures are in place, to recommend new procedures or modifications to procedures and to monitor the implementation of the Intermediate Unit's nondiscrimination procedures in the following areas:

1. Curriculum and Materials - Review of curriculum guides, textbooks and supplemental materials for discriminatory bias.
2. Training - Provision of training for students and staff to prevent, identify and alleviate problems of discrimination.

3. Resources - Maintain and provide information to staff on resources available to alleged victims in addition to the complaint procedure, such as making reports to the police, available assistance from domestic violence or rape crisis programs and community health resources including counseling resources.
4. Student Access - Review of programs, activities and services to ensure that all students have equal access and are not segregated except when permissible by law or regulation.
5. Support - Assurance that like aspects of the educational program receive like support as to staffing and compensation, facilities, equipment, and related areas.
6. Student Evaluation - Review of tests, procedures, and guidance and counseling materials for stereotyping and discrimination.
7. Complaints - Monitor and provide technical assistance to building administrators and program supervisors in processing complaints.

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

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

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

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

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

5. Immediately notify the Compliance Officer of the complaint. The Compliance Officer shall assess whether the investigation should be conducted by the building administrator or program supervisor, another Intermediate Unit employee, the Compliance Officer or an attorney and shall promptly assign the investigation to that individual.

6. After consideration of the allegations and in consultation with the Compliance Officer and other appropriate individuals, promptly implement interim measures as appropriate to protect the complainant and others as necessary from violation of this policy during the course of the investigation.

Guidelines

Response to Title IX Sexual Harassment

General -

When the DCIU receives Actual Knowledge, it must respond promptly and reasonably in light of the known circumstances. The response must treat complainants and respondents equitably by offering supportive measures to the complainant, and following the grievance process before imposing disciplinary sanctions or other actions that are not supportive measures, against the respondent. The Title IX Coordinator must promptly contact the complainant to discuss the supportive measures, consider complainant's wishes, inform the complainant of the availability of supportive measures with/without filing a formal complaint, and explain the process for filing a formal complaint.

Formal Complaint/Grievance Procedure

Step 1 – Reporting

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

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

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

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

Supportive measures should be put in place where practicable.

The respondent must be presumed to be not responsible until a determination is made.

Upon receipt of a formal complaint, the DCIU must give written notice of the allegations of sexual harassment and the DCIU's grievance procedure to the complainant and the respondent.

Step 2 – Investigation

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

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

The investigator shall conduct an adequate, reliable and impartial investigation. The complainant and the respondent shall be provided the opportunity to present witnesses and other evidence during the course of the investigation. When the initial complaint involves allegations relating to conduct which took place away from Intermediate Unit or school property, school-sponsored activities or school conveyances, the investigation may include inquiries related to these allegations to determine whether they resulted in continuing effects such as harassment in school settings.

The investigation may consist of individual interviews with the complainant, the respondent, and others with knowledge relative to the allegations. The investigator may also evaluate any other information and materials relevant to the investigation. The investigator may obtain voluntary written consent from an employee, student, and or parents/guardians to obtain confidential records not otherwise available to the DCIU. The person making the report, parties, parents/guardians and witnesses shall be informed of the prohibition against retaliation for anyone's participation in the process and that conduct believed to be retaliatory should be reported. All individuals providing statements or other information or participating in the investigation shall be instructed to keep the matter confidential and to report any concerns about confidentiality to the investigator.

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

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

investigator should coordinate with any other ongoing investigations of the allegations, including agreeing to requests for a short delay in fulfilling the Intermediate Unit's investigative responsibilities during the fact-finding portion of a criminal or child protective services investigation. Such delays shall not extend beyond the time necessary to prevent interference with or disruption of the criminal or child protective services investigation.

Step 3 – Investigative Report

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

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

In matters under Title IX, prior to finalization, the findings of the investigation shall be provided to the complainant and the respondent. The parties shall have 10 calendar days to submit a response to be considered by the investigator before the report is finalized. After the report has been finalized, it will be provided to the complainant, respondent, and Compliance Officer/Title IX Coordinator. In all other matters, the parties shall be informed of the outcome of the investigation, within a reasonable time of the submission of the written report. The respondent shall not be notified of the individual remedies offered or provided to the complainant.

Step 4 – Intermediate Unit Action

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

If an investigation results in a finding that a different policy was violated separately from or in addition to violations of this policy, or that there are circumstances warranting further action, such matters shall be addressed at the conclusion of this investigation or through disciplinary or other appropriate referrals where further evaluation or investigation is necessary.

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

If it is determined that the conduct alleged in the formal complaint would not constitute sexual harassment, did not occur in the DCIU's program or activity, or did not occur against a person in the United States, then the DCIU must dismiss the formal complaint.

