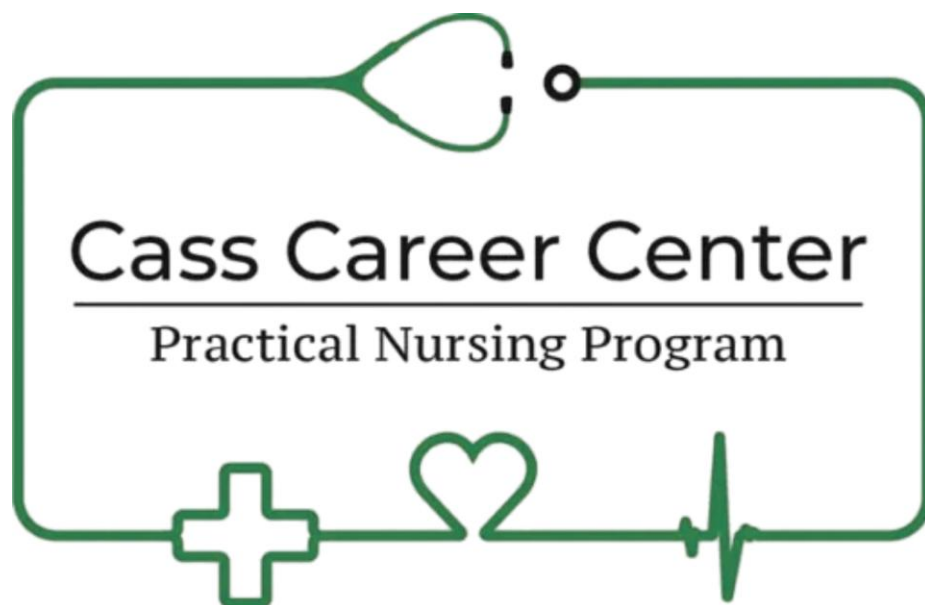


Practical Nursing Program

Student Handbook

2026-2027



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

Adopted by the Board of Education: July 21, 2026

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• Dexterity: Fine motor ability sufficient to perform nursing skills such as medication administration, wound care, injections, and IV therapy.	56
• Manual Handling: Ability to assist with positioning, transferring, and moving patients safely.	56
• Vision: Adequate visual ability to assess patients, read medical information, and safely administer care.	56
• Hearing: Ability to hear alarms, patient requests, and verbal communication within healthcare environments.	56
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CASS CAREER CENTER MISSION STATEMENT & 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

Emily Stone, President
Douglas Meyer, Vice President
Doug Alexander
Cameron Chenoweth
Michael Culpepper
Ashley Franklin
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. Tricia Falke

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 - Lisa Pritchett, MSN

Staff

Adult Education Coordinator/Financial Aid Administrator - Emily Davis

Assistant Adult Education Coordinator - Johnelle Farren

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 AND 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 documentation confirming a negative result for tuberculosis.
- **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 within 10 years of their graduation from the PN program.
 - Hepatitis B is recommended, but not required in order to attend clinical experiences.

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, are dismissed due to attendance, 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

The District's Academic Calendar approved by the Board of Education is also [available here](#).



2026 - 2027 Cass Career Center Practical Nursing Calendar

JULY 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	

AUGUST 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					

SEPTEMBER 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		

OCTOBER 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

NOVEMBER 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					

DECEMBER 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	

July
27 First Day of Class
27-31 Mandatory Attendance

August
13-18 Virtual - PD

September
7 No School - Holiday
28 No School

October
16 No School
30 500 Attendance Hours

November
25-27 No School - Holiday

December
7-11 Clinical Orientation
14-18 Finals Week
22-31 No School - Winter Break

January
1 No School - Winter Break
18 No School - Holiday

February
15 No School - Holiday
22 1000 Attendance Hours

March
22-26 No School - Spring Break

April
23 Mandatory Attendance

May
20 Opportunity Fair
25-27 Mandatory Attendance
27 1484 Attendance Hours
28-31 No School - Holiday

June
3-4 Mandatory Attendance
4 Graduation

JANUARY 2027

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 2027

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 2027

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 2027

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 2027

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 2027

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/Mandatory

1516 Scheduled hours
All dates and events are subject to change.

HARRISONVILLE CASS R-IX SCHOOL DISTRICT

School Start/End Times & Early Release
2026-2027

School	Start Time	End Time
Cass Career Center - PN Program	8:00 a.m.	4:00 p.m.

