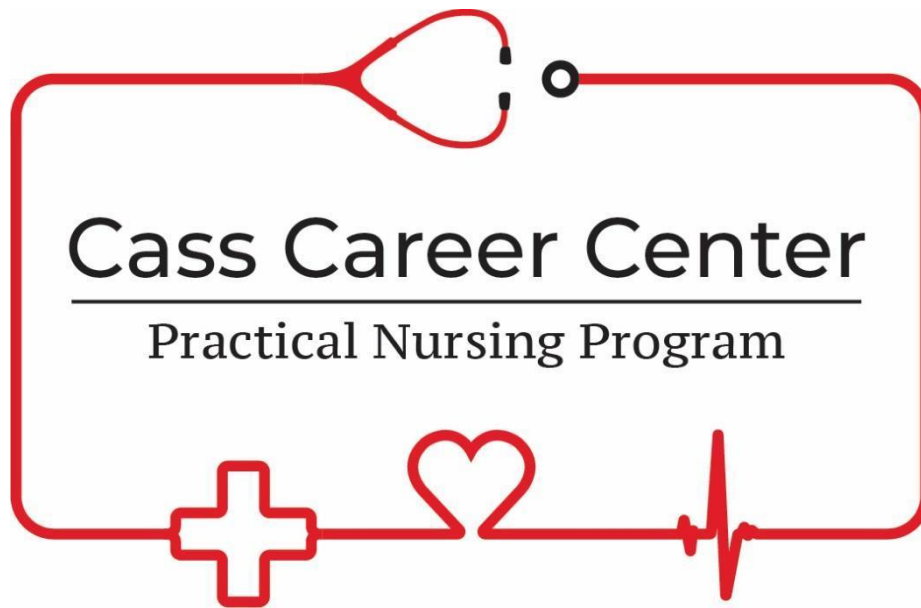


Practical Nursing Program

Student Handbook

2025-2026



**Harrisonville Cass R-IX
School District
1600 E. Elm Street
Harrisonville, MO 64701
(816) 380-3253 ext. 7818**

Adopted by the Board of Education: July 22, 2025

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Cass Career Center Mission Statement and Philosophy

The Cass Career Center established its educational philosophy from an analysis of values and mission conducted by broad-based community representation. The school's core mission and beliefs are as follows:

OUR MISSION is to achieve excellence in education through career and technical training.

Cass Career Center's Beliefs about Career and Technical Education

We believe student success is:

- Relationships
- Learner Agency
- Timely Feedback
- Success Criteria
- Equitable Opportunities
- Competency over Compliance

PN PROGRAM PHILOSOPHY

It is the main goal of this post-secondary program to prepare qualified personnel to fulfill the role of the Licensed Practical Nurse (LPN) who can assist the registered nurse and other members of the health care team, thus allowing the patient to receive the best possible care.

We believe that nursing's priority should lie with the care of patients as individuals with unique problems, needs and concerns.

Practical nursing is an integral part of all nursing, and the practitioners must be prepared in an educational program to assume the following roles:

1. Provide good nursing care according to those guidelines established by the Nurse Practice Act
2. Develop plans of care utilizing nursing process and recognize changes in patients' conditions indicating the need for professional assistance
3. Assist the registered nurse in care of patients in complex situations by meeting specific nursing requirements of patients as directed, under the direction of a professional registered nurse or a licensed practitioner

Educational opportunities must be planned and implemented to meet the needs of individual students. Experiences will move from the simple to more complex, with the integration of theory and practice when possible, to emphasize relationships between facts, concepts, attitudes and skills in the practice of nursing. Programs of practical nurse education should continue to be strengthened, improved and expanded to meet the needs of nursing and the community.

The basis for evaluation will be the desired changes in behavior, personal growth and development. The individual patient and his/her total needs relative to the competency and abilities required of the practical nurse, will be the focal point of the

clinical teaching. The needs of the students, the achievement of educational goals and the level of development will determine the selection of experience.

School Board Members

Douglas Meyer, President
Emily Stone, Vice President
Doug Alexander
Michael Culpepper
Ashley Franklin
Nancy Shelton
Jenny Wagoner

The role of the District's Board is to govern the community's public schools by making the major decisions for the District as a whole. The Board collectively makes these decisions and individual Board members do not have the power to speak or act for the Board. The Board as a whole, by working with the Superintendent to make decisions that will best serve the District's students, will govern the community's schools. Accordingly, complaints or concerns made to Board members will be referred to the appropriate District point of contact for resolution.

School Building Information and Contact Information

Harrisonville School District Administration Office

503 S. Lexington
Harrisonville, MO 64701
Phone: (816) 380-2727
Fax: (816) 380-3134

Cass Career Center

Director – Dr. Anne Hickman
1600 E. Elm
Harrisonville, MO 64701
Phone: (816) 380-3253
Fax: (816) 884-3179

Department of Education Accreditation
Region VII Office Council on Occupational Education Office of Student Financial
Assistance Post-secondary
64114 Building 300, Suite 325 (816) 268-0400 Atlanta, GA 30350

Cass Career Center Website:
www.casscareercenter.com

District Administration

Superintendent – Dr. Josh Chastain
Assistant Superintendent of Human Resources and Operations – Dr. Joe Parkhurst
Assistant Superintendent of Academic and Student Services – Dr. Annie Knox
Cass Career Center Director – Dr. Anne Hickman
Cass Career Center Assistant Director – Nichole Tews

Faculty

Coordinator of Practical Nursing Program - Deena Roedel, MSN, RN, CNE

Full-Time Faculty Member - Lynn Aswegan, MSN, RN, NCSN

Full-Time Faculty Member - Sarah Warren BSN, RN, NCSN

Staff

Adult Education Coordinator/Financial Aid Administrator - Emily Davis

CCC Administrative Assistant - Kay Freeman

Committees

The following committees will be maintained to provide assistance with administration of the Practical Nursing Program:

Advisory Committee

The Advisory Committee members will be appointed by the Coordinator of the Practical Nursing program with the approval of the Director of Cass Career Center. Members will represent a variety of persons who are interested in practical nurse education practice and in improvement of patient care. The Advisory Committee is advisory only. The functions of the Advisory Committee are to: study and protect the needs of the program; assist with the interpretation of the philosophy and outcome criteria to the public; assist in securing funds for the program, scholarships and loans; advise on the development of policies and assist in recruitment; and establish admission policies which will be utilized by the faculty to select candidates for the class. This committee will meet twice a year or more often as needed.

Faculty Committee

The Faculty Committee consists of the members of the Practical Nursing faculty. The purpose of this committee is to develop, implement, maintain, and evaluate the curriculum, coordinate educational experiences for students, and develop and implement policies for student selection, progression and retention. This committee will meet monthly.

Program Application & Admittance Procedure

Students shall be selected on the basis of the philosophy and objectives of the program and the ability of the student to carry the program to completion. Selection for admission follows the school policy of nondiscrimination on the basis of race, color, national origin, ethnicity, sex, religion, disability, age, sexual orientation, or perceived sexual orientation in its programs, activities, or employment practices. The Advisory Committee will assist faculty in determining the selection criteria. The implementation will be conducted by the Practical Nursing Program faculty.

CRITERIA:

To be considered for acceptance, applicants must have the following:

- **High school diploma and/or GED (or the equivalent)**
 - The applicant must have graduated from an accredited high school, OR have a passing score on the Graduate Equivalency Diploma (GED).

- All high school and/or continuing education transcripts are required before being accepted.
- If a student is foreign educated, an evaluation of the transcripts will be required to be completed prior to the start of the program. This evaluation will be completed at the expense of the student. Please click [here](#) to find out more information about transcript evaluation.
- **TEAS testing scores**
 - Students must take the TEAS (Test of Essential Academic Skills) to be considered for admission to the PN program.
 - The TEAS may be taken through ATI Testing. Please visit ATItesting.com/TEAS. Scores must be current within three years of program acceptance date.
 - Applicants that have a score of $\geq 54\%$ will be given first consideration for acceptance as the files are completed anytime after November 1st.
 - Those applicants with a score of $< 54\%$ and $\geq 50\%$ and complete files will be considered for acceptance into any remaining seats after March 31st. ($> 50\% - 53.9\%$)
 - Please request the results to be sent from ATI (from the institution where you took the test) to admissions@cccpnursing.org
- **Completion of application for admission**
 - The application for admission must be completed online, prior to the deadline of March 31 to be considered for selection.
 - The prompt to pay the application fee will appear when you submit the application. Please watch for this.
 - The submission of this application requires a \$25.00 fee.
 - This must be paid to be considered for selection to the program.
 - You can click [here](#) to pay the fee if you did not pay when you completed the application. You will need to create an account to pay the fee. Select application fee.

After your file is complete, it will be considered for selection. Please look at your email for communication about admission to the program within fifteen days. Once you are admitted, you will need to submit the following per the instructions in your email:

- **Criminal Background Check**
 - A criminal background check will be completed before school starts.
 - Final selection for the class is contingent upon successful background check.
 - Any individual who has been convicted of a Class A, B, or C felony **may be** ineligible for completing clinical

experience and therefore may be unable to complete the requirements for this program. Please contact the program coordinator to discuss how this can be addressed. This does not disqualify a student from completing the program successfully. This will be addressed with the clinical sites on a case-by-case basis.

- A student with a felony must be approved by all clinical sites before final acceptance.
- **Employee Disqualification List**
 - If the applicant is on the employee disqualification list, he/she is ineligible for completing clinical experience and therefore unable to complete the requirements for this program.
 - If the student is added to the list or found to be on the list during the course of the program, he/she will be immediately terminated from the Cass Career Center LPN program.
- **Applicants elect to complete a FAFSA form OR decline this step**
 - Apply for aid at studentaid.gov using the school code 016354.
 - Each applicant is highly encouraged to complete the FAFSA application and correct any error codes to complete their application file.
- **Negative TB test**
 - The applicant must provide proof of a two-step tuberculosis test.
- **Evidence of vaccinations**
 - The applicant must provide a copy of the current vaccinations:
 - Two MMR and Varicella vaccinations. A history of varicella does not serve to meet the varicella requirements.
 - COVID-19 Vaccination series: A booster for COVID-19 is recommended after six months, but not required.
 - One Tdap which must have been administered anytime after June 1, 2014.
 - Hepatitis B is recommended, but not required in order to attend clinical experiences.
 - Religious or medical exemptions will be considered. Please submit a request in writing with your application to the PN Coordinator.
 - These vaccinations must be obtained at the student's expense.

*Cass Career Center LPN program is all encompassing. No credits for prior education from any institution will be applied toward sections of this program or classes.

Please note: If the administration or nursing faculty have concerns regarding the student application during discussions with the coordinator, the applicant may be called back for further interview or counseling or be asked to submit additional information prior to acceptance into the program. A student may be conditionally accepted into the program based on recommendations of the faculty committee or director of the school. Final acceptance into the program, then, would depend on following through with the recommendations of the committee. **No student shall be admitted later than five school days after the established entrance date of the program in accordance with Missouri Board of Nursing Minimum Standards.**

Financial Aid

Applications for Student Financial Aid (FAFSA) can be completed at this website: <https://studentaid.gov/h/apply-for-aid/fafsa>. Please see "Student Financial Aid Handbook" for information on financial aid, scholarships, and application process. This can be found on the Cass Career Center website.

Student Rights and Responsibilities

Cass Career Center's Practical Nursing Program is designed to provide an environment conducive to learning. Students in the Practical Nursing Program have the right to be treated with respect and dignity. They have the right to pursue the Grievance Procedure for issues that have not been resolved through the informal review process of the Practical Nursing Program. Each student is encouraged to communicate his/her learning needs to the faculty.

Practical Nursing students are expected to conduct themselves in a professional manner at all times. Students will follow the rules and guidelines in the Cass Career Center Student Handbook. Students are subject to the same disciplinary actions as outlined in the Cass Career Center Student Handbook. Additional rules of conduct will be added for the clinical setting and situations, which apply only to the Practical Nursing program.

Practical Nursing students will abide by the following Code of Ethics as established by the National Association for Practical Nurse Education and Service (NAPNES) in 1972. The Licensed Practical Nurse shall:

1. Consider as a basic obligation, the conservation of life and the prevention of disease.
2. Promote and protect the physical, mental, emotional, and spiritual health of the patient and his family.
3. Fulfill all duties faithfully and efficiently.
4. Function within established legal guidelines.
5. Accept personal responsibility for his/her acts and seek to merit the respect and confidence of all members of the healthcare team.
6. Hold in confidence all matters coming to his/her knowledge, in the practice of his/her profession, and in no way at no time violate this confidence.
7. Give conscientious service and charge just remuneration.

8. Learn and respect the religious and cultural beliefs of his/her patient and of all people
9. Meet his/her obligation to the patient by keeping abreast of current trends in health care through reading and continuing education.
10. As a citizen of the United States of America, uphold the laws of the land and seek to promote legislation, which shall meet the health needs of its people.

Refund Procedure

1. The school will retain 0% of the tuition, supplies, and fees for students withdrawing/dismissed within the first seven calendar days of the program, not including orientation day.
2. The school will retain 25% of the tuition, supplies, and fees for students withdrawing/dismissed in weeks 2 and 3 of the payment period in which they are currently enrolled.
3. The school will retain 50% of the tuition, supplies, and fees for students withdrawing/dismissed in week 4 of the payment period in which they are currently enrolled.
4. The school will retain 100% of the tuition, supplies, and fees for students withdrawing/dismissed during or after week 5 of the payment period in which they are currently enrolled.
5. Student accounts must be paid in full before graduating

The refund policy is applicable to all post-secondary students who execute a complete withdrawal or are dismissed from coursework during an academic year. The student's withdrawal/dismissal date is the last day of attendance. Any books and/or supplies received by the students prior to withdrawal/dismissal will be charged to the students account and will not be refunded.