Appeal Procedure

1. The DCIU must offer both complainant and respondent an appeal from a dismissal or determination of responsibility, respectively, only on the following bases: (1) a procedural irregularity that affected the outcome of the matter; (2) new evidence that was not reasonably available previously; and (3) the Title IX Coordinator or investigator had a conflict of interest or bias for or against complainants or respondents that affected the outcome. The DCIU shall notify the other party if an appeal is taken.
2. The party wishing to take an appeal may submit a written appeal to the Compliance Officer within ten (10) working days. If the Compliance Officer investigated the complaint, such appeal shall be made to the Executive Director.
3. The individual receiving the appeal shall review the investigation and the investigative report and may also conduct or designate another person to conduct a reasonable supplemental investigation to assess the sufficiency and propriety of the prior investigation.
4. The person handling the appeal shall prepare a written response to the appeal at the conclusion of the review. Copies of the response shall be provided to the complainant, the respondent and the investigator who conducted the initial investigation. This shall be the final step in the process.

Record Retention

The DCIU must maintain for seven (7) years records of each sexual harassment investigation under this policy, including any finding, appeal, and Title IX training materials.

Legal

1. 22 PA Code 12.1
2. 22 PA Code 12.4
3. 22 PA Code 15.1 et seq
4. 22 PA Code 4.4 5. 24 P.S. 1301-A 6. 24 P.S. 1310
7. 24 P.S. 5004
8. 20 U.S.C. 1681 et seq
9. 29 U.S.C. 794
10. 42 U.S.C. 12101 et seq
11. 42 U.S.C. 1981 et seq
12. 42 U.S.C. 2000d et seq
13. 43 P.S. 951 et seq
14. Pol. 103.1
15. Pol. 218
16. Pol. 247
17. Pol. 249
18. U.S. Const. Amend. XIV, Equal Protection Clause
19. 29 CFR 1604.11
20. 29 CFR 1606.8
21. Davis v. Monroe County Board of Education, 526 U.S. 629 (1999)
22. Franklin v. Gwinnett County Public Schools, 503 U.S. 60 (1992)
23. Office for Civil Rights - Revised Harassment Guidance: Harassment of Students by School Employees, Other Students or Third Parties Title IX (January 2001)
24. Office for Civil Rights - Guidance on Schools' Obligations to Protect Students from Student-on-Student Harassment on the Basis of Sex; Race, Color and National Origin; and Disability (Oct. 26, 2010)
25. Pol. 806
26. 18 Pa. C.S.A. 2709
27. Pol. 815
28. 24 P.S. 1301
29. 34 CFR 106.30
30. 34 CFR 106.45
31. 20 U.S.C. 1092
32. 34 U.S.C. 12291
33. 34 CFR 106.8

24 P.S. 1601-C et seq
20 U.S.C. 1400 et seq
U.S. Const. Amend. I
20 U.S.C. 1232g
34 CFR Part 99
28 CFR Part 35
28 CFR Part 41
34 CFR Part 100
34 CFR Part 104
34 CFR Part 106
34 CFR Part 110
Bostock v. Clayton County, 590 U.S., 140 S. Ct. 1731 (2020)
Gebser v. Lago Vista Independent School District, 524 U.S. 274 (1998)
Office for Civil Rights - Resources for Addressing Racial Harassment
Pol. 113
Pol. 113.1
Pol. 113.2
Pol. 113.3
Pol. 138
Pol. 216
Pol. 220
Pol. 233
Pol. 251
Pol. 252
Pol. 317
Pol. 317.1
Pol. 320
Pol. 701

DCIU PUPILS POLICY NO. 103.1 – NONDISCRIMINATION QUALIFIED STUDENTS WITH DISABILITIES

Authority

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

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

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

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

Definitions

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

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

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

services, and extracurricular activities.[12]

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

Delegation of Responsibility

In order to maintain a program of nondiscrimination practices that is in compliance with applicable law and regulations, the Board designates the Human Resources Director as the Intermediate Unit's Section 504 Coordinator.[14]

The Intermediate Unit shall publish and disseminate this policy and complaint procedure on or before the first day of each school year by posting it on the Intermediate Unit's website, if available, and in student handbooks. The Intermediate Unit shall notify parents/guardians of students participating in Intermediate Unit programs of the Intermediate Unit's responsibilities under applicable law and regulations, and that the Intermediate Unit does not discriminate against qualified individuals with disabilities.[15][16]

Guidelines

Identification and Evaluation

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

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

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

The Intermediate Unit, in coordination with the student's school district of residence, shall

specifically identify the procedures and types of tests used to evaluate a student, and provide the parent/guardian the opportunity to give or withhold consent to the proposed evaluation(s) in writing.[20]

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

1. Have been validated and are administered by trained personnel.

2. Are tailored to assess educational need and are not based solely on IQ scores.

3. Reflect aptitude or achievement or anything else the tests purport to measure and do not reflect the student's impaired sensory, manual or speaking skills (except where those skills are what is being measured).