Attendance and Absence Procedures S-115-S

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

- Students are required to attend all mandatory dates as outlined in the program calendar. Failure to be present on these dates may result in disciplinary action, up to dismissal from the program.
- Each student is expected to be in the class and in their seat at the scheduled class time.
- If a student is not present at the scheduled class time (this includes the beginning of class, lunch and breaks), the student is responsible for getting an attendance slip from the front office.
 - Late entry into the classroom is not permitted without permission from the instructor
- If a student will be absent or late to class, they are expected to notify their instructors via email in advance.
- All students must time in and out each day. The following guidelines apply:
 - Students must time out and in for assigned lunch breaks.
 - Any student who arrives late or leaves early must clock in or out and check in with the instructor, providing a reason for their late arrival or early departure.
 - 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:

- If a student anticipates an absence, they are expected to notify their instructor in writing prior to the absence. Failure to communicate appropriately may result in additional consequences.
- Students are responsible for all content, assignments, and materials missed during an absence. Instructional content will not be re-taught for individual students. It is strongly recommended that students contact a classmate to obtain notes and any materials distributed during the missed session.
- 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 or exceeds 5% (74 hours) of total hours in the program. Students on attendance probation may be required to meet with the PN Coordinator or Adult Education 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 immediate family.
 - The Program defines “immediate family” to include:
 - The student’s spouse, children, step-children, parents or step-parents, mother or father-in-law, siblings or siblings-in-law, grandparents, and step-grandparents.
 - Any other person over whom the student has legal guardianship or for whom the student has power of attorney and is the primary caregiver.
 - An obituary notice must be provided upon return to school.
- 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

Students are required to report to their clinical instructor before the start of each clinical day for attendance verification and to receive important instructions. Failure to do so may be recorded as a clinical tardy/absence and may result in disciplinary action.

Clinical Tardy/Late Arrival

If a student is going to be tardy (under 15 minutes) to the clinical site, they must notify their clinical instructors before the start of clinical. If they do not notify the instructor in writing, it may be considered a “no-call, no-show”.

If a student is more than 15 minutes late to clinical, they will not be allowed to participate in the clinical day, will incur a clinical absence, and be assigned a mandatory assignment to complete. Failure to complete the mandatory assignment can lead to failure of their clinical rotation.

- It is the students responsibility to reach out to the instructor for their assignment.
- Students that are unable to participate in clinical studies will not be allowed on school property for the day.

Any clinical tardies or absences will count towards the maximum absences (148 hours) allowed per the program handbook. Days earned from makeup community service days **will not** count toward missed clinical days.

Clinical Absences

If a student is to be absent from the clinical setting, they are responsible to inform the clinical instructors, in writing via email or phone, by the start of their clinical day. If a student does not notify the instructor by the start of their clinical day, 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. Students who miss more than one day of clinical will potentially need to make up the missed day(s) during the Leadership rotation. A clinical makeup day will also count as an absence if it is missed. If a student has missed 3 clinical days at any time, they will be unable to continue in the program. Students will be responsible for knowing how many clinical tardies and absences they have.

Students may not participate in clinical experiences if the effects of a medication could impair their ability to provide safe and effective patient care. Ensuring patient safety is a top priority, and all students must be physically and mentally capable of performing clinical duties without risk to themselves or others. If a student is taking medication that may affect their ability to safely care for patients or interact with others, it is their responsibility to notify the Practical Nursing Program Coordinator. Students may be

restricted from participating in clinical activities if impairment is suspected or identified.

If a student exhibits behavior at the clinical site that, in the opinion of the instructor/facility staff, is considered to be consistent with the use of drugs and/or alcohol, he/she will be required to submit to a drug test. The following steps will be implemented:

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 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.
3. The student will be placed on suspension following the completion of the drug screen and will remain suspended until the results are received and reviewed.

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. Holes in pants that are above mid-thigh unless patched;
8. Clothing with profane, obscene, or otherwise inappropriate language;

9. Clothing with words, symbols or images that promote illegal, sexual, or violent behavior;
10. Clothing with advertisements or promotion of alcohol, tobacco, or drugs;
11. Language or symbols that promote gangs;
12. 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;
13. 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. Staff members are trained annually on risk reduction strategies, symptom recognition, and response procedures. The main office 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.

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.

Health Services S-215-S

Although the nurse may not be physically present at all times in a specific building, a nurse is always on call during school hours and there are trained employees in the building to provide first aid, dispense medication, and support the needs presented in the health office.