Readmission to the Program

Students who voluntarily withdraw, attendance dismissal, fail theory courses, or fail clinical (for any reason other than ethical) may be readmitted to the program in the following year if enrollment permits. No more than one year may lapse between time of withdrawal and time of readmission for advanced placement to be granted.

Students must complete an entire course with a passing grade to receive credit for the course. All courses not completed must be repeated. A written plan shall be developed with the student to complete the program. Readmission status will be granted only if enrollment permits. Final decisions regarding readmission rest with the PN Program Coordinator and the Director of Cass Career Center.

Refusal to Issue License

All students must comply with the Missouri Nurse Practice Act section 335.066 to sit for the NCLEX-PN Board exam. The decision to write the board exam rests with the Missouri State Board of Nursing. **Graduation from this program does not guarantee eligibility to write the NCLEX-PN Board exam.**

335.066. Denial, revocation, or suspension of license, grounds for, civil immunity for providing information — complaint procedures. —

1. The board may refuse to issue or reinstate any certificate of registration or authority, permit or license required pursuant to this chapter* for one or any combination of causes stated in subsection 2 of this section or the board may, as a condition to issuing or reinstating any such permit or license, require a person to submit himself or herself for identification, intervention, treatment, or monitoring by the intervention program and alternative program as provided in section 335.067. The board shall notify the applicant in writing of the reasons for the refusal and shall advise the applicant of his or her right to file a complaint with the administrative hearing commission as provided by chapter 621.
2. The board may cause a complaint to be filed with the administrative hearing commission as provided by chapter 621 against any holder of any certificate of registration or authority, permit or license required by sections 335.011 to 335.096 or any person who has failed to renew or has surrendered his or her certificate of registration or authority, permit or license for any one or any combination of the following causes:
 - a) Use or unlawful possession of any controlled substance, as defined in chapter 195, by the federal government, or by the department of health and senior services by regulation, regardless of impairment, or alcoholic beverage to an extent that such use impairs a person's ability to perform the work of any profession licensed or regulated by sections 335.011 to 335.096. A blood alcohol content of .08 shall create a presumption of impairment;
 - b) The person has been finally adjudicated and found guilty, or entered a plea of guilty or nolo contendere, in a criminal prosecution pursuant to the laws of any state or of the United States, for any offense reasonably related to the qualifications, functions or duties of any profession licensed or regulated pursuant to sections 335.011 to 335.096, for any offense an essential element of which is fraud, dishonesty or an act of violence, or for any offense involving moral turpitude, whether or not sentence is imposed;
 - c) Use of fraud, deception, misrepresentation or bribery in securing any certificate of registration or authority, permit or license issued pursuant to sections 335.011 to 335.096 or in obtaining permission to take any examination given or required pursuant to sections 335.011 to 335.096;
 - d) Obtaining or attempting to obtain any fee, charge, tuition or other compensation by fraud, deception or misrepresentation;
 - e) Incompetency, gross negligence, or repeated negligence in the performance of the functions or duties of any profession licensed or regulated by this chapter*. For the purposes of this subdivision, "repeated negligence" means the failure, on more than one occasion, to use that degree of skill and learning ordinarily used under the same or similar circumstances by the member of the applicant's or licensee's profession;
 - f) Misconduct, fraud, misrepresentation, dishonesty, unethical conduct, or unprofessional conduct in the performance of the functions or duties of any profession licensed or regulated by this chapter, including, but not limited to, the following:

- a) Willfully and continually overcharging or overtreating patients; or charging for visits which did not occur unless the services were contracted for in advance, or for services which were not rendered or documented in the patient's records;
- b) Attempting, directly or indirectly, by way of intimidation, coercion or deception, to obtain or retain a patient or discourage the use of a second opinion or consultation;
- c) Willfully and continually performing inappropriate or unnecessary treatment, diagnostic tests, or nursing services;
- d) Delegating professional responsibilities to a person who is not qualified by training, skill, competency, age, experience, or licensure to perform such responsibilities;
- e) Performing nursing services beyond the authorized scope of practice for which the individual is licensed in this state;
- f) Exercising influence within a nurse-patient relationship for purposes of engaging a patient in sexual activity;
- g) Being listed on any state or federal sexual offender registry;
- h) Failure of any applicant or licensee to cooperate with the board during any investigation;
- i) Failure to comply with any subpoena or subpoena duces tecum from the board or an order of the board;
- j) Failure to timely pay license renewal fees specified in this chapter;
- k) Violating a probation agreement, order, or other settlement agreement with this board or any other licensing agency;
- l) Failing to inform the board of the nurse's current residence within thirty days of changing residence;
- m) Any other conduct that is unethical or unprofessional involving a minor;
- n) A departure from or failure to conform to nursing standards;
- o) Failure to establish, maintain, or communicate professional boundaries with the patient. A nurse may provide health care services to a person with whom the nurse has a personal relationship as long as the nurse otherwise meets the standards of the profession;
- p) Violating the confidentiality or privacy rights of the patient, resident, or client;
- q) Failing to assess, accurately document, or report the status of a patient, resident, or client, or falsely assessing, documenting, or reporting the status of a patient, resident, or client;
- r) Intentionally or negligently causing physical or emotional harm to a patient, resident, or client;
- s) Failing to furnish appropriate details of a patient's, client's, or resident's nursing needs to succeeding nurses legally qualified to provide continuing nursing services to a patient, client, or resident;
- g) Violation of, or assisting or enabling any person to violate, any provision of sections 335.011 to 335.096, or of any lawful rule or regulation adopted pursuant to sections 335.011 to 335.096;
- h) Impersonation of any person holding a certificate of registration or authority, permit or license or allowing any person to use his or her

certificate of registration or authority, permit, license or diploma from any school;

- i) Disciplinary action against the holder of a license or other right to practice any profession regulated by sections 335.011 to 335.096 granted by another state, territory, federal agency or country upon grounds for which revocation or suspension is authorized in this state;
- j) A person is finally adjudged insane or incompetent by a court of competent jurisdiction;
- k) Assisting or enabling any person to practice or offer to practice any profession licensed or regulated by sections 335.011 to 335.096 who is not registered and currently eligible to practice pursuant to sections 335.011 to 335.096;
- l) Issuance of a certificate of registration or authority, permit or license based upon a material mistake of fact;
- m) Violation of any professional trust or confidence;
- n) Use of any advertisement or solicitation which is false, misleading or deceptive to the general public or persons to whom the advertisement or solicitation is primarily directed;
- o) Violation of the drug laws or rules and regulations of this state, any other state or the federal government;
- p) Placement on an employee disqualification list or other related restriction or finding pertaining to employment within a health-related profession issued by any state or federal government or agency following final disposition by such state or federal government or agency;
- q) Failure to successfully complete the intervention or alternative program for substance use disorder;
- r) Knowingly making or causing to be made a false statement or misrepresentation of a material fact, with intent to defraud, for payment pursuant to the provisions of chapter 208 or chapter 630, or for payment from Title XVIII or Title XIX of the federal Medicare program;
- s) Failure or refusal to properly guard against contagious, infectious, or communicable diseases or the spread thereof; maintaining an unsanitary office or performing professional services under unsanitary conditions; or failure to report the existence of an unsanitary condition in the office of a physician or in any health care facility to the board, in writing, within thirty days after the discovery thereof;
- t) A pattern of personal use or consumption of any controlled substance or any substance which requires a prescription unless it is prescribed, dispensed, or administered by a provider who is authorized by law to do so or a pattern of abuse of any prescription medication;
- u) Habitual intoxication or dependence on alcohol, evidence of which may include more than one alcohol-related enforcement contact as defined by section 302.525;
- v) Failure to comply with a treatment program or an aftercare program entered into as part of a board order, settlement agreement, or licensee's professional health program;
- w) Failure to submit to a drug or alcohol screening when requested by an employer or by the board. Failure to submit to a drug or alcohol screening shall create the presumption that the test would have been

- positive for a drug for which the individual did not have a prescription in a drug screening or positive for alcohol in an alcohol screening;
- x) Adjudged by a court in need of a guardian or conservator, or both, obtaining a guardian or conservator, or both, and who has not been restored to capacity;
 - y) Diversion or attempting to divert any medication, controlled substance, or medical supplies;
 - z) Failure to answer, failure to disclose, or failure to fully provide all information requested on any application or renewal for a license. This includes disclosing all pleas of guilt or findings of guilt in a case where the imposition of sentence was suspended, whether or not the case is now confidential;
 - aa) Physical or mental illness, including but not limited to deterioration through the aging process or loss of motor skill, or disability that impairs the licensee's ability to practice the profession with reasonable judgment, skill, or safety. This does not include temporary illness which is expected to resolve within a short period of time;
 - bb) any conduct that constitutes a serious danger to the health, safety, or welfare of a patient or the public.
3. After the filing of such a complaint, the proceedings shall be conducted in accordance with the provisions of chapter 621. Upon a finding by the administrative hearing commission that the grounds, provided in subsection 2 of this section, for disciplinary action are met, the board may, singly or in combination, censure or place the person named in the complaint on probation on such terms and conditions as the board deems appropriate for a period not to exceed five years, or may suspend, for a period not to exceed three years, or revoke the license, certificate, or permit.
 4. For any hearing before the full board, the board shall cause the notice of the hearing to be served upon such licensee in person or by certified mail to the licensee at the licensee's last known address. If service cannot be accomplished in person or by certified mail, notice by publication as described in subsection 3 of section 506.160 shall be allowed; any representative of the board is authorized to act as a court or judge would in that section; any employee of the board is authorized to act as a clerk would in that section.
 5. An individual whose license has been revoked shall wait one year from the date of revocation to apply for relicensure. Relicensure shall be at the discretion of the board after compliance with all the requirements of sections 335.011 to 335.096 relative to the licensing of an applicant for the first time.
 6. The board may notify the proper licensing authority of any other state concerning the final disciplinary action determined by the board on a license in which the person whose license was suspended or revoked was also licensed of the suspension or revocation.
 7. Any person, organization, association or corporation who reports or provides information to the board of nursing pursuant to the provisions of sections 335.011 to 335.259** and who does so in good faith shall not be subject to an action for civil damages as a result thereof.
 8. The board may apply to the administrative hearing commission for an emergency suspension or restriction of a license for the following causes:
 - a) Engaging in sexual conduct as defined in section 566.010, with a patient who is not the licensee's spouse, regardless of whether the patient consented;

- b) Engaging in sexual misconduct with a minor or person the licensee believes to be a minor. "Sexual misconduct" means any conduct of a sexual nature which would be illegal under state or federal law;
 - c) Possession of a controlled substance in violation of chapter 195 or any state or federal law, rule, or regulation, excluding record-keeping violations;
 - d) Use of a controlled substance without a valid prescription;
 - e) The licensee is adjudicated incapacitated or disabled by a court of competent jurisdiction;
 - f) Habitual intoxication or dependence upon alcohol or controlled substances or failure to comply with a treatment or aftercare program entered into pursuant to a board order, settlement agreement, or as part of the licensee's professional health program;
 - g) A report from a board-approved facility or a professional health program stating the licensee is not fit to practice. For purposes of this section, a licensee is deemed to have waived all objections to the admissibility of testimony from the provider of the examination and admissibility of the examination reports. The licensee shall sign all necessary releases for the board to obtain and use the examination during a hearing; or
 - h) Any conduct for which the board may discipline that constitutes a serious danger to the health, safety, or welfare of a patient or the public.
9. The board shall submit existing affidavits and existing certified court records together with a complaint alleging the facts in support of the board's request for an emergency suspension or restriction to the administrative hearing commission and shall supply the administrative hearing commission with the last home or business addresses on file with the board for the licensee. Within one business day of the filing of the complaint, the administrative hearing commission shall return a service packet to the board. The service packet shall include the board's complaint and any affidavits or records the board intends to rely on that have been filed with the administrative hearing commission. The service packet may contain other information in the discretion of the administrative hearing commission. Within twenty-four hours of receiving the packet, the board shall either personally serve the licensee or leave a copy of the service packet at all of the licensee's current addresses on file with the board. Prior to the hearing, the licensee may file affidavits and certified court records for consideration by the administrative hearing commission.
10. Within five days of the board's filing of the complaint, the administrative hearing commission shall review the information submitted by the board and the licensee and shall determine based on that information if probable cause exists pursuant to subsection 8 of this section and shall issue its findings of fact and conclusions of law. If the administrative hearing commission finds that there is probable cause, the administrative hearing commission shall enter the order requested by the board. The order shall be effective upon personal service or by leaving a copy at all of the licensee's current addresses on file with the board.
11. (1) The administrative hearing commission shall hold a hearing within forty-five days of the board's filing of the complaint to determine if cause for discipline exists. The administrative hearing commission may grant a request

for a continuance, but shall in any event hold the hearing within one hundred twenty days of the board's initial filing. The board shall be granted leave to amend its complaint if it is more than thirty days prior to the hearing. If less than thirty days, the board may be granted leave to amend if public safety requires.

(2) If no cause for discipline exists, the administrative hearing commission shall issue findings of fact, conclusions of law, and an order terminating the emergency suspension or restriction.

(3) If cause for discipline exists, the administrative hearing commission shall issue findings of fact and conclusions of law and order the emergency suspension or restriction to remain in full force and effect pending a disciplinary hearing before the board. The board shall hold a hearing following the certification of the record by the administrative hearing commission and may impose any discipline otherwise authorized by state law.