Service Agreement

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

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

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

Educational Programs/Nonacademic Services/Extracurricular Activities

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

Parental Involvement

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

Confidentiality of Student Records

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

Discipline

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

Referral to Law Enforcement and Reporting Requirements

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

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

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

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

PROCEDURAL SAFEGUARDS

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

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

COMPLAINT PROCEDURE

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

Step 1 – Reporting

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

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

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

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

Step 2 – Investigation

Upon receiving a complaint of discrimination, the building administrator or program supervisor shall immediately notify the Intermediate Unit's Section 504 Coordinator. The Section 504 Coordinator shall authorize the building administrator or program supervisor to investigate the complaint, unless the building administrator or program supervisor is the subject of the complaint or is unable to conduct the investigation.

The investigation may consist of individual interviews with the complainant, the accused, and others with knowledge relative to the incident. The investigator may also evaluate any other information and materials relevant to the investigation.

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

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

Step 3 – Investigative Report

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

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

Step 4 – Intermediate Unit Action

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

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

agreements, and state and federal laws.

Appeal Procedure

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

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

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

Legal

1. 22 PA Code 4.4
2. 22 PA Code 12.1
3. 22 PA Code 12.4
4. 22 PA Code 15.1 et seq
5. 28 CFR Part 35 6.
29 U.S.C. 794
7. 34 CFR Part 104
8. 42 U.S.C. 12101 et seq
9. Pol. 103
10. 22 PA Code 15.2
11. 42 U.S.C. 12102
12. 22 PA Code 15.7
13. Pol. 248
14. 34 CFR 104.7
15. 22 PA Code 15.4
16. 34 CFR 104.32
17. Pol. 113
18. 22 PA Code 15.5
19. 22 PA Code 15.6
20. 34 CFR 104.35
21. PA Code 15.3
22. 34 CFR 104.34
23. 34 CFR 104.37
24. Pol. 810
25. 22 PA Code 15.8
26. 22 PA Code 15.9
27. 27. Pol. 216
28. 28. Pol. 218
29. 29. Pol. 233
30. 22 PA Code 10.2
31. 24 P.S. 1303-A
32. 35 P.S. 780-102
33. 22 PA Code 10.21
34. 22 PA Code 10.22
35. 22 PA Code 10.23
36. 22 PA Code 10.25 3
37. 24 P.S. 1302.1-A
38. Pol. 113.2
39. Pol. 218.1
40. Pol. 218.2
41. Pol. 222
42. Pol. 227
43. Pol. 805.1
44. 22 PA Code 15.1
45. 34 CFR 104.36
46. 22 PA Code 14.162
47. 20 U.S.C. 1232g
48. 34 CFR Part 99

DCIU PUPILS POLICY NO. 218.2 – TERRORISTIC THREATS/ACTS

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

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

Terroristic Act – shall mean an offense against property or involving danger to another person.

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

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

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

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

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

1. Based on further investigation, the building principal/supervisor may report the student to law enforcement officials.
2. The building principal/supervisor shall promptly report the incident to the Executive Director or designee.

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

If a student is expelled for making terroristic threats or committing terroristic acts, the Board may require that the student provide competent and credible evidence that the student does not pose a risk of harm to others prior to reinstatement.

DCIU PUPILS POLICY NO. 227 – CONTROLLED SUBSTANCES

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

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

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

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

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

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

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

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

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

The Intermediate Unit shall provide information to all students concerning available drug and alcohol counseling, rehabilitation, and re-entry programs in the immediate area. Information concerning these resources will be posted in the schools.

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

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

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

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

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

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

The parents shall be notified of action taken and asked to come to the school or hospital. The

possibility of drug involvement should be explained to the parents, and they should be urged to seek prompt medical attention through their family doctor.

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

PA Drug and Alcohol Abuse Control Act, 71 P.S. Sec. 1690.112 - Consent of Minor
A minor who suffers from the use of a controlled or harmful substance may give consent to furnishing of medical care or counseling related to diagnosis or treatment. The consent of the minor shall be valid and binding as if the minor has received their majority. Such consent shall not be voidable nor subject to later disaffirmance because of minority.

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

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

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

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

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

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

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

22 Pa. Code Secs., 12.3, 12.12

42 Pa.C.S. Sec. 8337

DCIU PUPILS POLICY NO. 249 – BULLYING

24 P.S. § 13-1303.1-A

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

2. Definitions

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

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

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

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

5. Guidelines - **<u>Student, Parent/Guardian and Employee Reporting</u>**

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

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

<u>Investigation Procedures</u>

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

Consequences/Discipline

Consequences for students who are found to have bullied others may include counseling, a parent conference, suspension, expulsion from an IU program, a loss of school privileges and/or exclusion from school-sponsored activities.

Depending upon the severity of a particular situation, the building administrator may also take appropriate steps to ensure student safety. Such steps may include the implementation of a safety plan; separating and supervising the students involved; providing employee support for students as needed; reporting incidents to law enforcement, if appropriate; and developing a supervision plan with parents/guardians.