Illnesses: For the health and wellness of all, students should not be at school when they have a fever over 100 degrees, vomiting, diarrhea, or other symptoms of an acute communicable disease/condition. Students who become ill during the school day are to get a pass signed by their teacher and report to the health room. If the nurse staff feels that a student is too ill to remain in school, an attempt will be made to contact parents/guardians to make arrangements for the child's transportation home.

Returning to School after Illness: A student returning to school following an illness must be without fever (not on fever reducing medication), vomiting and/or diarrhea for 24 hours before returning to school. A doctor's note is required for continued symptoms of a possible contagious condition, stating that the student has started treatment (i.e. has been on antibiotics for 24 hours) or has been evaluated and the diagnosed condition is not contagious and may return to school. Instruction from the Health Department Epidemiologist and the DHSS Prevention and Control of Communicable Diseases in the School Setting will be followed for communicable diseases.

Injury during the School Day: The school attempts to provide an environment in which the students will be safe from accidents. If an accident or injury occurs during the school day, it will immediately be documented. If a minor accident occurs, first aid will be administered. In case of severe injury, school officials will see that the student receives immediate medical attention.

Returning to school after injury: When a student returns to school while still recovering from an injury and has physical limitations, restrictions or needs treatment during school hours, a doctor's note is required outlining the above.

Emergency Health Care

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. 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 to attend school. The District reserves the right to prevent student attendance until clarification or implementation of precautionary measures are in place.

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 the District's Facilities Manager 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.

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 any or 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.

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

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 another 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 importance. Academic dishonesty not only reflects a lack of professionalism, but also undermines the learning environment and the value of the

work completed by others. Students at Cass Career Center are held to high academic and professional standards.

Students who engage in academic dishonesty will be subject to disciplinary action, which may include a grade of zero on the assignment with no opportunity for make-up work, and may extend up to dismissal from the program.

Academic dishonesty is defined as any form of misconduct that violates the principles of academic integrity and disrupts the educational process. This includes, but is not limited to, plagiarism, cheating, fabrication, use of unauthorized resources, artificially generated content, and facilitation of dishonest behavior. In all cases, faculty and administration will review the available evidence and determine appropriate consequences.

Cheating includes, but is not limited to:

- Use of unauthorized assistance during quizzes, tests, examinations, or other assessments
- Use of materials or resources not approved by the instructor when completing assignments
- Acquisition or possession of testing materials without permission, including screenshots or sharing of exam content
- Providing or receiving unauthorized assistance from another student

Plagiarism is a serious academic offense and will be addressed accordingly. Plagiarism includes presenting the words, ideas, or work of others as one's own, whether intentional or unintentional. This includes, but is not limited to:

- Copying or improperly paraphrasing published material
- Submitting another student's work as your own
- Copying and pasting from electronic sources without proper attribution
- Use of artificial intelligence or other tools to generate work that is submitted as original

Any instance of plagiarism may result in a grade of zero for the assignment with no opportunity for make-up work and may result in further disciplinary action.

Artificially Generated Content (AI):

There may be limited situations where the use of artificially generated content is permitted. These situations will be clearly identified by the instructor. Unless explicitly allowed, the use of artificial intelligence or other content-generating tools is considered academic dishonesty.

Prohibited use includes, but is not limited to:

- Using AI tools to complete quizzes, tests, or examinations
- Submitting work that is not primarily the student's own original thinking
- Using AI tools in ways that violate assignment instructions or instructor guidelines

Use of basic spelling and grammar checking tools is permitted unless otherwise specified 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 CAN RESULT IN DISCIPLINARY ACTION UP TO DISMISSAL INCLUDE BUT ARE NOT LIMITED TO:

1. Failure to achieve satisfactory progress in theory or clinical, based upon the clinical instructor's assessment with approval from the coordinator
2. Incivil, unprofessional or unethical behavior in the classroom and/or clinical setting
3. Violation of patient confidentiality
4. Violation of classroom, testing, and/or dress code rules/guidelines
5. Academic dishonesty
6. The possession or use of illegal drugs, alcohol, weapons in the classroom or clinical setting
7. Performing any task outside the scope of practice of a student practical nurse

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

Student Code of Conduct

The District believes students deserve the right to participate and learn in a safe environment which allows teachers to focus on instruction that accelerates achievement. To ensure that school is a quality atmosphere for all students at all times, the code of conduct and discipline policies outline consequences for misconduct that occurs at school, during a school activity whether on- or off-campus, on District transportation, or misconduct that involves the use of District technology. All District personnel are responsible to supervise and hold students accountable for violations of discipline rules.

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.