12. Any action under this section shall be in addition to and not in lieu of any discipline otherwise in the board's power to impose and may be brought concurrently with other actions.
13. If the administrative hearing commission does not find probable cause and does not grant the emergency suspension or restriction, the board shall remove all reference to such emergency suspension or restriction from its public records. Records relating to the suspension or restriction shall be maintained in the board's files. The board or licensee may use such records in the course of any litigation to which they are both parties. Additionally, such records may be released upon a specific, written request of the licensee.
14. If the administrative hearing commission grants temporary authority to the board to restrict or suspend the nurse's license, such temporary authority of the board shall become final authority if there is no request by the nurse for a full hearing within thirty days of the preliminary hearing. The administrative hearing commission shall, if requested by the nurse named in the complaint, set a date to hold a full hearing under the provisions of chapter 621 regarding the activities alleged in the initial complaint filed by the board.
15. If the administrative hearing commission refuses to grant temporary authority to the board or restrict or suspend the nurse's license under subsection 8 of this section, such dismissal shall not bar the board from initiating a subsequent disciplinary action on the same grounds.
16. (1) The board may initiate a hearing before the board for discipline of any licensee's license or certificate upon receipt of one of the following:
 - a) Certified court records of a finding of guilt or plea of guilty or nolo contendere in a criminal prosecution under the laws of any state or of the United States for any offense involving the qualifications, functions, or duties of any profession licensed or regulated under this chapter, for any offense involving fraud, dishonesty, or an act of violence, or for any offense involving moral turpitude, whether or not sentence is imposed;
 - b) Evidence of final disciplinary action against the licensee's license, certification, or registration issued by any other state, by any other agency or entity of this state or any other state, or the United States or its territories, or any other country;
 - c) Evidence of certified court records finding the licensee has been judged incapacitated or disabled under Missouri law or under the laws of any other state or of the United States or its territories.

- (2) The board shall provide the licensee not less than ten days' notice of any hearing held pursuant to chapter 536.
- (3) Upon a finding that cause exists to discipline a licensee's license, the board may impose any discipline otherwise available.

(L. 1975 S.B. 108 § 12, A.L. 1981 S.B. 16, A.L. 1995 S.B. 452, A.L. 1999 H.B. 343, A.L. 2007 H.B. 780 merged with S.B. 308, A.L. 2013 H.B. 315, A.L. 2018 H.B. 1719)

**Words "chapter 335" appear in original rolls.*

***Section 335.259 was repealed by S.B. 52, 1993.*

Academic Calendar I-100-S



2025 - 2026 Cass Career Center Practical Nursing Calendar

JULY 2025

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		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	29	30	31		

AUGUST 2025

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					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	29	30
31						

SEPTEMBER 2025

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	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	29	30				

OCTOBER 2025

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			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	29	30	31	

NOVEMBER 2025

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						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	29
30						

DECEMBER 2025

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	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	29	30	31			

July

- 25 Orientation day
- 28 First Day of Class
- 28-1 Mandatory Attendance

August

- 12-14 Virtual
- 15 No School - PD

September

- 1 No School - Holiday
- 29 No School

October

- 20 No School - PD
- 30 500 Attendance Hours

November

- 24-25 Virtual
- 26-28 No School - Holiday

December

- 22-31 No School - Winter Break

January

- 1-2 No School - Winter Break
- 19 No School - Holiday

February

- 16 No School - Holiday
- 23 1000 Attendance Hours

March

- 16-20 No School - Spring Break

April

- 3 No School - Holiday
- 17 Mandatory Attendance

May

- 21 Opportunity Fair
- 22-25 No School - Holiday

June

- 1-5 Mandatory Attendance
- 2 1484 Attendance Hours
- 5 Graduation

JANUARY 2026

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				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	29	30	31

FEBRUARY 2026

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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

MARCH 2026

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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
29	30	31				

APRIL 2026

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			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	29	30		

MAY 2026

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					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	29	30
31						

JUNE 2026

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	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	29	30				

Key:

- No School
- Virtual
- Clinical Day
- Attendance Milestone
- Important Date

1508.5 Scheduled hours

Approved by CCC Administration:

All dates and events are subject to change.

Attendance and Absence Procedures S-115-S

The following procedure, based on industry standards, will be followed with regard to attendance:

- Each student is expected to be in the class and in their seat at the scheduled class time.
- All students must time in and out each day. The following guidelines apply:
 - Students must time out and back in for lunch breaks.
 - A student who leaves early or arrives at the school late must time in or out when arriving late or leaving early and checkout with the instructor, stating a reason.
 - Students may not time another student in or out. If a student is identified as timing another student in/out, it may be cause for immediate dismissal from the program.

The following procedures apply to absences:

- When students are absent, they are responsible to see the instructor for missed information. It is suggested that students contact a classmate to take notes and/or get handout materials for the day.
- A student may receive attendance counseling if a pattern of tardiness or absence emerges.
- A student is expected to attend school for 90% of their total scheduled hours for the program.
- If a student has missed 10% (148 hours) at any time, they will be unable to continue in the program.
- Attendance probation will be initiated when a student has reached an absence total that equals 5% of total hours in each course. Students on attendance probation must meet with the LPN Coordinator monthly and after each absence.
- Limited opportunities may be available to make up time, as specified by the Coordinator.
- Students who fail to comply with the attendance procedures will be dismissed from the program.

Exceptions to the attendance policy could include but are not limited to the following:

- Hospitalization of the student, student's spouse/partner (living in the home with the student), or child.
 - A hospitalization discharge record must be provided upon return to school.
 - Emergency room visits do not count for this exception.
 - Only days spent in the hospital will be eligible for makeup and not be counted toward the absence total.
- Death in the family.
 - An obituary notice must be provided upon return to school.
 - Immediate family members include spouse, children, parents, mother-in-law, father-in-law, siblings, siblings-in-law, step-parents or children, grandparents, and step-grandparents.

- Students with special circumstances requiring absence from school may appeal to the “Attendance Appeal Board” consisting of: the Assistant Director, one member of the Advisory Committee, and the Adult Education Coordinator following the guidelines below:
 - The student’s request for review must be done in writing to the Coordinator of the Practical Nursing program by submitting the form no more than 5 business days following the absence(s) for which the student is requesting the consideration of the Attendance Appeal Board.
 - The written appeal request and any supporting documentation will be sent to the Attendance Appeal Board.
 - The Attendance Appeal Board may seek input from faculty members.
 - The recommendation of the Attendance Appeal Board will be forwarded to the Cass Career Center Director who will make the final determination.
 - The decision of the Cass Career Center Director will be final.
 - The student will be notified in writing of the decision within five days of the submission.

Attendance Procedure in Clinical

Absences

If a student is to be absent from the clinical setting, they are responsible to inform the clinical instructor by the time listed in the clinical syllabus. If a student does not notify the instructor by the time listed on the syllabus, the occurrence will be considered a “no call, no show”. One incident of “no call, no show” may result in the student failing the clinical. The student must call the instructor via phone call or email.

Students who miss more than one day of clinical will have to make up the missed day(s). A clinical makeup day will also count as an absence if it is missed. If a student has missed 10% of clinicals (3 days) at any time, they will be unable to continue in the program. Make up days will be made with cooperation of the student and instructor.

Tardy/Late Arrival

If a student is going to be late to the clinical site, they must notify their clinical instructor before the start of clinical. If they do not call, it may be considered a no-call, no-show. If a student is more than one hour late to clinical, they will not be allowed to participate in the clinical rotation, and will incur a clinical absence. If a student is late by less than one hour, they will be assigned a mandatory assignment to be completed as instructed by their clinical instructor.

Any clinical absences, tardies, or lates will count towards the maximum absences allowed per the program handbook. Days earned from makeup community service days **will not** count toward missed clinical days.

Virtual Participation Attendance Procedure

Students may participate in class virtually if they have been requested to not attend school because of a COVID + test or have other extenuating circumstances as determined by the Practical Nursing Faculty. Students who attend virtually will be given attendance credit for their participation if they are present on camera and interact with staff throughout the day. If a student is not seen on camera or does not interact with staff, they will lose any attendance credit after the last time they were in contact.

In order for students to participate in class, students will need to feel well enough to participate and notify their instructors no later than 0700 the day of class stating that they

would like to attend virtually. In order to receive credit for in-class assignments, students must actively participate and submit assignments at the scheduled due date/time.

Virtual participation will not be considered for those students who need to leave class due to illness, to go home and watch children, go to a doctor's appointment, or are on vacation.

Dress Code S-180-S

The purpose of a dress code is to contribute to a safe, healthy environment that protects students and maintains a focus on learning. The dress code included in this handbook provides guidance to students as to what constitutes appropriate attire for school and school activities. District administrators have the discretion to determine whether a garment or manner of dress not specifically described below is appropriate attire for school and school activities and/or causes a disruption to the educational environment. Administrators have the authority to take action to address dress code matters as they arise.

The uniform is a symbol of your school. Wear the uniform and conduct yourself in a manner which reflects credit to you and to the school. The school's official uniform shall be worn only for purposes of clinical and school activities. It shall not be used for work. The uniform shall not be worn as street clothes except to travel to and from the clinical setting.

The following District guidelines should be observed:

Dress Code Expectations and Prohibitions

Shirts and shoes must be worn. Clothing should be properly fitted (not overly restrictive or loose). Coverage of the body is expected. Therefore, the following garments are not permitted:

1. House shoes or slippers;
2. See-through garments;
3. Tops that are backless, strapless, low-cut, bare-midriff, have overly-large arm openings; or spaghetti straps;
4. Clothing that does not cover undergarments when a student is sitting or standing;
5. Undergarments worn as outerwear;
6. Clothing that does not reach to mid-thigh;
7. Clothing with profane, obscene, or otherwise inappropriate language;
8. Clothing with words, symbols or images that promote illegal, sexual, or violent behavior;
9. Clothing with advertisements or promotion of alcohol, tobacco, or drugs;
10. Language or symbols that promote gangs;
11. Other wear that restricts the line of sight of a student's face and/or facial recognition may not be worn, although exceptions will be made by the principal for head coverings that have a religious significance, are worn for medical reasons, or are for a specific, school-sponsored event;
12. Anything that constitutes an education distraction.

Additional Dress Code Information

Courses and/or class activities that require observance of specific safety requirements may require adjustments of a student's clothing, accessories, or hairstyle for the duration of the class (e.g., hair pulled back and/or hair nets for culinary classes or other safety wear, etc.). Other dress code requirements may be articulated for students participating in certain extracurricular activities.

Violations of the District dress code will be addressed with remedial actions and/or consequences.

Allergy Prevention and Response S-145-S

The District is required to ensure students with allergies are safe at school through planned prevention and response to a student's allergic reaction. For purposes of District policy and related procedures, an allergic reaction occurs when the immune system overreacts to a typically harmless substance and may be mild to life-threatening. Allergy prevention and response protocols apply to all school locations, including nonacademic, school-sponsored activities and transportation provided by the District. The Board authorizes the Superintendent or designee to develop and implement procedures to protect the health and well-being of students with significant allergies.

Building-Wide and Classroom Approaches

It is the policy of the Harrisonville Cass R-IX School District that all foods and beverages sold to students during the school day on any property under the jurisdiction of the district will meet the U.S. Department of Agriculture (USDA) school meal and Smart Snacks in School (Smart Snacks) nutrition standards. These nutrition standards apply to all food and beverages sold to students, including those sold in vending machines, school stores and through district-sponsored fundraisers, unless an exemption applies.

Students should provide, at the time of enrollment, information on any allergies the student may have. The school nurse may request written permission from the parents/guardians to communicate with a student's health care provider as needed. Staff members are trained annually on risk reduction strategies, symptom recognition, and response procedures. The school nurse has an emergency kit available and accessible in all school buildings, along with prefilled auto syringes of epinephrine and asthma-related medications available throughout the building. If you do not want these medications administered to your student in an emergency, please notify the school nurse or principal in writing.

All processed foods, including food sold in vending machines, are labeled with a complete list of ingredients on each individual package. Ingredient lists will be created for all food provided through the District's nutrition program, including before- and after-school programs, which are available upon request. This also applies to items sold as part of concessions, fundraisers, and classroom activities.

Individual Approaches

A student's health information and individualized plan will be kept confidential and not shared with those who do not have a need to know unless authorized by the eligible student or as allowed by the Family Educational Rights and Privacy Act (FERPA). The District will communicate and collaborate at least annually with the eligible student regarding the student's allergies, medications, restrictions/precautions, emergency contacts and any other relevant information to keep the student safe.

Emergency Health Care S-215-S

The school district shall be responsible for providing first aid or emergency treatment for students or members of the professional and/or support staff in cases of sudden illness or injury. Further medical attention to students in case of emergency is the responsibility of the student(s) or their designee.

Emergency Card

All students at Cass Career Center will complete an emergency procedure card to be on file in the front office. This card will include names of persons to be contacted in case of emergency, spouse's name (if applicable), and name of doctor. In addition, the student will indicate their wish to be taken to the nearest hospital emergency room in case of serious injury, and permission from the student for the school to contact their doctor. Medical care received from a hospital or physician is at the expense of the student.

Accident Reports

In order that proper measures may be taken to avoid recurrence of accidents, written reports will be prepared on all accidents occurring on school premises or at school-sponsored activities of the school district.

Accident Policy

1. *Faculty* - Injuries occurring to faculty members should be reported to the office. If the injury happened while in the line of duty, a complete report describing the place, time and nature of injury should be made to the Work Comp Coordinator at central office when the injury requires medical attention.
2. *Student* - Injuries occurring to students on campus or under the supervision of school personnel and requiring medical treatment or causing loss of school time should be reported to the office immediately. You will give the following information on forms provided:
 - a. Injured person's name
 - b. Nature of injury
 - c. When, where, and how it happened. Procedure you followed in attending to the injured person
 - d. When the nature of injury will permit, we suggest that you notify office personnel, who will call the school nurse to diagnose the injury and recommend the procedure to follow. If in doubt, contact the office.
3. The PN faculty and coordinator will evaluate the events leading up and related to the accident to identify whether the accident might have been prevented. If it is determined that the accident may have been prevented, measures will be taken to prevent future accidents.