Dissemination and Training

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

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

Confidentiality

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

Reprisal

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

Other

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

Use of Generative Artificial Intelligence at DCIU

Delaware County Intermediate Unit (DCIU) supports the responsible, ethical, and educational use of Artificial Intelligence (AI) technologies in accordance with Board Policy 815.2: *Use of Generative Artificial Intelligence in Education*. AI tools can enhance student learning, creativity, and productivity, but only when used appropriately, with transparency, and in compliance with federal laws (FERPA, COPPA, CIPA, IDEA) and DCIU policies. Students are only permitted to use AI tools that have been formally reviewed and approved by DCIU. Any platform that collects personal information or requires login credentials must undergo review by the Chief Information Technology Officer and meet strict data privacy standards. Use of unapproved tools is not allowed. To promote fairness and academic integrity, DCIU uses a standardized **AI Use Scale** that outlines five levels of AI involvement in student work—from brainstorming to full AI-generated responses—and identifies when disclosure is required. Teachers will inform students of the allowed level for each assignment. Failure to follow these guidelines or attempts to cheat, plagiarize, or misuse AI tools may result in consequences under the DCIU Student Code of Conduct. Teachers retain full responsibility for grading, and AI may only be used as a support tool under their guidance. Students will receive age-appropriate instruction on AI ethics, privacy, bias, misinformation, and responsible use as part of digital citizenship education. All AI activity is monitored under DCIU's Acceptable Use policies, and student data is protected under Policy 830 in the event of a breach. By using AI appropriately, students can explore technology in meaningful ways that support learning while upholding integrity, transparency, and safety in all academic settings.

DELAWARE COUNTY TECHNICAL SCHOOLS

PRACTICAL NURSING PROGRAM

DCIU Marple Education Center
85 N. Malin Road
Broomall, PA 19008
484-423-7003
Fax 484-589-1422

Student Acknowledgement

Initial all and sign below:

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

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

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

_____ _____

Student's printed name Date

_____

Student's signature

Version 8/10/22

STUDENT WAIVER AND RELEASE

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

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

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

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

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

_____ _____

Signature of Student Signature of Witness 1

_____ _____

Print name of Student Print Name of Witness 1

_____ Date

FINAL CLEARANCE FORM

Name: _____ Date: _____
Please print

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

1. All tuition fees and expenses paid in full.
2. All make-up time and assignments, if any, completed.
3. If school locker assigned, the school locker is cleaned of all books and clothing.
4. Financial Aid Exit Interview on-line completed.
5. Forwarding address provided to office.
6. E-mail address _____

Signature of Student _____

Supervisor, Practical Nursing Program _____

R/R 8/14

HEALTH PROGRAM EMERGENCY FORM

Name_____Phone number _____
Please print

Address_____Birth Date _____

Name of person to be notified in case of emergency _____

Address _____ Telephone No._____
_____

Name of Family Physician_____Office Phone _____

Address _____

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

Blood Type (if known) _____

Do you have any known allergies? Yes No

If yes, please list them below: _____
_____
_____

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

Please return this form to the Program administration assistant upon completion.

R/R 8/95, 8/07, 7/08, 8/10, 8/16

HEALTH INSURANCE WAIVER CONTRACT

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

Student Signature _____ Date _____

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

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

- Please list immunizations that have not been received

_____

_____ _____

Student Signature Date

VACCINATION WAIVER FORM

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

INITIAL AND DATE NEXT TO EACH VACCINE WAIVED AND SIGN BELOW

RUBELLA VACCINE _____ _____

HEPATITIS B VACCINE_____ _____

MEASLES VACCINE_____ _____

MUMPS VACCINE_____ _____

VARICELLA VACCINE_____ _____

INFLUENZA VACCINE_____ _____

COVID VACCINE_____ _____

By signing this form, I understand that without these vaccinations, clinical partners may not accept my clinical requirements. I will not be able to complete the program's clinical requirements for graduation, thus rendering me ineligible to sit for the NCLEX-PN and become a Licensed Practical Nurse.

Student Signature_____ Date _____

REFERENCE REQUEST

DELAWARE COUNTY TECHNICAL SCHOOLS
PRACTICAL NURSING PROGRAM

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

Name of student _____
Please print

Signature of student_____Date

DCIU Practical Nursing Program
FERPA Directory Information Opt-Out

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. Students have the right to consent to disclosure of information contained in their education records, except to the extent that FERPA authorizes disclosure without consent.
Under FERPA, DCIU PNP may release certain information designated as "directory information" to third parties without your consent, unless you have specifically asked DCIU PNP not to do so ("opted out").
At DCIU PNP, FERPA "directory Information" includes:

- **Name**
- **Addresses including electronic addresses**
- **Telephone number**
- **Date and place of birth**
- **Dates of attendance**
- **Degrees/certificates and awards received**

- **Enrollment status (full-time, half-time, etc.)**
- **Previous educational institutions attended**
- **Participation in officially recognized activities**

If you agree that DCIU PNP can disclose your FERPA "directory Information" to third parties, there is no action required at this time.
If you wish to opt-out of sharing FERPA "directory information" as outlined above, you must complete and submit this form to the DCIU PNP Office.
You should consider very carefully the possible consequences of opting-out of sharing FERPA "directory information" which may include, without limitation, DCIU PNP not providing your information to potential employers for recruitment purposes; alumni for mentoring and networking opportunities; publications for honor, award or graduation announcements; or certain interest or affinity groups for informational mailings. Without your specific written consent, DCIU PNP officials will also not be able to verify your enrollment status or degree received, unless the disclosure would otherwise be permitted by another exception under FERPA .