This code applies to all misbehavior committed by a student on District property, at any school-sponsored activity or event whether on- or off-campus, and District transportation. Additionally, the District may use its authority to address behavior that occurs off-campus if it interferes with the operation of the school or endangers the safety of students or staff.

Definitions

Acts of violence or violent behavior - The exertion of physical force with the intent to do serious physical injury while on school property, including District-transportation and school activities.

Expulsion – A form of student discipline which removes and excludes a student from school for an indefinite period of time.

Need to know – A requirement to report acts of school violence to school personnel who are directly responsible for a student's education and who otherwise interact with the student on a professional basis while acting within the scope of their assigned duties.

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 against, 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. Tricia Falke, Assistant Superintendent of Human Resources & Operations
Address:	503 S. Lexington, Harrisonville, MO 64701
Email Address:	Tricia.falke@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.

The possession or use of medical marijuana at school is prohibited. Students under the influence of medical marijuana may result in disciplinary action up to dismissal. If you have questions or want to discuss the use of medical marijuana, please contact the program coordinator.

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 may 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 nursing faculty will complete the drug test immediately at the school.

Students will sign the consent for the pre-enrollment hair sample drug testing. The PN Faculty 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 drug test. The following steps will be implemented by the nursing faculty/staff:

1. The faculty/staff 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 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.
3. Students may be subject to suspension while awaiting drug screening results and may be required to leave class or clinical settings after the screening has been completed.

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

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.

Graduation Requirements

Graduates of Cass Career Center's School of Practical Nursing must successfully meet all program requirements to demonstrate readiness to provide safe, effective nursing care. This includes:

- Academic Performance: Earn a minimum final course grade of 75% and a 75% test average in each course (excluding IV Therapy).
- Clinical Competency: Successfully complete all clinical rotations, including required skills check-offs, as evidenced by instructor evaluation.
- Attendance: Meet all attendance requirements as outlined in the student handbook.
- Demonstrate the ability to implement care plans, recognize changes in patient conditions, and seek appropriate assistance, as evidenced through successful completion of program requirements, including clinical assignments, simulations, exams, and other coursework.

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 cooperating with quality improvement measures

Curriculum

COURSE TITLE	CLASS HOURS	CLINICAL HOURS
Nursing Care 1	475	60
Nursing Care 2	287	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/192 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. The 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. The coordinator will also forward all job opportunities on the PN website and Facebook page.

The PN Coordinator will email 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 in the Practical Nursing Program at Cass Career Center is designed to support student success while ensuring students demonstrate the knowledge, clinical judgment, and competency required for safe practical nursing practice. The Practical Nursing Program consists of both theory and clinical courses. All courses are based on a point system. Assignments, activities, examinations, ATI assessments, and clinical evaluations will be assigned a specific number of points at the instructor's discretion.

Final grades are calculated using the grading scale below. Final course grades are calculated to the hundredth and are not rounded.

Grade	Percentage Range	GPA Points
A	96.0% – 100.0%	4.00
A-	92.5% – 95.9%	3.66
B+	89.0% – 92.4%	3.33
B	85.5% – 88.9%	3.00
B-	82.0% – 85.4%	2.66
C+	78.5% – 81.9%	2.33
C	75.0% – 78.4%	2.00
F	Below 75.0%	0.00

Final grades for each theory and clinical course will be issued at the completion of the course and recorded on the student transcript.

Progression Requirements

To continue in the Practical Nursing Program, students must meet all progression requirements, including:

- Earn a minimum final grade of 75% in each theory course and each clinical course

- Earn a minimum test average of 75% in each course
- Complete all required assignments and ATI assessments according to course policies

IV Therapy Requirements

Due to the high-risk nature of intravenous therapy and medication administration, additional competency standards apply to the IV Therapy course. Students must:

- Earn a minimum final course grade of 80%
- Earn a minimum score of 80% on the IV Therapy final examination

Failure to meet either requirement will result in failure of the course.

Course Failure and Dismissal

Students who fail to meet the required passing criteria for any course will be dismissed from the program. Dismissal becomes effective once final grades are officially posted. Students dismissed from the program will not be permitted to continue attending or completing coursework in other concurrently enrolled nursing courses.

If, at any point during a course, it becomes mathematically impossible for a student to meet course or progression requirements, the student may be administratively withdrawn from the course and dismissed from the Practical Nursing Program prior to the official end of the term.

Students who fail a course and are later readmitted to the program will be responsible for payment of tuition and fees for all required payment periods upon reentry into the program.