Communicable Diseases F-245-S

Students must notify the District if they have a communicable disease. Student will be required to provide written approval from the student's treating physician in order for their student to attend school. The District reserves the right to prevent student attendance until clarification or implementation of precautionary measures are in place. Students are required to notify the District if they are enrolling or have a student attending school who is HIV positive.

Medical information of students is highly confidential, and the District will take necessary steps to protect the medical information of students and ensure that such information is released only to those with a need-to-know and/or individuals and entities who are required by law to be notified of certain health and medical information.

Students with a communicable disease who exhibit behaviors that increase the chances of their condition being spread to other individuals, may be subject to discipline in accordance with the discipline code, and state and federal law.

Asbestos F-215-S

The U.S. EPA Asbestos Hazard Emergency Response Act (AHERA) under the Federal Code of Regulations 40 CFR 763.93g(4) requires that building occupants be notified annually of the presence of asbestos in the building and the availability of the Asbestos Management Plan.

A copy of the Management Plan and inspection reports are available for review at 1200 Eastwood Road, Harrisonville, MO 64701 as well as each school office. Questions regarding asbestos or the management plan may be directed to Facilities Manager, Steve Cogan at (816) 380-2727.

Student Records S-125-S

Hard copies of student file items are maintained in a secure location within a file cabinet that is kept locked at all times. If the student wishes to review items in their file, they should make a written request to the coordinator, who will sit with the student while they view the documents in their records.

Faculty members are unable to review a student's file without requesting access through the coordinator, and they are granted access only if the file is to be viewed for educational purposes. The instructors will only be able to view those items that are pertinent to their instructional activities. All health records are kept confidential unless there is a need for instructors to know for the well-being of the student. The information to be shared with instructors will be divulged to the student prior to sharing with the program instructors.

All files will be kept for a minimum of five years.

Access to and Release of Student Information

All eligible students may inspect and review their education records, seek amendments, consent to disclosures except to the extent the law authorizes disclosure without consent, and file complaints regarding the records as allowed by law. Requests to inspect or review education records may be directed to the registrar at the student's building. Requests to amend education records may be directed to the registrar at the student's building to obtain the proper form. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

Any parents'/guardians' rights relating to the education records transfer to the student once the student becomes an eligible student; however, parents/guardians maintain some rights to inspect student records even after a student turns 18. The District allows access to records to either parent, regardless of divorce, custody or visitation rights, unless the District is provided with legal documents that the parent's rights to inspect records have been modified.

Directory Information

Directory information is information about a student that generally is not considered harmful or an invasion of privacy if disclosed without the consent of a parent or eligible

student. The District will designate the types of information included in directory information and may release this information without obtaining consent from a parent or eligible student unless a parent or eligible student notifies the District in writing. Parents and eligible students will be notified annually of the information the District has designated as directory information and the process for notifying the District if they do not want the information released. Even if parents or eligible students notify the District in writing that they do not want directory information disclosed, the District may still disclose the information if required or allowed by law. For example, the District may require students to disclose their names, District email addresses in classes in which they are enrolled, or students may be required to wear or display a student identification card that exhibits information designated as directory information. If you do not want the District to disclose all of the types of information designated below as directory information from your child's education records without your prior written consent (with exception of disclosures required by law), you must notify the District in writing by September 1st of each school year.

The District designates the following items as directory information:

General Directory Information: The following personally identifiable information about a student may be disclosed by the District without first obtaining written consent from a parent or eligible student: Student's name; date of birth; parents' names; grade level; enrollment status (e.g., full-time or part-time); student identification number; user identification or other unique personal identifier used by the student for the purposes of accessing or communicating in electronic systems as long as that information alone cannot be used to access protected educational records; participation in District-sponsored or District-recognized activities and sports; weight and height of members of athletic teams; athletic performance data; dates of attendance; degrees, honors and awards received; artwork or coursework displayed by the district; schools or school districts previously attended; and photographs, videotapes, digital images and recorded sound unless such records would be considered harmful or an invasion of privacy.

Limited Directory Information: In addition to general directory information, a student's address, telephone number and email address; and the parents' addresses, telephone numbers and email addresses may be disclosed to: school officials with a legitimate educational interest; parent groups or booster clubs that are recognized by the Board and are created solely to work with the District, its staff, students and parents and to raise funds for District activities; parents of other students enrolled in the same school as the student whose information is released; students enrolled in the same school as the student whose information is released; governmental entities including, but not limited to, law enforcement, the juvenile office and the Children's Division (CD) of the Department of Social Services.

School Officials with a Legitimate Educational Interest

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests.

A school official includes a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a Board Member. A school official also may include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is

under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks.

A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Release of Records to Other Agencies or Institutions

The District forwards education records to officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements under the law.

Military and Higher Education Access

The District will disclose the names, addresses and telephone numbers of secondary school students to military recruiters or institutions of higher education as required by law.

However, if a parent or a secondary school student who is at least 18 submits a written request, the District will not release the information without first obtaining written consent from the parent of the student/eligible student.

Release

Parents or guardians may designate additional adult(s) to have access to their student's records by requesting a Family Educational Rights and Privacy Act (FERPA) release form from the registrar at the student's building.

Notice

Parents/Guardians and/or eligible students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

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

To obtain a transcript from Harrisonville High School, go to:
<https://www.parchment.com/u/registration/15830/account>

Visitor Procedures C-155-S

For student purposes, all visitors MUST use the main entrance, report to the office, and sign in and out upon arrival and departure. No one will be allowed to enter the hallways or classrooms without permission from the office and without a visitor's pass.

The Harrisonville Cass R-IX School District uses a visitor management system that will help the District electronically record and check the sex offender registry for anyone who visits and accesses our school buildings. If you plan to visit our schools for class parties, as a guest speaker, volunteer to have lunch with a student, contractor, etc. you will need to bring with you a state issued picture ID as a way to check in with our front offices. The Board and administration will not tolerate any person or persons whose presence disturbs classes of school activities or hinders the instructional process. If such persons will not leave the school premises upon request, the Superintendent, building principal or designee may contact the proper legal authorities, file a report or sign a complaint on behalf of the District.

Civility/Social Networking Policy

Nursing is a profession characterized by compassion, caring, respect, and treatment of others with dignity. It is Cass Career Center's policy that all students and faculty engage in respectful interactions with others while enrolled in the Practical Nursing Program. It is expected that students will behave in a professional manner in the classroom, at the clinical site, and at any site (real or virtual) that they may be representing themselves as a student or nurse. Respectful interactions include being considerate, courteous, professional, and maintaining confidentiality of any information received as a result of a student's role in the Cass Career Center nursing program.

Inappropriate or unprofessional behavior, verbal or nonverbal, towards others may lead to disciplinary action up to dismissal. This includes eye rolling, inappropriate or offensive comments, vulgar language, and talking negatively about students, peers, or faculty in the community, clinical or the classroom/school. It also includes inappropriate postings on public sites about students, peers, the school, or faculty. Posting threatening or intimidating comments on any site or emailing these comments to any other person is not acceptable behavior.

Uncivil behaviors include demonstrating an inability to get along and interact with others (Instructors and students) without ongoing conflict in the classroom.

Any behavior that is considered uncivil, according to this policy, will be grounds for immediate discipline without warning, up to dismissal.

When using social networks or public blogs, the opportunity to violate other person's privacy is greatly increased. Using social media to violate confidentiality of any patient or facility by sharing information that the student may become aware of or be exposed to as a result of being a student in the practical nursing program will be considered a violation of patient confidentiality policies, and a student may be subject to disciplinary action as a result of posting information obtained as a result of these experiences as a practical nursing student.

The following are the student expectations related to social media:

1. Students should follow NAPNES code of conduct when posting online for any posting, whether in a private or public group.
2. Students should understand that all students are personally responsible for what is posted in user-generated media.
3. Students should respect all healthcare privacy laws.
4. Students should not take pictures in patient care areas of themselves, employees, or patients.
5. Students should correct prior postings that may reflect negatively on themselves or that violate the social media policies of Cass Career Center Practical Nursing program.

Academic Integrity and Plagiarism

The integrity of the academic program and the evaluation of each student's achievement are of primary concern to educational institutions. Cheating on an educational exercise not only reflects dishonesty on the part of the student, but also diminishes the value of the work done by his/her classmates. Students at Cass Career Center are held to high expectations, and students who cheat may receive a zero for the assignment with no opportunity for make-up work up to dismissal from the program.

Academic dishonesty is defined as any form of misconduct that violates the principles of academic integrity and undermines the educational process. This includes, but is not limited to, plagiarism, cheating, fabrication, artificially generated content, and facilitation of dishonest behavior. In all cases of academic dishonesty, faculty and administration will review all relevant evidence and determine an appropriate outcome, which may include a grade penalty up to dismissal from the program.

The term cheating includes but is not limited to the use of any unauthorized assistance in taking quizzes, tests, examinations or other assessments; dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; acquisition or possession without permission of tests or other academic material belonging to a faculty member or staff, including screenshots of test questions and/or answers; or knowingly providing any unauthorized assistance to another student on quizzes, tests, examinations, assessments, assignments.

Plagiarism is a serious offense and violation will be handled accordingly. Plagiarism, intentional or unintentional, is a felony punishable by a court of law. Any offense committed consciously or unconsciously may result in an automatic zero for the particular assignment without means for make-up work. This course will deal with acceptable and ethical ways to discuss the ideas and words of others in students' writing. This includes improper paraphrasing of published material, copying from another student's work, "copying and pasting" from electronic sources, the use of AI, and other similar offenses.

There will be times during the program when students will be permitted to use artificially generated content. These will be clearly indicated by the instructor. As a general rule, artificially generated content will be considered academic dishonesty and should not be used. Artificially generated content includes, but is not limited to the use of tools that aid in taking quizzes, tests, examinations, or other assessments; submitting work as your own that has been largely created using artificial intelligence or other content-generating tools; using these tools in ways that go against the instructor's guidelines; or using them in any manner that violates academic honesty policies is prohibited. Use of commonly available spelling and grammar checking software is not considered unauthorized use of artificially generated content, unless its use is prohibited by the instructor.

Student Discipline S-170-S

Mature behavior of Cass Career Center students is essential to the safety and success within each class. Proper behavior and general work habits are basic requirements for successful employment, and they are stressed as part of the educational program and are as important as the skilled areas of the course. If students fail to conduct themselves properly and do not abide by the Cass Career Center standards, disciplinary action will become necessary.

Each disciplinary situation that is dealt with by staff and administration is unique. With this in mind, discipline will be tailored to the circumstances of the offense. The following will be considered when determining the disciplinary action taken:

- Severity of the offense
- Previous offenses
- Honesty with staff and administration regarding the situation
- Restoration of justice for the victim

EXAMPLES OF INTERACTIONS WHICH WILL RESULT IN DISCIPLINARY ACTION UP TO DISMISSAL

1. Failure to meet attendance requirements.

2. Failure to achieve satisfactory progress in theory or clinical, based upon the clinical instructor's assessment with approval from the coordinator.
3. Unprofessional or unethical behavior in the clinical setting.
4. Violation of patient confidentiality.
5. Violation of classroom rules/guidelines.

Additional causes for dismissal include, but are not limited to, the following:

1. Unauthorized absence from assigned duty station during scheduled hours.
2. Loitering, loafing, or sleeping while in the assigned clinical area.
3. Use of abusive or obscene language, or acting in a disrespectful manner to any classmate or instructor in the classroom or to a patient, visitor, or staff member while in the clinical area.
4. Threatening, intimidating, or coercing a classmate, instructor, staff member, patient, or visitor.
5. Fighting, horseplay, annoying others or other disorderly conduct on school or clinical site premises.
6. Failure to follow call-in policy.
7. Failure to report to clinical instructor/preceptor upon arrival to the clinical site.
8. Refusing to cooperate with learning activities as designated by the instructor at any time.
9. The possession or use of illegal drugs. Use of alcohol or illegal drugs during the school day, or on any school activity.
10. Reporting to the classroom or clinical site with signs of alcohol or drug use. This includes the odor of alcohol on breath. Cass Career Center has the right to require a drug/alcohol test.
11. Stealing property of the school or at the clinical site.
12. Two episodes of cheating or plagiarism (including copy/pasting directly from a website).
13. Failure to follow civility policy.
14. **FALSIFICATION** of records (includes hospital records). **To give an untruthful account of; to misrepresent; to alter or tamper with in order to deceive; to forge.)
15. Refusal to follow instruction in carrying out the duties assigned to you by your instructor; insubordination.
16. Possession of a weapon such as a gun, knife, or other harmful implement on school premises or clinical sites.
17. Performing any task outside the scope of practice of a student practical nurse.
18. Assault of client or classmate verbally, emotionally, or physically.

Students will comply with Cass Career Center and Harrisonville R-IX School District Conduct Policies.

If a student engages in an act of violence, a school administrator will report the information to teachers and other District employees who are responsible for the student's education or otherwise interact with the student on a professional basis while acting within the scope of their assigned duties. Additionally, school administrators will report to the appropriate law enforcement agencies any crimes as required by law.

Information regarding a student's misconduct and discipline is confidential and only shared with those who have a need to know. Teachers and other authorized District personnel shall not be civilly liable when acting in conformity with District policies, including the discipline policy, or when reporting acts of school violence to a supervisor or other person as mandated by law.

Complaints or Concerns C-120-S

Effective communication helps avoid and resolve many complaints, concerns, misunderstandings and disagreements. Individuals who have a complaint or concern should discuss their concerns with the school personnel involved in the issue at hand in an effort to resolve problems. This step will usually involve communicating directly with the person or persons with whom the complainant has a concern. This step may be skipped when the complainant in good faith believes that speaking directly to the person would subject the complainant to discrimination, harassment or retaliation.

This step may also be skipped if the complainant in good faith believes that any law or a District policy or written rule has been violated. The District has adopted specific procedures for investigation and resolution for complaints or concerns as required by specific and varying laws that are applicable to the District. The District's Compliance Officer should be contacted with any complaints or concerns that any law or District written rule has been violated, including but not limited to, laws relating to: civil rights, including discrimination, harassment, and retaliation; special education matters including the IEP and 504 processes and services; federal programs and related services; bullying; and The Family Educational Rights and Privacy Act, including student records and confidentiality.