☐ **Opt-Out Please check this box, complete the information below, and return to the office to confirm you would like opt-out from sharing your FERPA "directory information".**

Student Name:
Student DCIU PNP ID:
Student Signature: **Date:**

TUITION REFUND POLICY

DELAWARE COUNTY TECHNICAL SCHOOLS
PRACTICAL NURSING PROGRAM

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

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

If a student withdraws:	School will retain:
-prior to classes beginning	0% of tuition
-during the first 10 days of class	25% of tuition
-during the first 15 days of class	50% of tuition
-during the first 20 days of class	75% of tuition
-after the 21st day of class	100% of tuition

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

All fees are non-refundable as they are not part of the tuition. If the source of the payment for any tuition has come from any bank, representing a student loan, then the refund will be returned directly to the bank, along with a copy of the student's withdrawal notice. The student is financially responsible for the cost of all books, electronics and lab supplies received while in the program.
Unless otherwise notified in writing, all refunds will be mailed to the student at the address on the application.
I hereby acknowledge that I have read and understand the refund policy.

Signature of student _____ Date _____

Approved by School Board August 1990

Print name

_____

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

Note: This refund policy is prepared in accordance with the Federal Register Policy, Appendix A, dated November 10, 1986m Section 682.606 R/R 8/99, 8/10, 8/16

CONFIDENTIALITY STATEMENT

DELAWARE COUNTY TECHNICAL SCHOOLS
PRACTICAL NURSING PROGRAM

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

_____ _____
Signature Date

STUDENT POLICY CONTRACT

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

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

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

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

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

_____
Signature of student Date_____

_____
Print name

R/R 2/99, 7/08, 8/10, 8/16

ESSENTIAL QUALIFICATIONS FOR DELAWARE COUNTY TECHNICAL SCHOOLS PRACTICAL NURSING PROGRAM

Admission, Continuance, and Graduation
The Delaware County Technical Schools Practical Nursing Program signifies that the holder of that diploma has been educated to competently practice practical nursing in all healthcare settings and to apply for PN licensure in the State of Pennsylvania. The education of a nurse requires assimilation of knowledge, acquisition of skills, and development of judgment through patient care experiences. The practice of nursing emphasizes collaboration among physicians, nurses, allied health care professionals and the patient.

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

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

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

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

Communication

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

Cognitive

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

Behavioral/Emotional

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

Professional Conduct

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

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

Student signature: _____
Print name: _____
Witness: (Stacy Delaney)
Faculty Approval upon graduation:_____
1/31/11
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MEDICAL EXCUSE FORM

DELAWARE COUNTY TECHNICAL SCHOOLS
PRACTICAL NURSING PROGRAM

Student's name: (please print) _____

Health Care Provider and title: _____

Address of Health Care Provider:

_____

_____

Telephone Number: _____ Date of evaluation: _____

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

_____

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

_____
_____
_____
_____
_____
_____
_____
_____
_____

Do you recommend that this student continues in the Practical Nursing Program? _____

_____ _____
Health Care Provider's Signature Date

_____ _____
Student's Signature Date

R/R7/25

HISTORY OF CRIMINAL RECORD DISCLAIMER STATEMENT

DELAWARE COUNTY TECHNICAL SCHOOLS PRACTICAL NURSING PROGRAM
85 NORTH MALIN ROAD, BROOMALL, PA 19008

Name (please print): _____

Address:_____

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

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

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

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

Signature _____ Date _____

Signature of Witness _____ Date _____

DCIU TOBACCO USE POLICY

Purpose

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

Policy Statement
In accordance with Act 168 of 1988, Act 145 of 1996 and Act 93 of 2019 with concern for the overall health and welfare of pupils and staff within its jurisdiction, the Delaware County Intermediate Unit Board of Directors prohibits the use and possession of tobacco products, including vaping devises and paraphernalia, by pupils in school buildings, on school buses, and on school property owned by, leased by, or under control of the Intermediate Unit.

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

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

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

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

DCIU PUPILS POLICY NO. 222 – TOBACCO USE

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

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

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

18 Pa.C.S. Sec. 6306.1
The Intermediate Unit will initiate prosecution of a student who violates the tobacco use policy per Act 168 of 1988, Act 145 of 1996, and Act 93 of 2019.

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

School Code 1303-A (b)
Incidents of possession use and sale of tobacco in violation of this policy by any person on school property shall be reported to the Office of Safe Schools on the required form at least once each year.