Skills Lab Attendance

Students will be expected to utilize the lab for practice during Nursing Care 1 and IV Therapy. The lab times assigned by your instructors may vary from 0800-1600 and other times by appointment. There may be availability of lab times on evenings/weekends.

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 the 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 academically at risk or performing unsatisfactorily may be required to complete mandatory remediation assignments as assigned by the instructor and/or PN Program Coordinator.

Students may be considered academically at risk or performing unsatisfactorily if they meet any of the following criteria:

- Score below 75% on an examination or fall below a 75% test average in any course
- Have an overall course grade below 75% at any time during the course
- Fail to comply with ATI testing policies, scheduled practice or proctored assessments, or recommended remediation/study activities assigned by faculty or the PN Program Coordinator (see ATI Policy)

Students identified as academically at risk may be placed on academic probation in accordance with disciplinary procedures. Failure to maintain satisfactory academic progress may also impact financial aid eligibility or disbursement according to institutional financial aid policies.

Students who complete less than 75% of assigned remediation activities by designated deadlines and subsequently fail the course may be considered ineligible for readmission the following academic year.

Final Grades

Students are responsible for monitoring grades through the digital gradebook as they are posted throughout the course. Students who are unable to access the gradebook are responsible for notifying the PN Program Coordinator promptly.

All graded coursework entered in the digital gradebook becomes final one week after posting. Students are responsible for monitoring grades and notifying the instructor of any concerns regarding grade accuracy within one week of the posting date.

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 or enter their office during plan time. This will decrease interruptions allowing instructors to be more productive during their plan time.

ATI TESTING & REMEDIATION PROCEDURES

We believe that ATI assessments, Capstone, and Live Review help students reinforce nursing concepts, measure their knowledge through practice and proctored exams, and predict NCLEX success by covering all core content areas in the Practical Nursing program.

Due to the significance of these ATI products, all students must follow the outlined procedures below:

Students will take practice/proctored tests as scheduled during PVC class time. If you are absent on the day of the practice or proctored test, it is your responsibility for rescheduling and

completing the test outside of class time. **ATI testing will follow the same procedures and expectations as in-class tests.**

- After completing each practice/proctored test, students will complete focused review on the NCLEX client needs categories they missed the most questions in. These include:
 - Safe and Effective Care Environment
 - Coordinated Care
 - Safety and Infection Prevention and Control
 - Health Promotion and Maintenance
 - Psychosocial Integrity
 - Physiological Integrity
 - Basic Care and Comfort
 - Pharmacological Therapies
 - Reduction of Risk Potential
 - Physiological Adaptation
- Specific focused review assignments will be determined by the student but must meet the following criteria:
 - **Step 1: Identify weak areas**
 - Review ATI results
 - Identify client needs categories with scores below 75%
 - These categories will be the focus of your remediation
 - **Step 2: Select Topics**
 - Select ONE topic per day from your lowest client needs category (required)
 - You will complete multiple topics within that category each week (minimum of 3 topics per week)
 - **Step 3: Determine Your Remediation Method**
 - You must actively study using methods such as:
 - ATI books or course textbooks
 - ATI learning videos
 - Learning templates
 - NCLEX-style practice questions
 - Flashcards
 - Educational videos (e.g., Nurse Sarah, Level Up RN, Nexus Nursing)
 - Before studying:
 - If practice questions or quizzes are available for your topic, complete them first
 - This will be your Pre-Remediation Score
 - If no questions are available, record “N/A”
 - **Step 4: Study the Topic**
 - Use your selected method to actively study the content
 - The goal is to move from: “I don’t understand this” → “I can confidently explain this”
 - **Step 5: Retest Your Knowledge**

- After studying, you must test yourself to evaluate your understanding. You may choose a method that works best for you, such as:
 - ATI Dynamic Quizzing
 - NCLEX-style questions (ATI or textbook)
 - Reviewing and recalling information from flashcards
 - Teaching the content to a peer or family member
 - *The methods listed above are examples to guide you—other appropriate methods may be used if they effectively measure your understanding.*
 - You must reach at least 80% post remediation
 - This is required and must be documented
- **Step 6: Document Your Work**
 - You must complete:
 - Remediation Assignment (as assigned)
 - ATI Assessment Comparison Chart after EACH practice/proctored exam
 - Each remediation assignment must include:
 - Topics studied
 - Scores before and after
 - What you did to study (be specific)
 - How you measured progress (must be objective)
 - Examples include:
 - Pre/post quiz scores
 - % correct on quizzes
 - Ability to teach back information learned
 - Ability to recall information from template/notes/flashcards
- **Step 7: Continue the Process**
 - Repeat this process for:
 - Practice A assignments/exams
 - Practice B assignments/exams
 - Proctored assignments/exams
 - If you do not have enough weak areas the faculty will assign additional topics/work based on previous quizzes, exams, or ATI assessments.
- **Ongoing Expectations**
 - Scores should improve over time.
 - If scores are not improving to 80%:
 - A required 1:1 instructor meeting may occur
 - Additional remediation may be assigned
 - Long-Term Retention
 - Every 2 weeks, you should:
 - Re-test yourself on previously missed content
 - Ensure knowledge is retained (“anchored”)
- **Remediation Binder Requirements**