When communicating directly with the school personnel involved in the issue does not resolve matters satisfactorily, or if it is appropriate to skip the first step as described above, a complainant should consult with the District's Compliance Officer who will direct the complainant to the appropriate process for resolution of the complaint. The District designates the following individual to act as the District's Compliance Officer:

Title:	Assistant Superintendent of Human Resources & Operations
Phone #:	(816) 380-2727

In the event the District's Compliance Officer is unavailable or is the subject of a report that would otherwise be made to the Compliance Officer, reports should instead be directed to the alternative Compliance Officer:

Title:	Superintendent
Phone #:	(816) 380-2727

All complaints of violation of any law or a District policy or written rule will be promptly investigated by the District, and appropriate action will be taken. Complainants are strongly encouraged to provide their concerns in writing.

Equal Opportunity and Prohibition against Harassment, Discrimination, and Retaliation C-130-S

The District is committed to providing equal opportunity in all areas of admission, recruiting, hiring, employment, retention, promotion, contracted services, and access to programs, services, activities, and facilities. The District strictly prohibits any unlawful discrimination or harassment against any person because of race, color, religion, disability, age, sex, gender, national origin, or any other characteristic protected by law. The District also prohibits retaliatory action, harassment, or discrimination against individuals who make complaints of, report, or otherwise participate in the investigation of any such unlawful discrimination, harassment, or retaliation. The District is an equal opportunity employer.

Anyone who believes that they have been discriminated, harassed, and/or retaliated against in violation of this policy should report the alleged discrimination, harassment and/or

retaliation to the District's Compliance Officer. The District designates the following individual to act as the District's Compliance Officer:

Title: Assistant Superintendent of Human Resources & Operations
Phone #: (816) 380-2727

In the event the District's Compliance Officer is unavailable or is the subject of a report that would otherwise be made to the Compliance Officer, reports should instead be directed to the alternative Compliance Officer:

Title: Superintendent of Schools
Phone #: (816) 380-2727

All employees, students, and visitors who have witnessed any incident or behavior that could constitute discrimination, harassment, or retaliation under this policy must immediately report such incident or behavior to the District's Compliance Officer for investigation.

All complaints of violation of this policy will be promptly investigated by the District, and appropriate steps will be taken.

Title IX C-131-S

The District does not discriminate on the basis of sex in the education program or activity that it operates and is required by Title IX not to discriminate in such a manner. The requirement not to discriminate in the education program or activity extends to admissions and employment. Inquiries about the application of Title IX to the District may be referred to the Title IX Coordinator or Assistant Secretary for Civil Rights of the Department of Education, or both.

The District designates the following individual to serve as the District's Title IX Coordinator:

Name: Dr. Joseph Parkhurst, Assistant Superintendent of Human Resources & Operations
Address: 503 S. Lexington, Harrisonville, MO 64701
Email Address: joe.parkhurst@harrisonvilleschools.org
Phone #: (816) 380-2727

Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment), in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. Such a report may be made at any time (including during non-business hours) by using the telephone number or electronic mail address, or by mail to the office address listed for the Title IX Coordinator.

All employees, students, and visitors who have witnessed, heard about, or received a report about any incident or behavior that could constitute sexual harassment under this policy must immediately report such incident or behavior to the District's Title IX Coordinator for investigation. If the allegations are against the District's Title IX Coordinator, it must be

immediately reported to the Superintendent, unless the Superintendent is also the Title IX Coordinator, then to the President of the Board of Education.

All complaints of violation of this policy will be promptly investigated by the District, and appropriate action will be taken.

Public Notice

The Superintendent or designee will publicize this policy and will disseminate information about this policy to employees, parents/guardians, students, newly-enrolled students, newly-hired employees, and all unions or professional organizations holding collective bargaining or professional agreements with the District.

Student Alcohol/Drug Abuse S-195-S

The District takes measures to foster a safe and drug-free learning environment that supports student engagement and development. Therefore, educational programs are provided to help students cultivate healthy lifestyles and age-appropriate drug awareness. All use, sale, transfer, distribution, possession, or being under the influence of unauthorized prescription drugs, alcohol, narcotic substances, unauthorized inhalants, controlled substances, illegal drugs, or counterfeit substances on any District property, vehicles, or at District-sponsored events is strictly prohibited. Suspected or known violations of the District policy should be immediately reported to school authorities. Any incidents that violate this policy are subject to disciplinary action and notification to law enforcement. Any confiscated substances will be turned over to law enforcement. enforcement. (See the Handbook's section on Student Discipline for more information.)

The possession or use of medical marijuana at school is prohibited. Students under the influence of medical marijuana may result in discipline. If you have questions or want to discuss the use of medical marijuana, please contact the District Nurse.

Reasonable Suspicion Drug Testing

Cass Career Center is committed to protecting the safety, health, and well-being of all students, patients and other individuals in our environment. It is a violation of our drug-free school environment policy to use, possess, sell, trade and/or offer for sale alcohol, illegal drugs or intoxicants, including marijuana.

Prescription and over-the-counter drugs are not prohibited when taken in standard dosage and/or according to the physician's prescription. Any student taking prescribed or over-the-counter medications will be responsible for consulting the prescribing physician and/or pharmacist to ascertain whether the medication may interfere with the safe performance of his/her assignment. If the use of medication could compromise the safety of the students, patients, or other individuals, it is the responsibility of the student to notify the coordinator of the PN program. All students must list any prescription medications they take on their statement of health for review by the coordinator.

Any student who is convicted of a criminal drug violation while enrolled in the program must notify the organization in writing within five calendar days of the conviction. The school will take action within seven days of notification.

All students, as a condition of attending clinical sites, will be required to participate in pre-enrollment, random, post-accident, and reasonable suspicion testing upon selection or request by the coordinator or instructor. Any student who tests positive will be provided the opportunity to provide any legal medication explanation. If the student is unable to provide

the medical explanation, they will be dismissed immediately upon verification of chain of custody. Students will incur the cost of the drug test.

In an effort to promote a drug-free environment, Cass Career Center will also randomly test twenty students annually (two per month) using saliva samples. Cass Career Center will incur the costs for these tests. The student will be notified during school hours and then, the coordinator will complete the drug test immediately at the school.

If a student refuses the drug test, they will be subject to the same consequences of a positive test.

Students will sign the consent for the pre-enrollment hair sample drug testing. The PN coordinator will complete the drug test at the school.

If a student exhibits behavior that, in the opinion of the instructor, is considered to be consistent with the use of drugs and/or alcohol, he/she will be required to submit to a urine and/or blood test. The following steps will be implemented by the coordinator:

1. The instructor will remove the student to a private area. He/she will discuss with the student the signs and symptoms observed. The student will be allowed to provide a verbal explanation of the suspicious behavior.
2. The student will be placed on suspension pending the results of the drug screen.
3. The instructor will request immediate drug testing as deemed appropriate. Refusal of the student to submit to testing will be grounds for dismissal from the program.
4. The student will be dismissed from class or clinical after testing is complete.

Weapons in School S-200-S

The District strictly prohibits unauthorized possession or use of weapons on District property, at District-sponsored activities, either on- or off-campus, and District transportation. Weapons will be confiscated and reported to law enforcement authorities.

Examples of prohibited weapons may include, but are not limited to, blackjack, concealable firearm, explosive weapon, firearm, firearm silencer, gas gun, knife, machine gun, knuckles, projectile weapon, rifle, shotgun, spring gun, switchblade or any knife, mace spray, or any other items customarily used, or which can be used, to inflict injury upon another person or property.

By law, a student who brings a weapon prohibited by law on school property will be expelled or suspended from school for not less than one calendar year and referred to law enforcement. The expulsion or suspension may be modified on a case-by-case basis upon the recommendation of the Superintendent to the Board. Other provisions of the discipline code related to the offense may be applied in addition to the consequences required by law. Students with disabilities who violate this policy will be reviewed under the provisions of the Individuals with Disabilities Act (IDEA) and/or Section 504 of the Rehabilitation Act.

Instruction

PN Program Outcome Criteria

Upon completion of the eleven-month practical nursing program, the graduate will be able to:

Identify basic needs of patient by:

1. making an initial health needs assessment in cooperation with a registered nurse or physician
2. recognizing normal physical finding and obvious pathology

3. updating care plans which reflect identified needs using the nursing process

Assist patient in activities of self-help by:

1. performing manual skills with dexterity
2. performing nursing procedures based on sound principles
3. giving total patient care
4. applying principles of teaching and learning
5. maintaining an orderly uncluttered work area
6. having the patient and family involved in the patient's healthcare needs and decisions

Work cooperatively with members of the health team by:

1. contacting resources according to identified patient needs
2. displaying an attitude of cooperation
3. recording and reporting concisely and accurately
4. accepting constructive criticism and supervision
5. following procedures for identification, prevention, and reporting of high-risk incidents
6. Initiating and participating in activities to resolve conflict

Evaluate nursing care by:

1. monitoring, observing, and questioning as to the effectiveness of therapy and nursing care
2. regularly reviewing the plan of care and revising it as necessary
3. research the nursing literature for evidence-based practices to develop/support current practice

Assume increasing independence in his or her role by:

1. performing expected entry level nursing responsibilities
2. demonstrating increasing ability to make sound nursing judgments
3. organizing activities to conserve time and energy
4. handling unexpected situations as they arise
5. demonstrating self-motivation and self-direction

Demonstrate personal and professional responsibilities by:

1. appearing neat and professional
2. maintaining physical fitness
3. demonstrating an emotional maturity
4. exhibiting dependability, honesty, and reliability
5. showing interest in nursing with demonstrated initiative and enthusiasm
6. recognizing his/her ability, responsibility, and limitations
7. maintaining patient confidentiality at all times and respecting HIPPA guidelines
8. using technology, including social networks, in a professional manner at all times

Apply safety measures in patient care and in the administration of medications by:

1. recognizing and correcting hazards and potential hazards, and by providing a safe environment for the patient
2. utilizing safety equipment properly
3. dispensing medications including the safe calculations, administration and knowledge of drugs
4. utilizing techniques of infection control appropriately with increasing skill
5. engage patients or designated surrogates in partnerships that promote safety
6. recognizing national patient safety goals and their impact on care
7. participating in analysis of errors and plans for improvement

Provide patient-centered care by:

1. Identify and communicate patient values to the health care team.
2. assess, evaluate, and treat pain in cooperation with the healthcare team, considering patient values, preferences, and expressed needs
3. engage patients or designated surrogates in partnerships that promote health
4. understand and observe the legal and ethical obligations of patient-centered care

5. communicating patient needs, care provided and needed at any and all transitions of care

Utilize quality improvement by

1. identify poor patient outcomes and identifying the data needed to make potential changes
2. participate in completing incident reports
3. identify quality measures that will describe performance
4. cooperating with quality improvement measures

Curriculum

COURSE TITLE	CLASS HOURS	CLINICAL HOURS
Nursing Care 1	450	60
Nursing Care 2	261	192
Leadership	28	64
Personal and Vocational Concepts	330	
IV Therapy	40	8
TOTAL HOURS	1161	324

Total Program Hours	1,484
Classroom Hours	1,161
Clinical Hours	324

The school week is Monday through Friday, 0800-1600, for in-class learning. Clinical days are Wednesday and Thursday, at varied times (usually starting at 0630), and may include alternate hours. Students must arrange their schedules to allow for study time and completion of homework/assignments. Students should plan to spend about 2-3 hours per day studying or completing homework. **It is recommended that the student not work during this program due to demand for studies.**

Course Description

Personal and Vocational Concepts (330 clock hours) This course is designed to acquaint the student with information for personal as well as vocational growth. The student will gain a working knowledge of communication and legal and ethical issues. Cultural and spiritual needs of patients will also be explored. Time will be given for personal goal setting, learning style evaluation, time management studies, and stress management skills. The roles and responsibilities of the LPN will be explored. The need for the LPN to relate in an ethical manner to the patient and other members of the health care team will be addressed.

This course will also allow time for remediation/study skills throughout the program. Preparation for the NCLEX-PN exam will also be provided.

Nursing Care 1 (475 clock hours/60 clinical hours) - This course provides fundamental knowledge and skills and their application to patient care. Concepts of nutrition, growth and development through the lifespan, pharmacology, and medical surgical nursing, as defined below, are included in this course. Medical terminology and anatomy and physiology concepts will also be integrated throughout the course.

Nursing Care 1 will include concepts such as:

- Physical, emotional, cognitive, and psychosocial growth and development through the lifespan
- The characteristics of growth and development at each stage and the influence of heredity and environment on growth and development
- Basic principles of good nutrition and its relationship to optimal health
- Characteristics, functions, recommended daily allowances, and sources of each nutrient
- Changing nutritional needs of the individual during life stages
- The relationship of diet to disease processes
- Death, dying, grief, and loss
- Introduction to the science of pharmacology and medication safety, including evaluation of client response to medications
- Dosage calculations
- Medication classifications
- Nursing process
- Client Education
- Communication
- Documentation
- Safety and infection control

Nursing Care 2 (287 clock hours/191 clinical hours) - This course is designed to further develop Nursing Care 1 skills and knowledge with an emphasis on disease processes and nursing management of clients with acute and chronic illnesses, pregnant women, children, and those with mental health disorders. Beginning with the simple concepts identified in Nursing Care 1, this course progresses to the more complex analysis and care planning involved in the care of clients with various nursing needs. Principles of pharmacology, nutrition, patient care, application of the nursing process, and problem solving are integrated through theory and clinical.