18 Pa.C.S. Sec. 6306.1
A student convicted of possessing or using tobacco in a school building or on a school bus or school property owned or leased by or under the control of the Intermediate Unit may be fined up to maximum allowable amount plus court costs or admitted to alternative adjudication.

DCIU DRUG AND SUBSTANCE ABUSE POLICY

Purpose

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

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

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

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

DCIU PUPILS POLICY 227 CONTROLLED SUBSTANCES

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

2. Definition 42 Pa.C.S. 8337, Act 64 of 1972

Illicit drugs will mean, but not be limited to, any substance which is declared by an applicable law to be a controlled substance which is used or possessed pursuant to lawful prescription.

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

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

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

3. Authority School Code 510, 22 Pa. Code Sec. 12.3

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

Compliance with standards of conduct for student behavior in the Intermediate Unit prohibiting the unlawful possession, use, or distribution of illicit drugs or alcohol on school premises or as part of any of the school activities is mandatory.

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

22 Pa. Code Sec. 12.12, 42 Pa.C.S. 8337, Pol. 207

The privileged confidentiality between students and guidance counselors, school nurses, school psychologists, home and school visitors and other school employees shall be respected; and no confidential communication made to any such employee shall be required to be revealed without the

consent of the student or their parent, unless the best interests of the student can be served only by such release.

4. Delegation of Responsibility

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

Department of Education. The Intermediate Unit shall provide information to all students concerning available drug and alcohol counseling, rehabilitation, and re-entry programs in the immediate area. Information concerning these resources will be posted in the schools.

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

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

5. Guidelines <u>Drug Education</u>

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

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

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

Detection, Referral and Treatment

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

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

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

71 P.S. Sec. 1690.112 Consent of Minor

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

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

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

Reporting of Drug Offenses and/or Drug-Related Incidents

Any student found in possession of drugs or suspected of selling, transporting or distributing drugs on school property or away from school in a school sponsored activity, shall be reported to the school

administrator. If appropriate, law enforcement will be contacted and charges made.

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

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

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

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

22 Pa. Code Secs., 12.3, 12.12

42 Pa.C.S. Sec. 8337

DCIU INTERNET ACCESS, E-MAIL, & NETWORK RESOURCES ACCEPTABLE USE POLICY

Purpose

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

With Internet and E-mail comes the availability of material that may not be considered appropriate in a school setting. The Organization cannot regulate and monitor all the information received or sent by persons who use the Internet or E-mail; and the Organization cannot ensure that students who use the Internet or E-mail will be prevented from accessing inappropriate materials or sending or receiving objectionable communications. To the extent

practical, steps shall be taken to promote the safety and security of users of the Organization online computer network. Specifically, as required by the Children's Internet Protection Act.

Procedures

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

B. Filter. The Organization will employ the use of an Internet filter (the "Filter") as a technology protection measure pursuant to the Children's Internet Protection Act, blocking shall be applied to

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

Acceptable Use Policy

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

- Use for inappropriate or illegal purposes.
- Use in an illegal manner or to facilitate illegal activity.
- Use for commercial, private advertisement or for-profit purposes.
- Use for lobbying or political purposes.
- Use to infiltrate or interfere with a computer system and/or damage the data, files, operations, and software or hardware components of a computer or system.
- Hate mail, harassment, discriminatory remarks, threatening statements and other antisocial communications on the network.
- Use for the purpose of visiting Internet websites that provide materials or suggest violence against others.
- The illegal installation, distribution, reproduction, or use of copyrighted software.

- Use to access, view or obtain material that is pornography or child pornography.
- Use to transmit material likely to be offensive or objectionable to recipients.
- Use to obtain, copy, or modify files, passwords, data or information belonging to other users.
- Use to misrepresent other users on the network.
- Use of another person's E-mail address, user account, or password.
- Loading or use of unauthorized games, programs, files, music or other electronic media.
- Use to disrupt the work of other persons (the hardware or software of other persons shall not be destroyed, modified or abused in any way.
- Use to upload, create, or attempt to create a computer virus.
- The unauthorized disclosure use or dissemination of personal information regarding minors.
- Use for purposes of accessing, sending, creating or posting, materials or communications that are:
    - Damaging to another's reputation,
    - Abusive,
    - Obscene,
    - Sexually oriented, Threatening,
    - Contrary to the Organization policy on harassment,
    - Harassing, or
    - Illegal.

- Use which involves any copyright violation or for the copying, downloading or distributing copyrighted material without the owner's permission, unless permitted in accordance with the Fair Use Guidelines. (Copies of the Fair Use Guidelines are available in the Film Library and the Technology Center.)
- Use to invade the privacy of other persons.
- Posting anonymous messages.
- Use to read, delete, copy or modify the E-mail or files of other users or deliberately interfering with the ability of other users to send or receive E-mail.
- Use while access privileges are suspended or revoked.
- Any attempt to circumvent or disable the filter or any security measure.
- Use inconsistent with Network etiquette and other generally accepted etiquette.