- **The binder must be turned in on each due date for a grade in PVC.**
 - Your remediation binder must include:
 - ATI results (practice and proctored exams)
 - Completed remediation assignments
 - Completed ATI comparison charts
 - Important Rules
 - All work must be completed using official templates only
 - Notebook paper will not be accepted
 - All required components must be included for full credit

Late Work Policy

- These assignments are mandatory and must be submitted, even if late
- Assignments missing required components will be considered incomplete
- Incomplete assignments submitted on time will receive a score of 0
- Students may resubmit incomplete or late assignments for partial credit if submitted within 1 week of the due date
- Late submissions will have points deducted according to the grading rubric

Failure to complete a required test without prior communication will result in a score of 0. The test must still be completed in accordance with exam policies. Upon completion, the student may earn up to 50% of the total possible points.

Program Progression

Failure to follow ATI requirements may:

- Prevent progression in the program
- Delay submission of your transcript to the State Board of Nursing
- Delay your ability to take the NCLEX

Grading

- ATI Remediation Assignments + ATI Capstone = **33% of your PVC course grade**

ATI Capstone

- All students will be enrolled in ATI Capstone after Spring Break
- Students must complete modules according to the provided calendar
- Capstone assignments are included in the **33% PVC grade**

Grade Incentives

Nursing Care 1

Students who receive a Level 2 or Level 3 on the first ATI proctored Fundamentals exam may earn a grade increase in Nursing Care 1, provided they have achieved a passing grade in the course. Students who do not achieve a Level 3 on the first attempt will retake the exam as scheduled. Grade increases are as follows:

- Level 2: +2%
- Level 3: +3%

Nursing Care 2

Students who complete the ATI Comprehensive Proctored Exam may earn a grade increase in Nursing Care 2, provided they have achieved a passing grade in the course and attended 100% of Live Review. Students who score below 95% on the first attempt are required to retake the exam. Grade increases are as follows:

- First Attempt:
 - 90%: +2%
 - 95%: +5%
- Retake:
 - 90%: +1%
 - 95%: +3%

Additional Requirements

____ (Initial) Students who score below 85% on the ATI Comprehensive Proctored Exam are required to enroll in VATI and complete weekly assignments until graduation.

____ (Initial) Live Review attendance is mandatory. Students must attend the entire session. Students who do not attend in full will not receive grade incentives.

By signing below, you confirm that you have reviewed and understand these requirements.

Reminder: ATI assignment due dates are subject to change. Refer to **Canvas** for the most current schedule.

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.

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 it 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.

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.

Cell Phone Guidelines

District students are not permitted to use any electronic device, including but not limited to cell phones, in a way that is disruptive to the educational process or which would violate District rules.

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. 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 role 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/Calendar Committee.

This committee will set up and maintain communication, reminders and a calendar for the class.

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. 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 within the first months 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.

District Policy Information

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.

PN MEDICAL LEAVE & MEDICAL CONDITION PROCEDURE

1. Continuation in the Program: A student with a medical condition, injury, pregnancy, recovery period, surgery, or other health-related circumstance who wishes to remain enrolled in the Practical Nursing Program must be able to safely perform the program's required essential functional abilities, with or without reasonable accommodation, during classroom, laboratory, simulation, and clinical experiences.

All students must meet the same academic, clinical, safety, attendance, competency, and professional standards required by the program. Due to the nature of healthcare education and clinical partner requirements, modified or "light duty" clinical assignments may not be available.

The Practical Nursing Program reserves the right to require medical documentation verifying the student's ability to safely participate in program activities.

2. Leave and Return Planning: When possible, the Cass Career Center Practical Nursing faculty and administration will collaborate with the student to develop an individualized leave and return plan based on the student's circumstances and program requirements.