Nursing Care 2 will include concepts such as:

- Pathophysiology
- The relationship of diet to disease processes
- Medication safety, including evaluation of client response to medications
- Clinical judgment
- Nursing management of mental health disorders
- Nursing management of obstetric and newborn clients
- Nursing care of children within the family structure

Nursing Leadership (Theory – 28 clock hours/Clinical – 64 clock hours) This course is designed to build on the knowledge and skills of fundamentals acquired in Nursing Care 1 and Nursing Care 2 courses. It introduces concepts of leadership for the first-line nurse manager/caregiver. Skills for organizing time are presented and basic management levels and styles are identified. The learner is introduced to key leadership strategies, including decision-making, time management and delegating authority. Emphasis is placed on recognizing and distinguishing power and authority, peer relationships and the importance of effective communications.

IV Therapy (Theory - 40 clock hours/8 clinical hours) This course includes didactic and clinical experiences required to meet the criteria for IV Therapy certification as outlined by the Missouri State Board of Nursing. It provides for

instruction to prepare participants to perform limited intravenous fluid therapy treatment in accordance with Missouri Rule 4 CSR 200.6010

Student Services

Director

The Director is the head building administrator of Cass Career Center. Responsibilities include supervision of the school's educational/learning program leading in the development, determination of appropriateness and monitoring of the instructional program; and establishing and maintaining an effective learning climate in the school. In addition, the director will enforce discipline as necessary, according to due process to the rights of students. The director oversees the Practical Nursing Program.

Assistant Director

The Assistant Director is the second building administrator of Cass Career Center. Responsibilities include supervision of student culture including support, discipline, and recognition. The Assistant Director also supervises and handles issues related to parking and driving on school property. The Assistant Director will assist the Director to enforce school policy, according to due process to the rights of students.

CCC Administrative Assistant

The administrative assistant is the building assistant who oversees all financial matters of the building. Responsibilities include managing building finances, student transcripts, and assisting the Director in building operations.

Counselor

The counselor provides services to students such as individual personal counseling, scheduling, support of special needs students regarding academic pursuits, as well as testing and evaluating of students as necessary.

Follow Up Placement Plan/Placement Coordinator

A placement coordinator (PN Coordinator) will assist the students in relating their personal and educational development to their planning and decision-making processes. Graduate follow-up studies, job development and placement activities will be coordinated with the PN faculty to assist students in locating and obtaining employment. Coordinator will obtain job listings as available and forward them to graduates (all in the current database) and post them on Facebook and school bulletin board. The Coordinator will encourage employers to contact the program to list jobs for new and experienced graduates and share these listings on Facebook and via email, as well as invite quality employers to provide information for potential positions for graduate Practical Nurses for students. Student placement records and potential employers are maintained in the Coordinator's office. Coordinator will also forward all job opportunities on the PN website and Facebook page.

The PN Coordinator will mail follow-up surveys to employers of new graduates three to four months after graduation to allow for employer feedback. Students will be contacted if the feedback is not returned and ask to encourage employers to respond to provide feedback.

The PN Coordinator and faculty will provide references as requested by students in a timely manner to potential

employers.

Financial Aid Administrator

A full-time financial aid director will assist students in managing their financial decisions regarding obtaining loans, grants, and other financial aid resources to fund the cost of the program. The financial aid administrator will also counsel students about loan default prevention measures as well as discuss alternate sources of financial aid, when available.

Plans for Progression and Retention of Students

Grades

The grading and evaluation system at Cass Career Center is designed to encourage the students to be successful in their training. The practical nursing program consists of a series of academic courses and a series of clinical courses. All courses are established on a point system. Each activity and examination will be assigned a specific number of points at the instructor's discretion. Letter grades are assigned by the following system:

A	98 - 100%
A-	95 - 97%
B+	92 - 94%
B	89 - 91%
B-	85 - 88%
C+	80 - 84%
C	75 - 79%
F	Below 75%

Final grades will be distributed at the completion of each theory course and clinical course with the final grades for each being recorded on the student transcript. A final grade of 75% or higher is required for each theory course and each clinical course in order to continue in the program of nursing. **Each course must be passed with a grade of 75% or higher with an average of 75% of tests in each course. If the student does not receive a grade of 75% or higher for the final grade of any course, he/she will be dismissed from the program, with the exception of IV Therapy. A student must receive a grade of 80% in IV Therapy to continue in the program and pass the final with an 80%.**

If a student fails to meet passing criteria in any class at any time, they will be dismissed immediately, and they will not be permitted to complete other courses they are currently enrolled in. The dismissal will be effective at the time the final grade is posted.

Skills Lab Attendance

Students will be expected to utilize the lab for practice every week during Fundamentals of Nursing. The lab times may vary from 0800-1600 and by appointment.

Evaluation

At the end of each course, students shall complete and turn in a course evaluation form. The results of the evaluation forms will be compiled by the Practical Nursing Coordinator or his/her designee. Evaluation forms for each course will be reviewed at the end of year once students have graduated.

At the conclusion of each clinical rotation, students shall complete and turn in a clinical evaluation form for their instructors and clinical sites.

After graduation, students shall complete and turn in a program evaluation form reviewing the practical nursing program as a whole. The completed program evaluation forms will be reviewed by faculty once all are received.

Personnel from each clinical facility will be asked to provide input by completing an evaluation form regarding the clinical learning experience.

Success Study Remediation

Students who are performing unsatisfactorily will be required to complete remediation assignments, as assigned by the instructor and/or coordinator. **These assignments are required to progress in the program and pass each course.**

Students are considered performing unsatisfactorily if they meet any of the following criteria:

1. They achieve <75% on any examination or fall below a 75% test score average.
2. They miss a homework assignment & have a grade <80% in that course
3. They have an overall grade of <75% (at any given time), in any course.
4. They are struggling with procedural, organizational skills, or completion of homework as assessed by the PN Coordinator and/or faculty.
5. They are not compliant with the ATI testing policy for scheduled practice tests and proctored tests or the recommended study suggestions made by the faculty and/or the coordinator.

A student who is considered to be performing unsatisfactorily based on the criteria listed above will receive remediation support. If unsatisfactory academic performance continues, students will be placed on academic probation (see disciplinary procedures) and may have a delay in receiving financial aid payments.

If the student fails to complete the remediation assignments and fails the course, the student will be ineligible for return the following academic year.

Final Grades

Grades (assignments, tests, and finals) are final after one week of posting. If a student would like to challenge the accuracy of a grade, they must do it within one week of posting in the gradebook in Canvas. If the student does not challenge it prior to that week ending, then, the grade will be considered final. The student may see their grades as they are posted by accessing the student Canvas website. It is a student's responsibility to notify the department secretary if they are unable to access the site.

Student/Faculty Conferences

Instructors will have posted office hours, and students should abide by these office hours. If you need to see an instructor outside those posted office hours, please send an email. It is requested that students do not knock on the instructor's doors during plan time. This will decrease interruptions allowing instructions to be more productive during their plan time.

ATI Testing

It is our belief that ATI assessments are a vital part of your learning and preparation for class work, testing, and for taking the NCLEX. ATI assessments consist of taking practice tests to enhance your learning of information and proctored tests to assess the knowledge gained. ATI Assessments test specific knowledge gained in the major nursing content areas of: Fundamentals, Pharmacology, Maternal Newborn, Pediatrics, Mental Health, Medical Surgical Nursing, and Leadership. At the end of the year, students will also take an ATI comprehensive exam that evaluates knowledge gained throughout the PN program and probability of passing the NCLEX on the first attempt.

Because of the importance of these assessments the following policies will apply to all students. Adhering to these policies ensure your success in course testing, ATI exams and preparation for NCLEX.

- Students will take practice/proctored tests as scheduled during PVC class. If a student is absent on the day of the practice or proctored test, the student will be required to come in before or after school the next class day (same as with examination policy).
- After completing each practice/proctored test, students will complete a focused review on the NCLEX client needs categories they missed the most questions in.
- Specific focused review assignments will be determined by the student but must meet the following criteria:
 - The student's overall score in that content area is less than 75%.
 - The student will then take ONE topic, per day (THIS IS KEY) and spends time on that topic by:
 - Reviewing the information about the topic: reads in the ATI book or textbook for the course, watches a learning video on ATI, completes a learning template on the topic, watches a video from a source like Nurse Sara on YouTube, makes flashcards, makes up questions about the topic, completes questions at the end of the ATI book chapter, etc.
 - Each student will work on the topic until the student believes they have shifted their knowledge from “not knowing to knowing the information.”
 - It is suggested that students loopback every 2 weeks and retest themselves on missed content areas to make sure their knowledge is anchored.
 - At the end of the self-study (remediation), students will retest their knowledge on their topic of choice above from ONE of these suggested sources: using ATI dynamic quizzing or some other source of NCLEX style questions on the topic (questions at the end of the ATI chapter).

- Students are to keep quizzing themselves until they reach a score of 80%. THIS IS KEY, and must be validated on post remediation scores.
- The student will document their remediation on the corresponding “Remediation Assignment” and the “ATI Assessment Comparison Chart”
- The student will continue this process for all practice test versions A, B and the proctored exams per the schedule.
 - In the event that a student does not have enough client needs areas to remediate on 3 topics per week, the faculty will give the student other areas based on previous quizzes, exams, or ATI assessments.
- Students' scores should increase with each assessment and remediation. If they are not increasing to 80% or higher, a 1:1 meeting with an instructor will be mandatory along with additional focused review.

All practice and proctored assessment results, along with the “Remediation Assignment”, and “ATI Assessment Comparison Chart” will be placed in the provided remediation binder. The binder will be turned in each week on Monday for a grade in PVC class. **The remediation assignment must be completed using only the provided template. Assignments on notebook paper will not be accepted. Missing documentation on the comparison chart or missing assessment results will be warned once and then will result in a grade of zero for each assignment submitted thereafter.**

These assignments are mandatory. Failure to adhere to these policies can result in failure to progress in the program and cause a delay in the sending of your transcript to the State Board of Nursing so you can sit for the NCLEX. **Due to these assignments being mandatory, they must be submitted, regardless of being turned in late.**

All points for these assignments will be given in the PVC course and will hold a 50% weight in that course.

In addition to this, students who receive a 2 on the first ATI proctored exam in fundamentals will receive a 1% increase in their grade for Nursing Care 1, after a student has achieved a passing grade in the course. Students who receive a 3 on first ATI proctored exam in fundamentals will receive a 2% increase in their grade for Nursing Care 1, after a student has achieved a passing grade in the course.

Students who receive a 90% on ATI comprehensive proctored exam, on the first attempt, will receive a 2% increase in their grade for Nursing Care 2, after a student has achieved a passing grade in the course. Students who receive a 95% on ATI comprehensive proctored exam, on the first attempt, will receive a 5% increase in their grade for Nursing Care 2, after a student has achieved a passing grade in the

course. Any student who scores less than a 95% on the first proctored comprehensive exam will need to retake the exam. If a student retakes the ATI comprehensive exam and scores a 95% or above, 3% will be added to their grade in Nursing Care 2 after a student has achieved a passing grade in the course

_____ (Please initial) Students who take the comprehensive proctor test and score less than 85% will be required to enroll in VATI and complete the weekly assignments until graduation.

_____ (Please initial) Attendance for Live Review, the last week of school, is mandatory for all students. Please plan accordingly.

ATI Assessment Schedule

Content	Practice A	Practice B	Proctored	Proctored Retake
Fundamentals	9/8	10/6	12/8	1/26
Pharmacology	3/18	4/19	5/3	5/23
Med-Surg	3/8	3/8	4/5	4/29
Mental Health	3/22	4/12	4/26	5/17
Maternal Newborn	4/3	4/30	5/6	5/13
Nursing care of Child	5/8	5/15	5/22	5/30
Leadership	5/9	5/16	5/29	6/6
Comprehensive	4/22	5/10	5/23	6/6

COPIES OF TRANSCRIPTS

Transcripts will not be released at any time after dismissal or withdrawal from the program unless the student's account balance is zero. Transcripts will not be released while students are enrolled unless they are current on any payment arrangements they have made with the school. After withdrawal/graduation, copies of transcripts will be mailed or faxed after receipt of a complete online request and a payment of \$5.00 per official transcript. Students can visit the Cass Career Center website to request a transcript. There will be no charge for unofficial transcripts.

Graduate Competencies I-190-S

Graduates from Cass Career Center's School of Practical Nursing must successfully satisfy all the requirements for the courses of this program in preparation for the provision of good nursing care. This is demonstrated by the following:

1. Each course must be passed with a score of 75% or higher with a 75% test average.

2. Clinical rotations must be successfully completed per the set benchmark as demonstrated through clinical evaluation and academic performance.
3. The student must meet the attendance guidelines as described in this handbook.
4. Each student must demonstrate the ability to develop plans of care utilizing the nursing process and recognize changes in patients' conditions indicating the need for professional assistance.
5. This ability is demonstrated by the following:
 - a. Clinical databases demonstrate understanding of individual patient care needs and analysis of the care provided by the student.
 - b. Case studies and clinical simulations are completed successfully to indicate understanding of client needs and priority setting.
6. Critical thinking skills are demonstrated by successful completion of written tests, writing assignments and other learning activities.
7. The ability to assist the professional nurse in care of patients in complex situations by meeting specific nursing requirements of patients as directed must be demonstrated through the following:
 - a. All clinical skills identified on the clinical skills check-off must be successfully completed either in the clinical setting or in the classroom laboratory under the direction of an instructor.
 - b. The clinical rotations must be successfully completed as evidenced by the evaluation completed by the clinical instructor.
8. Written tests with items requiring critical thinking must be completed with a cumulative score of 75% or greater. Other written assignments may be included in the cumulative score.

FACILITIES AND SERVICES FOR STUDENTS WITH DISABILITIES I-125-S

The facilities at Cass Career Center are completely barrier-free and accessible to individuals with physical disabilities. In most areas, work stations can accommodate individuals with special needs.