1. Facilitating illegal activity.
2. Commercial or for-profit purposes.
3. Nonwork or non-school related work.
4. Product advertisement or political lobbying.
5. Bullying/Cyberbullying. [17][12]
6. Hate mail, discriminatory remarks, and offensive or inflammatory communication.

7. Unauthorized or illegal installation, distribution, reproduction, or use of copyrighted materials.
8. Accessing, sending, receiving, transferring, viewing, sharing or downloading obscene, pornographic, lewd, or otherwise illegal materials, images or photographs. [18]
9. Access by students and minors to material that is harmful to minors or is determined inappropriate for minors in accordance with Board policy.
10. Inappropriate language or profanity.
11. Transmission of material likely to be offensive or objectionable to recipients.
12. Intentional obtaining or modifying of files, passwords, and data belonging to other users.
13. Impersonation of another user, anonymity, and pseudonyms, including use of another user's email address, user account or password.
14. Fraudulent copying, communications, or modification of materials in violation of copyright laws. [19]
15. Loading or using of unauthorized games, programs, files, unlicensed software or other electronic media.
16. Disruption of the work of other users.
17. Destruction, modification, abuse or unauthorized access to network hardware, software and files.
18. Accessing the Internet, Intermediate Unit computers or other network resources without authorization.
19. Disabling or bypassing the Internet blocking/filtering software without authorization.
20. Accessing, sending, receiving, transferring, viewing, sharing or downloading confidential information without authorization.

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

C. Etiquette. Users are expected to abide by the generally accepted rules of network etiquette. These include but are not limited to the following:
- Be polite. Do not become abusive in messages to others. General Organization rules and policies for behavior and communicating apply.

- Use appropriate language. Do not swear or use vulgarities or other inappropriate language.
- Do not reveal the personal addresses or telephone numbers of others.
- Recognize that E-mail is not private or confidential.
- Do not use the Internet or E-mail in any way that would interfere with or disrupt its use by other users.
- Consider all communications and information accessible via the Internet to be private property.
- Respect the rights of other users to an open and hospitable technology environment, regardless of race, sexual orientation, color, religion, creed, ethnicity, age, marital status, or handicap status.

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

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

1. Employees and students shall not reveal their passwords to another individual.
2. Users are not to use a computer or software that has been logged in under another student's or employee's name.
3. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the network.

Consequences of Inappropriate Use

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

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

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

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

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

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

Purpose

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

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

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

Definitions

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

Child pornography - under federal law, is any visual depiction, including any photograph, film, video, picture, or computer or computer-generated image or picture, whether made or produced by electronic, mechanical, or other means, of sexually explicit conduct, where:[1]

1. The production of such visual depiction involves the use of a minor engaging in sexually explicit conduct;

2. Such visual depiction is a digital image, computer image, or computer-generated image that is, or is indistinguishable from, that of a minor engaging in sexually explicit conduct; or
3. Such visual depiction has been created, adapted, or modified to appear that an identifiable minor is engaging in sexually explicit conduct.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

<u>Authority</u>

The availability of access to electronic information does not imply endorsement by the Intermediate

Unit of the content, nor does the Intermediate Unit guarantee the accuracy of information received. The Intermediate Unit shall not be responsible for any information that may be lost, damaged or unavailable when using the network or for any information that is retrieved via the Internet.

The Intermediate Unit shall not be responsible for any unauthorized charges or fees resulting from access to the Internet or other network resources.

The Board declares that computer and network use is a privilege, not a right. The Intermediate Unit's computer and network resources are the property of the Intermediate Unit. Users shall have no expectation of privacy in anything they create, store, send, delete, receive or display on or over the Intermediate Unit's Internet, computers or network resources, including personal files or any use of the Intermediate Unit's Internet, computers or network resources. The Intermediate Unit reserves the right to monitor, track, and log network access and use; monitor fileserver space utilization by users; deny access to prevent unauthorized, inappropriate or illegal activity; revoke access privileges; and/or administer appropriate disciplinary action. The Intermediate Unit shall cooperate to the extent legally required with the Internet Service Provider (ISP), local, state and federal officials and/or authorities in any investigation concerning or related to the misuse of the Intermediate Unit's Internet, computers and network resources. [6][7][8]

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

In addition to those stated in law and defined in this policy, The Board establishes the following types of materials to be inappropriate for access by minors:[4]

1. Defamatory.
2. Lewd, vulgar, or profane.
3. Threatening.
4. Harassing or discriminatory. [9] [10] [11]
5. Bullying. [12]
6. Terroristic. [13]

The Intermediate Unit reserves the right to restrict access to any Internet sites or functions it deems inappropriate, or the use of software and/or online server blocking. Specifically, the Intermediate Unit operates and enforces a technology protection measure(s) that blocks or filters access to inappropriate matter by minors on its computers used and accessible to adults and students. The technology protection measure shall be enforced during use of computers with Internet access.[14][3][4]

Upon request by students or staff, the Executive Director or designee shall expedite a review and may authorize the adjustment of Internet blocking/filtering software to enable access to material

that is blocked through technology protection measures but is not prohibited by this policy.[14]

Delegation of Responsibility

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

The Intermediate Unit shall inform staff, students, parents/guardians and other users about this policy through employee and student handbooks, posting on the Intermediate Unit website, and by other appropriate methods. A copy of this policy shall be provided to parents/guardians, upon written request.[14]

Users of Intermediate Unit networks or Intermediate Unit-owned equipment shall, prior to being given access or being issued equipment, sign user agreements acknowledging awareness of the provisions of this policy, and awareness that the Intermediate Unit uses monitoring systems to monitor and detect inappropriate use and tracking systems.