Reasonable efforts may be made to assist the student in obtaining additional attendance or clinical hours when feasible and educationally appropriate. Depending on the length or timing of the leave, students may be required to complete missed clinical experiences, coursework, skills, or attendance requirements after the anticipated program completion or graduation date.

All students remain responsible for meeting all program outcomes, attendance requirements, clinical requirements, competency expectations, and progression requirements.

3. Temporary Virtual Attendance Option: Students experiencing a qualifying medical condition, recovery period, pregnancy, childbirth, surgery, injury, or other approved medical leave circumstance may be considered for temporary virtual attendance participation when educationally appropriate and approved by the Practical Nursing Coordinator.

Virtual attendance eligibility, duration, and requirements will be determined on an individual basis based on:

- the student's medical condition,
- course and clinical requirements,
- safety considerations,
- attendance standing,
- academic performance,
- and the student's ability to continue meeting course expectations.

Temporary virtual participation may include lectures, coursework, assignments, quizzes, and examinations when appropriate. Certain laboratory, simulation, clinical, and hands-on skill requirements may not be completed virtually and must still be completed in accordance with program requirements.

Students remain responsible for communicating with faculty regarding their status, participation ability, and anticipated return timeline.

Missed attendance during approved virtual participation will continue to be calculated according to the attendance policy unless otherwise formally approved by administration.

Approval for virtual participation does not waive program, attendance, clinical, competency, safety, or graduation requirements.

4. Attendance Requirements and Medical Documentation: Students requesting accommodations, modified participation, medical leave, or return following a medical absence may be required to provide documentation from an appropriate licensed healthcare provider.

Documentation may include:

- confirmation that the student can safely participate in classroom, lab, simulation, and clinical activities,
- any temporary restrictions or limitations,
- anticipated duration of restrictions,
- recommendations for accommodations if applicable,
- and medical clearance to return to participation when appropriate.

The program may require updated medical documentation throughout the duration of the student's participation if concerns regarding safety, attendance, or functional ability arise.

Students are responsible for complying with all attendance procedures, communication expectations, and program policies during any medical leave or modified participation period.

5. Essential Functional Abilities: Students enrolled in the Practical Nursing Program must be able to perform the following essential functional abilities, with or without reasonable accommodation:

- **Mobility:** Ability to move throughout healthcare environments, including walking, standing for extended periods, and moving between patient care areas.
- **Lifting and Carrying:** Ability to lift, carry, push, or pull up to 50 pounds, including assisting with patient movement and handling equipment.
- **Dexterity:** Fine motor ability sufficient to perform nursing skills such as medication administration, wound care, injections, and IV therapy.
- **Manual Handling:** Ability to assist with positioning, transferring, and moving patients safely.
- **Vision:** Adequate visual ability to assess patients, read medical information, and safely administer care.
- **Hearing:** Ability to hear alarms, patient requests, and verbal communication within healthcare environments.
- **Endurance:** Physical and emotional stamina sufficient to participate in extended classroom, laboratory, simulation, and clinical experiences.
- **Coordination:** Adequate coordination and motor control to safely perform nursing procedures.

- **Strength:** Ability to exert physical force when necessary during patient care activities or emergency situations.
- **Communication:** Ability to communicate effectively with patients, families, faculty, staff, and healthcare team members in both verbal and written formats.

Acknowledgement and Assumption of Risk

I acknowledge and understand that participation in classroom activities, laboratory experiences, simulation, and clinical rotations within the Cass Career Center Practical Nursing Program may involve physical, emotional, and environmental risks.

These risks may include, but are not limited to:

- exposure to communicable diseases and illnesses,
- physical exertion,
- lifting or transferring patients,
- exposure to bodily fluids,
- accidental injury,
- falls,
- and other healthcare-related hazards.

I understand that these activities are essential program requirements, and I voluntarily choose to participate.

I acknowledge that, despite the use of standard and universal precautions, there remains a possibility of exposure to infectious diseases or other healthcare-related risks.

I understand that it is my responsibility to promptly report any medical condition, injury, restriction, or change in health status that may affect my ability to safely participate in program activities.

I agree to provide requested medical documentation and comply with all program requirements, attendance policies, and safety expectations.

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

Student Name: _____

Signature: _____

Date: _____

District Discipline Scope and Sequence

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

The “level” of the offense (e.g. first or subsequent offense) will generally be based upon the total number of discipline referrals accumulated by a student for a particular type of conduct during the current school year. However, offenses involving drugs, weapons, or other acts of physical violence will accumulate throughout the program. Assault and fighting will accumulate as one, however the definition of assault and fighting are different. Below you will find a chart lining out the possible disciplinary actions that may be levied.