Cass Career Center Notification and Documentation Policy for Special Assistance
Cass Career Center is committed to meeting the needs of all post-secondary students who meet the criteria for special assistance or accommodations. Accommodations are those measures which are reasonable and appropriate and will aid in providing an equal educational opportunity for the post-secondary student. It is the post-secondary student's responsibility to initiate the request for services. These guidelines are designed to supply directions to post-secondary students concerning the information necessary to accomplish this goal. It is Cass Career Center's policy to comply fully with federal and state law regarding post-secondary students with disabilities. The law requires the post-secondary student to provide appropriate documentation of the disability if the post-secondary student wants to implement accommodations. The documentation should be mailed to Cass Career Center, Attention: Coordinator of Practical Nursing, 1600 East Elm Street, Harrisonville, MO 64701. These documents can also be hand carried into the office of the coordinator in a sealed company envelope with the professional's signature on the seal.

Permanent Disability Guidelines

Notification of Disability: Post-secondary students must submit notifications of disability at least six (6) weeks prior to the beginning of classes (or dates the accommodations will be requested) in the academic year the post-secondary student wishes to attend. This will allow time to make all necessary arrangements prior to the initial class meeting. Documentation should be submitted to the Coordinator of Practical Nursing Program, 1600 East Elm Street, Harrisonville, MO 64701. This request will be kept in the post-secondary student's file.

Learning Disabilities (LD): Post-secondary students must provide supporting diagnostic test results from a licensed psychologist or certified specialist in learning disabilities. This evaluation must detail the specific learning disability or disabilities. All needed accommodations should be detailed. It should include all tests performed and all scores obtained. This evaluation will help in determining what accommodations are appropriate and other ways we can support you. This information should be as current as possible, but not more than three years old. Cass Career Center will evaluate, but may reject, documentation over three years old. At a minimum the evaluation should indicate the evaluator's name, title, address and credentials. It should be typed, dated, legible, and signed by the professional. It should include information about the professional's license or certification, as well as the area of specialization, employment, and state or province should be clearly stated in the documentation. All reports should be on letterhead, typed, dated, signed, and otherwise legible.

Post-secondary students who have received LD services in high school will find helpful information regarding their rights, responsibilities, and transition from high school to university from the Missouri Association for Higher Education and Disabilities (MO-AHEAD). The following website:

<https://disability.mo.gov/education.htm> will direct the post-secondary student to this resource. Once on this webpage, click the link for "The Guidebook." There you can find a link to the Table of Contents to help you find more information. IEP documents are not acceptable for requests for documentation.

Physical Disabilities: Post-secondary students must provide documentation from a physician that specifies the nature of the disability or disabilities. The documentation should include prescriptive information from a qualified specialist as to the exact nature of all accommodations necessary to meet the needs of the post-secondary student. This information should be as current as possible. Cass Career Center reserves the right to request updated verification of disability and necessary accommodations.

Psychiatric Disabilities: Post-secondary students should provide documentation from a licensed professional qualified to diagnose and treat psychological disorders. The documentation should include a diagnosis, the date of diagnosis, the date of the doctor's last contact with the post-secondary student, a summary of the present symptoms, and the prognosis. Documentation should describe how the psychiatric condition functionally interferes with or impacts the post-secondary student's ability to participate in an educational setting, and should give suggestions of academic accommodations that may be appropriate in an educational setting.

Auxiliary Aids: Appropriate aids will be selected only after consultation with the post-secondary student who will use them.

Temporary Disability Guidelines

In the case of temporary disabilities, every effort will be made to provide reasonable accommodation for the duration of any disability. To ensure prompt and appropriate action, the Coordinator of Practical Nursing should be notified immediately of the arrangements believed to be necessary to accommodate a given temporary disability.

The steps you should take to request accommodations:

1. Contact the Coordinator of Practical Nursing. Please introduce yourself and advise us what services you will need. Let us know who will be sending your documentation, and when we can expect it. In some cases, it may take up to six weeks for us to provide some types of accommodations, so please contact us as soon as possible.
2. Have your documentation of your disability sent from your doctor, psychologist, or other medical professional who provides your care for your disability. If you have received accommodations at another school within the last three years, you may have the disability office there send your documentation. If you are served by Vocational Rehabilitation, your caseworker there may be able to send your documentation. Contact information is shown below. This information must be current and must be from appropriate professionals.

In order for us to serve your needs best, please be sure your documentation includes the following:

1. A diagnosis of the disability
2. A summary of how the disability will affect your performance in an academic setting, including effects of medication that may impact your performance, including at the clinical setting.
3. A description of the accommodations needed to help you be successful in college work

Please remember that your disability information is CONFIDENTIAL. We will inform the appropriate faculty or campus personnel of the accommodations you require, but we do not disclose the nature of your disability. In some cases, you may find that sharing this information with your instructors may help them understand you better, but that choice is up to you.

Once the Coordinator of the Practical Nursing program receives the documentation, the post-secondary student will be provided a written response to their request within one week, including determination as to whether the requested accommodations are appropriate, or to request further information, if needed.

Media Services Plan

The Practical Nursing classroom is equipped with a reference library and internet access. Continued efforts will be made to add to this important part of the program. References include books, pamphlets, and magazines. The coordinator and faculty will evaluate resources annually and identify materials that are not current. Students

are encouraged to use these resources to enhance their learning. The library policy is as follows:

1. Materials may be checked out for OVERNIGHT ONLY. This is courtesy for others who may wish to use the reference.
2. TO CHECK OUT BOOKS AND MAGAZINES – The student checking out the book should write his/her name on the sign-out form and give to the coordinator. The book should be returned to the coordinator.
3. Students are responsible for all overdue and lost books from the library. Should books be lost, the student will replace the text with a book of today's value before final grades will be given. If books are overdue, a student may lose the privilege of checking out books from the library.
4. Information from the Internet may be copied with permission from faculty observing copyright laws. At the completion of the student's use for the information it is to be returned to the faculty for future students' use.
5. Cass Career Center's Practical Nursing students have access to internet sources for research literature and media articles.
6. If a student finds a valuable resource that would benefit the program, the student may suggest the purchase of that resource to the coordinator by sending an email with the title of the resource to the coordinator. The coordinator will evaluate the appropriateness of the resource and respond to the student's request.
7. Annual budget will include resources for purchasing and updating all media resources when necessary.

Technology F-265-S

Students will utilize the technology support services of the websites utilized for delivery of instructional content and support materials, including grade book access.

It is the student's responsibility to work through technology issues with the proper entities. For technology assistance please contact the following:

ATI Operational Issues

Phone: 800-667-7531

Hours: 7am to 7pm CST Monday through Friday

For afterhours operational issues, please send an email to helpdesk@atitesting.com.

All emails will be returned the following business day.

Students may also live chat - students must be logged into their account to reach the correct assistance.

Canvas Learning Platform Issues

Phone: 888-201-5944

Go to the following link to get access to Canvas help catalogs:

<https://s3.amazonaws.com/tr-learncanvas/files/pdf-guide/CanvasStudentGuide.pdf>

Evolve technical Issues

Phone: 800-222-9570

Hours: Monday- Friday 7am-11pm CST

Saturday: 8am-6pm CST

Sunday: 12pm-10pm CST

For afterhours operational issues, please submit a support ticket at the following website:

<https://service.elsevier.com/app/contact/supporthub/evolve/> Students will need to be logged in to create a ticket.

Students who are experiencing technical issues that are preventing them from completing coursework should first contact the customer service for the website they are experiencing issues with. If the customer service is not open or cannot address the problem at this time, the student should contact the instructor of the course in which they are working to complete the assignment by email. The email should describe the problems they are having, a screenshot of the error, the name of the person they talked to when calling customer service, and the time they talked to the customer service agent, if applicable.

Once the student has notified customer service and the instructor, they should wait for instructions from the instructor about how to proceed.

Policy on Student Display or Use of Electronic Personal Communications Devices

For purposes of this policy, an "electronic personal communications device" means a portable device used to initiate, receive, store, or view communication, information, images, or data electronically.

This includes, but is not limited to, mobile phones, personal tablets, smartwatches, personal laptops, handheld gaming devices, meta/AI glasses, and earbuds/headphones connected to these devices.

Prohibited Display or Use

K-12 students are prohibited from displaying or using electronic personal communications devices from the beginning of the school day until the end of the school day.

HES/McE Electronic Personal communications devices: If students bring personal electronic devices to school; devices must remain powered off, out of sight, and stored securely in backpacks throughout the school day.

HMS Electronic Personal communications devices: Students may bring personal electronic devices to school; however, devices must remain powered off, out of sight, and stored securely in backpacks throughout the school day.

Students will have limited, supervised access to their school email accounts.

If you need to reach your child during school hours, please contact the school office directly so we can ensure timely and appropriate communication.

HHS Electronic Personal communications devices: Students may bring personal electronic devices to school; however, devices must remain powered off, out of sight, and stored securely in backpacks throughout the school day.

Students will have access to school email accounts throughout the day and will be encouraged to check their accounts regularly throughout the day. Parents may communicate with their student(s) through these accounts.

In the event of an emergency during school hours, we ask that parents communicate with the school office directly, and we can ensure that communication is coordinated between parent and students.

Disciplinary Procedures

Violations of this policy shall result in disciplinary measures consistent with the District's student code of conduct. Disciplinary action may include:

Elementary Schools

- Parent/guardian notification
- Confiscation of the device/s for the remainder of the school day
- Backpack and device/s held in the office for the remainder of the day

Middle School

- Verbal warning
- Confiscation of the device/s for part of the day
- Parent/guardian notification
- Confiscation of the device/s for the remainder of the school day and parent notification
- Detention or other consequences as determined appropriate

High School

Any student that violates this policy will be sent to the office along with their personal electronic

device. The following are the progression of consequences for being in violation of this policy:

- Administrative Conference w/ Verbal Warning - Device/s returned to student
- Device/s confiscated* for the remainder of the school day and parent notification
- Device/s confiscated* for the remainder of the day and After School Detention
- All subsequent violations will result in Suspension

*Refusal to turn over a device when requested will be considered defiance and will result in more serious consequences

Exceptions

Display or use of an electronic personal communications device shall be permitted if required

under:

- An Individualized Education Program (IEP)

- A Section 504 Plan
- An Individualized Emergency Health Care Plan or Individualized Health Care Plan (under §167.625 RSMo)
- The Americans with Disabilities Act (ADA), as amended
- The Rehabilitation Act of 1973, as amended
- The Civil Rights Act of 1964
- The Equal Educational Opportunities Act of 1974 for English language learners

Use of electronic devices are also allowed under the following conditions:

- In case of an emergency, a serious, unexpected, and dangerous situation that requires immediate action. This includes but is not limited to the following: an active fire, active tornado or earthquake, active shooter, evacuation of school grounds, a medical emergency, or any other serious, unexpected, and dangerous situation that requires immediate action.
- For educational purposes, when explicitly authorized by a school or district administrator pursuant to this policy.

Technology Devices and Acceptable Use Policy

The District maintains an environment that promotes ethical and responsible conduct in all online network activities by employees and students. All authorized users are expected to acknowledge and comply with the rules and policies of technology usage and the District network.

Acceptable Use

All use of District devices and Internet usage must support educational purposes consistent with the District mission. Network accounts must be accessed only by the authorized user of the assigned account without an expectation of privacy from the District. Employee and student subscriptions to mailing lists and bulletin boards require prior approval by the system administrator. All online activity will be respectful and align with the code of conduct, discipline, and other related policies of the District. All technology of students will be monitored in compliance with the Children's Internet Protection Act (CIPA).

Unacceptable Use

Any use of the network for commercial, for-profit, political purposes or advertisement is prohibited. Excessive use of the network for personal business may be cause for disciplinary action. No use of the network may be used to disrupt the use of the network by others or to destroy, modify, or abuse the system in any manner. District resources may not be used to download software or other files unrelated to its mission. Use of the network to access or process pornographic, dangerous, or inappropriate files as determined by the administrator is prohibited.

The network may not be used to download, duplicate, or distribute copyrighted materials. The network shall not be used for any unlawful purposes. Use of profanity, harassing, or other offensive or discriminatory language is prohibited.

User Agreements

Parents and, when age-appropriate, students are required to review and sign User Agreements in order to access District technology. (See User Agreement form in this handbook.)

Safety and Cybersecurity

The District monitors the online activities of students and operates a technology protection measure (“filtering/blocking device”) on the network and/or all computers with Internet access, as required by law. The filtering/blocking device will attempt to protect against access to visual depictions that are obscene or harmful to minors or are child pornography, as required by law. Filters/blocking devices are not foolproof, and the District cannot guarantee that users will never be able to access offensive materials using District equipment. Evading or disabling, or attempting to evade or disable, a filtering/blocking device installed by the District is prohibited.

Building Information

Identification Cards/Badges

Every student is provided with a picture ID card at the beginning of the school year. These ID’s are used for lunch purchases, library book check-outs, checking in and out of the office, and school dances. ID’s must be worn at all times while in the building. Students will be required to purchase a replacement card for \$2.00 if the ID is lost, stolen, altered, damaged, defaced, or mutilated in any way. Students will also be provided with a lanyard and plastic card holder. If you choose to purchase one different from the one we supply please be sure it is a breakaway lanyard. Additional holders and lanyards are available for purchase for \$1.00 each.

Student Organizations

Students may choose to join the following organization at their own expense: NAPNES (National Association for Practical Nurse Education and Service) \$15.00 – includes a subscription to the Journal of Practical Nursing.

All students in Cass Career Center Practical Nursing Program are required to join the Cass Career Center (CCC) Practical Nursing Student Organization (CCCPNSNO) (dues levied by each class).

BYLAWS OF THE STUDENT NURSING ORGANIZATION OF CASS CAREER CENTER

ARTICLE I

This organization will be known as the Cass Career Center (CCC) Practical Nursing Student Organization (CCCPNSNO).