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

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

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

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

The Executive Director or designee shall be responsible for recommending technology and developing procedures used to determine whether the Intermediate Unit's computers are being used for purposes prohibited by law or for accessing sexually explicit materials. The procedures shall include but not be limited to:[3][4][16]

1. Utilizing a technology protection measure that blocks or filters Internet access for minors and adults to certain visual depictions that are obscene, child pornography, harmful to minors with respect to use by minors, or determined inappropriate for use by minors by the Board.
2. Maintaining and securing a usage log.
3. Monitoring online activities of minors.

The Executive Director or designee shall develop and implement administrative regulations that ensure students are educated on network etiquette and other appropriate online behavior, including:[4]

1. Interaction with other individuals on social networking websites and in chat rooms.
2. Cyberbullying awareness and response.[17][12]

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

Guidelines

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

Safety

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

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

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

Prohibitions

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

1. Facilitating illegal activity.
2. Commercial or for-profit purposes.

3. Nonwork or non-school related work.
4. Product advertisement or political lobbying.
5. Bullying/Cyberbullying.[17][12]
6. Hate mail, discriminatory remarks, and offensive or inflammatory communication.
7. Unauthorized or illegal installation, distribution, reproduction, or use of copyrighted materials.
8. Accessing, sending, receiving, transferring, viewing, sharing or downloading obscene, pornographic, lewd, or otherwise illegal materials, images or photographs. [18]
9. Access by students and minors to material that is harmful to minors or is determined inappropriate for minors in accordance with Board policy.
10. Inappropriate language or profanity.
11. Transmission of material likely to be offensive or objectionable to recipients. Intentional obtaining or modifying of files, passwords, and data belonging to other users.
12. Impersonation of another user, anonymity, and pseudonyms, including use of another user's email address, user account or password.
13. Fraudulent copying, communications, or modification of materials in violation of copyright laws. [19]
14. Loading or using of unauthorized games, programs, files, unlicensed software or other electronic media.
15. Disruption of the work of other users.
16. Destruction, modification, abuse or unauthorized access to network hardware, software and files.
17. Accessing the Internet, Intermediate Unit computers or other network resources without authorization.
18. Disabling or bypassing the Internet blocking/filtering software without authorization.
19. Accessing, sending, receiving, transferring, viewing, sharing or downloading confidential information without authorization.

Security

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

1. Employees and students shall not reveal their passwords to another individual.
2. Users are not to use a computer or software that has been logged in under another student's or employee's name.
3. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the network.

Copyright

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

Intermediate Unit Website

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

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

Consequences for Inappropriate Use

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

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

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

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

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

Legal

1. 18 U.S.C. 2256
2. 18 Pa. C.S.A. 6312
3. 20 U.S.C. 6777
4. 47 U.S.C. 254
5. 18 Pa. C.S.A. 5903
6. Pol. 218
7. Pol. 233
8. Pol. 317
9. Pol. 103
10. Pol. 103.1
11. Pol. 104
12. Pol. 249
13. Pol. 218.2

14. 24 P.S. 4604
15. 24 P.S. 4610
16. 47 CFR 54.520
17. 24 P.S. 1303.1-A
18. Pol. 237
19. Pol. 814
20. 17 U.S.C. 101 et seq 24 P.S. 4601 et seq
18 Pa. C.S.A. 2709
Pol. 22

In addition to disciplinary procedures, the user shall be responsible for damages to equipment, systems or software resulting from deliberate or willful acts. Illegal activities or use (for example, intentional deletion or damage to files of data belonging to others; copyright violations; etc.) may be reported to the appropriate legal authorities for possible prosecution. The Organization reserves the right to remove a user account from the network to prevent unauthorized or illegal activity.

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

Other Issues

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

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

List Servers and Software. Subscriptions to list servers must be pre-approved by the Organization. A student may not download or install any commercial software, shareware, or freeware onto network drives or disks, unless they has the specific, prior written permission from a teacher or administrator.

INTERNET, E-MAIL, AND NETWORK ACCESS AGREEMENT

(Policy 815)
DELAWARE COUNTY INTERMEDIATE UNIT AND
DELAWARE COUNTY TECHNICAL SCHOOLS

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

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

_____
User Name (please print)

_____ _____
User signature Date