ARTICLE II

The objectives of the organization are:

1. To promote and maintain high standards of learning, honor, and character.

2. To promote pride in the Cass Career Center Practical Nursing Program.
3. To foster a positive relationship with the health care community.
4. To establish a democratic governing body.

ARTICLE III

Membership is open to all students in the Cass Career Center Practical Nursing Program.

ARTICLE IV

Direction and management of affairs and finances shall be made by the executive board with assistance of faculty as needed.

Section I. The executive board shall include:

1. President
2. Vice-President
3. Secretary
4. Treasurer
5. Historian
6. Parliamentarian

Section II. Nominations and elections shall be governed by bylaws.

Elections shall be held in the first month of the program.

1. Written or verbal nominations will be accepted from members of the organization.
2. A vote following nominations will be facilitated by the faculty advisor.

ARTICLE V

This organization will be under the supervision of the faculty advisors.

ARTICLE VI

Meetings will be scheduled monthly on the last Monday of the month and as needed except when holidays or school breaks are scheduled on the scheduled Monday. If this occurs then the meetings will be held the Monday prior. Meetings will occur during PVC class time.

Section I. A 2/3 majority must be present to constitute a quorum for any items needing a vote.

ARTICLE VII

The duties of the officers shall be as follows:

Section I. The President shall preside at all meetings. They shall make sure that quorum is met, will facilitate discussion of members and voting.

Section II. The Vice-president shall preside in the absence of the president and perform duties assigned by the president. He/she shall keep the roll of the membership. They shall fulfill the duties of the president in the event the president is unable to do so.

Section III. The Secretary shall keep minutes of the proceedings of all meetings. They shall handle all correspondence of the organization both within the organization and for public needs.

Section IV. The Treasurer shall collect all class dues and disburse the dues of the association under the direction of the association. The records shall at all times be open for inspection by any member. The treasurer shall report at each meeting. The accounts shall be audited annually.

Section V. The Historian shall keep a historic account of the class activities by means of a scrapbook, including newspaper articles, photos, cards, and all memories of the class.

Section VI. The Parliamentarian will oversee Robert's Rules of order and ensure that the meetings are conducted in an orderly manner.

Section VII. A new officer will be elected in the event that a student is unable to complete the program.

ARTICLE VIII

The following standing committees shall be established:

Section I. Graduation Committee.

This committee will plan and prepare for the graduation ceremony.

Section II. Communication Committee.

This committee will set up and maintain communication between the organization and its members.

Section III. Social Committee.

This committee will schedule and organize social events for the class.

Section IV. Community Service Committee.

This committee will plan community service activities for the class.

Section V. Calendar Committee.

This committee will set up and maintain the calendar and reminder system for the class.

Section VI. T-Shirt Committee.

This committee will oversee creation of the class shirt.

Each member of the class shall serve on a committee. Committees shall be established in the first month of the program. Members shall either volunteer for committees of interest, be elected to the committee or be appointed to one by the faculty advisor or President.

School Cancellations and/or Early Dismissal

School will be closed when weather conditions are such that buses are unable to run safely. When the Harrisonville Cass R-IX School District is dismissed due to inclement weather, Practical Nursing classes may also be dismissed. A broadcast will be made utilizing the Blackboard system to notify students and parents/guardians via text, phone call, and email. Announcements will also be made on the District website, Facebook, Twitter, and Kansas City area stations. Please do not call the administration or radio/TV stations for this information.

On occasion, Practical Nursing students may be expected to attend school or clinical, despite district cancellation. Classroom and clinical days that are missed as a result of snow days may result in makeup assignments and/or makeup dates, as assigned by the coordinator and faculty.

The coordinator and the faculty will reserve the right to delay start time for a clinical day based on weather forecasts. Snow days may be made up at the discretion of the Practical Nursing coordinator and faculty and attendance will be expected. Students will be given one week's advance notice.

Deliveries

Deliveries will be accepted at the front door of each building during the 2025-2026 school year.

District Policy Information

School Nutritional Program F-290-S

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex (including gender identity and sexual orientation), religious creed, disability, age, political beliefs, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: [How to File a Complaint](#), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

Mail:	U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410;
Fax:	(202) 690-7442; or
Email:	program.intake@usda.gov

This institution is an equal opportunity provider.

Trauma-Informed Schools Initiative

The Missouri Department of Elementary and Secondary Education (DESE) has established the “Trauma-Informed Schools Initiative” and created a website with more information about this initiative. In accordance with Missouri law, the District is providing notice of the address for this website: <https://dese.mo.gov/college-career-readiness/school-counseling/traumainformed>.

Tobacco-Free Policy C-150-S

The use of tobacco, e-cigarettes, or products used to inhale vapors is prohibited on the grounds of the Harrisonville Cass R-IX Schools. The use of tobacco, e-cigarettes, or products used to inhale vapors is not permitted within sight of any employee of the school or clinical site during the course of study at Cass Career Center. Tobacco

shall not be used in the clinical setting, and the student shall not smell of tobacco products while in the learning environment (class and clinicals).

Firearms and Weapons F-235-S

Possession of weapons, including concealed weapons, on District property, on District transportation or at any District function or activity sponsored by the District is strictly prohibited unless the visitor is an authorized law enforcement official or is specifically authorized by the Board.

Use of Recording Devices or Drones C-165-S

The District prohibits audio and visual recordings on District property, District transportation or at a District activity unless authorized by the Superintendent. Requests for such authorization must be made within a reasonable period of time prior to the recording. Unless otherwise specified by the Superintendent, exceptions in Policy C-165-P apply to this prohibition.

All unmanned aircraft systems (UAS), commonly known as drones, with the potential to capture or produce visual images of District property or District events must be operated in accordance with applicable Federal Aviation Administration regulations or safety guidelines and must receive authorization from the Superintendent to operate a UAS on or over District property or at a District event.

Cass Career Center Specific Provisions

Clinical Transportation and Parking

Students are responsible for their own transportation to and from the clinical site. Students may be asked to carpool if parking space is limited at the clinical site. Attendance policies are strictly enforced and students will be counted tardy if drivers/riders are late.

Students will park in designated areas at each clinical facility. Students will comply with parking regulations for each facility. If students are found to be parking in undesignated parking areas at clinical sites at any time, they will be sent home from clinical, counting as an absence. Students should always display their school parking permit, including at their assigned clinical sites.

Cass Career Center – LPN Pregnancy Procedure

1. **Notice.** Students of the Cass Career Center Practical Nursing Program (“Nursing Program”) who are or become pregnant are encouraged to notify the Practical Nursing Program Coordinator as soon as reasonably possible to allow the Nursing Program to provide appropriate support and accommodations necessary for the student to continue their education. Pre-planning can help with students' unique challenges while pregnant or recovering from childbirth (e.g., missed classes/clinicals, make-up work, etc.). The choice to declare a pregnancy is voluntary, and a student is not required to disclose this information to the Nursing Program.
2. **Risk.** For the safety of the pregnant student, the student should be aware of potential risks related to some learning experiences such as, but not limited to, communicable disease[s], strenuous activity, toxic substances, including radiation, and the potential for bodily harm. The student should consult with the Practical Nursing Program Coordinator before the clinical experience to know any clinical partners' policies related to pregnant individuals, such as not entering where radiation may be utilized. Neither the Nursing Program nor its affiliating clinical partners assume responsibility for any harm that might occur to an unborn child or a pregnant student. The Nursing Program advises the student to consult with the student's doctor to discuss potential risks associated with their participation in the Nursing Program while pregnant.
3. **Continuation in the Program:** A pregnant student who wishes to remain in the Nursing Program must be able to perform Minimal Functional Abilities during medical lab sessions and clinical rotations.
4. **Leave and Return Planning:** If time allows before the birth, the Cass Career Center and Nursing Program staff will collaborate with the student to establish a plan for leave and return. Staff will make efforts to support the student in accumulating additional clinical and attendance hours, when necessary and possible, to ensure program requirements are met. Students may be required to make up clinical rotations and skills after the program graduation date.
5. **Virtual Leave:** Students who give birth during the Nursing Program will be allowed three consecutive weeks of virtual attendance, including all lectures, assignments, quizzes, and exams, following the birth. Students are permitted to use their choice of unexcused absence time before beginning their three consecutive weeks of virtual attendance as long as they do not violate the Nursing Program attendance procedure.
Example: Following birth, a student chooses to use 15 school days of unexcused attendance, which is 112.5 attendance hours. Noting that if a student misses 148 hours at any point in the program, they have violated the

attendance procedure and will be dismissed. After 15 days of unexcused attendance, the student communicates to the PN Coordinator that they are ready to begin their allowed three weeks of consecutive virtual attendance. Missed time during these three weeks will count as regularly missed attendance. Before birth, the student was able to accumulate 32 hours of attendance credit, which is applied to the student's total attendance.

6. Attendance and Review Board:

- **Physician/Nurse Practitioner Statement:** After each routine visit (e.g., monthly, bi-weekly, weekly), the student must provide a written statement from their physician or nurse practitioner. This statement must confirm that the student is capable of performing the Minimal Functional Abilities during medical lab skills sessions and clinical rotations.
- **Release of Liability:** The student must sign a form releasing the Harrisonville Cass R-IX School District and the Cass Career Center Practical Nursing Program (including faculty, administration, and clinical facilities) from any responsibility should harm occur related to the condition of the pregnancy.

7. Minimal Functional Abilities:

- **Mobility:** Ability to move around the facility, including walking, standing for extended periods, and frequent movement between patient rooms and different areas of the healthcare environment.
- **Lifting and Carrying:** Ability to lift, carry, and move objects or patients weighing up to 50 pounds, such as medical equipment, supplies, or assisting in patient transfers.
- **Dexterity:** Fine motor skills to perform tasks like administering injections, starting IVs, dressing wounds, and using medical instruments with precision.
- **Manual Handling:** Ability to assist in positioning and turning patients, including those who may be bedridden or require assistance with mobility.
- **Vision:** Adequate visual acuity to read medication labels, charts, and monitor patient conditions (e.g., vital signs, skin conditions) accurately.
- **Hearing:** Sufficient hearing ability to respond to alarms, patient calls, and communicate effectively with patients and other healthcare staff.
- **Endurance:** Physical stamina to work long shifts, which may include standing, walking, and performing repetitive tasks over extended periods without a significant drop in performance.
- **Coordination:** Good hand-eye coordination to perform precise tasks such as drawing blood, administering medications, and using medical devices.

- **Strength:** Ability to apply appropriate physical force when necessary, such as during emergency procedures or when moving heavy equipment.
- **Communication:** Ability to speak clearly and listen effectively to understand patient needs, give instructions, and collaborate with other healthcare professionals.

Statement of release

I acknowledge and agree that I have voluntarily read and understand the Nursing Program's Pregnancy Procedure and that I understand the potential risks associated with participating in the mandatory medical lab sessions and clinical rotations required throughout the Cass Career Center Practical Nursing Program and that these risks may include, but are not limited to:

- Communicable disease exposure
- Physical exertion (including the need to transfer and care for patients)
- Radiation exposure
- Falls and other job-related incidents

I understand that these risks and more are all possibilities because of those activities which are an essential part of the program, and I willingly choose to participate. I agree that I will not hold the Harrisonville Cass R-IX School District, Cass Career Center, or its faculty, administration, and clinical facilities and partners responsible or liable should any harm occur to myself or my unborn child during the course of the Nursing Program.

Furthermore, I understand that despite the use of standard/universal precautions, there is a possibility of unknowingly being exposed to infectious diseases that could compromise the health of either myself or my unborn child.

By signing this document, I acknowledge that I have read, understood, and agreed to the terms outlined above.

Student Name: _____

Signature: _____

Date: _____

Signature and Form Requirements

- Email Consent/Permission Form
- Technology Usage Agreement Form
- Student/Parent Handbook Acknowledgement Form

F-265-P Technology Form A
Email Consent/Permission Form

The faculty of the District strives to communicate and work together with the parents and guardians of our students. Email is one tool that promotes convenient, two-way communication between families and teachers. Though the District network is secure, we cannot guarantee that an email sent from the District server will remain secure once it leaves our system. When teachers or administrators receive email from outside sources, the identity of the person cannot always be easily discerned.

Therefore, permission must be granted by the parent/guardian to allow teachers or administrators to use email for communication. To remain compliant with the Family Educational Rights and Privacy Act (FERPA), email will not be used to send grading, attendance, discipline information of students, or other personally identifiable information without permission to do so. The District also encourages parents to access the District's parent portal, a secure measure, to check your child's school information and progress.

I, Parent/Guardian of (please print) _____, provide to my child's school and to the District permission to email academic, attendance, discipline, or other personally identifiable information to the email address(es) listed below. I understand that by giving this permission, there is no guarantee that the information will be fully secure and do not hold the District liable for any inappropriate release of student information that may violate the FERPA regulations as a result of any email communication. Should your email address change, please contact the District.

Name of Student (please print:)

Email Address(es):

Student Signature

Student Name (please print):

Date:

F-265-P Technology Usage Agreement Form B
Student Technology Usage Agreement

Students

I have read, understand, and agree to the Technology Acceptable Use Policy when using electronic devices owned, leased, or operated by the District or while accessing the District Wi-Fi/Internet, even if using a personal device. Should I violate the policy (F-265-P) or the Student Parent Handbook provision regarding technology usage (F-265-S), my access privileges may be revoked. I also understand that any violation of the policy or Student Parent Handbook is prohibited and may result in disciplinary or legal action.

Student Signature:

Student Name (please print):

Student ID: _____ Grade: _____ Date: _____

C-105-P District Rules and Guides Form A
Student Handbook Acknowledgment

I acknowledge that I have received and reviewed the 2025-2026 Practical Nursing Program Student Handbook. I understand the policies and guidelines of the District and that violations of these policies and guidelines may result in disciplinary action.

Student Signature

Student Name (please print):

Date: _____