Offense/Behavior	Possible Disciplinary Actions <i>X = First Offense , O = Subsequent Offenses</i>			
	Confiscation	Student Conference	Probation	Dismissal
Academic Dishonesty: Any type of cheating that occurs in relation to an academic exercise or assignment. It may include plagiarism, fabrication of information or citations, cheating, falsification of work or excuses for work, disrupting or destroying another person's work, failure to contribute to a team project, or other misconduct related to academic work.				
Arson: Starting or attempting to start a fire or causing or attempting to cause an explosion.				
Assault, First or Second Degree: Knowingly causing or attempting to cause serious physical injury or death to another person, recklessly causing serious physical injury to another person, or any other act that constitutes criminal assault in the first or second degree. Assault, Third or Fourth Degree: Using physical force, such as hitting, striking or pushing, to cause or attempt to cause physical injury; placing another person in apprehension of immediate physical injury; recklessly engaging in conduct that creates a grave risk of death or serious physical injury; causing physical contact with another person knowing the other person will regard the contact as offensive or provocative; or any other act that constitutes criminal assault in the third or fourth degree.				
Automobile /Vehicle Misuse: Discourteous or unsafe driving on or around District property, unregistered parking, failure to move vehicle at the request of school officials, failure to follow directions given by school officials or failure to follow established rules for parking or driving on District property.				

Offense/Behavior	Possible Disciplinary Actions <i>X = First Offense , O = Subsequent Offenses</i>			
	Confiscation	Student Conference	Probation	Dismissal
Bullying/Cyberbullying: Intimidation, unwanted aggressive behavior or harassment (including criminal harassment under the Safe Schools Act), that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; substantially interferes with the educational performance, opportunities or benefits of any student without exception; or substantially disrupts the orderly operation of the school. Bullying may consist of physical actions, including gestures, or oral communication, cyberbullying, electronic or written communication, and any threat of retaliation for reporting of such acts. "Cyberbullying" means bullying through the transmission of a communication including, but not limited to, a message, text, sound or image by means of an electronic device including, but not limited to, a telephone, wireless telephone or other wireless communication device, computer or pager. Students will not be disciplined for speech in situations where the speech is protected by law.				
Bus or Transportation Misconduct: Any misconduct committed by a student on transportation provided by or through the District.				
Cutting Class: Not attending a class the student is enrolled in or assigned to without a legitimate pass excusing the student from that class.				
Dishonesty: Any act of lying, whether verbal or written, including forgery. Dishonesty also includes knowingly making a false report.				
Disrespectful/Disruptive Speech or Conduct: Verbal, written, pictorial or symbolic language or gesture that is directed at any person that is in violation of District policy or is otherwise rude, vulgar, defiant, considered inappropriate in educational settings or that materially and substantially disrupts classroom work, school activities or school functions. Students will not be disciplined for speech in situations where it is protected by law.				
Dress Code Violation: Personal appearance that attracts undue attention to the extent that it may become a disruptive factor in the education process and/or disruptive to good school climate and does not reflect good standards of health, safety and decency.				
Drugs/Alcohol: Possession, sale, purchase or distribution of any over-the-counter drug, herbal preparation or imitation drug or herbal preparation. Possession of or attendance while under the influence of or soon after consuming any prescription drug, alcohol, tobacco products, electronic cigarettes, vaping products, other nicotine delivery products, imitation tobacco products, narcotic substance, unauthorized inhalants, counterfeit drugs, imitation controlled substances or drug-related/tobacco paraphernalia, including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV or V in section 202(c) of the Controlled Substances Act; or over the counter drugs. Sale, purchase or distribution of any prescription drug, alcohol, narcotic substance, unauthorized inhalants, counterfeit drugs, imitation controlled substances or drug-related paraphernalia, including the items listed in the above list or controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV or V in section 202(c) of the Controlled Substances Act. However, students may use, possess, and be under the influence of their prescription drugs and over the counter drugs in compliance with District procedures.				

Offense/Behavior	Possible Disciplinary Actions <i>X = First Offense , O = Subsequent Offenses</i>			
	Confiscation	Student Conference	Probation	Dismissal
Extortion: Threatening or intimidating any person for the purpose of obtaining money or anything of value.				
Failure to Care for or Return District Property: Loss of, failure to return, or damage to District property including, but not limited to, books, computers, calculators, uniforms, and sporting and instructional equipment.				
Failure to Meet Conditions of Disciplinary Consequences: Violating the conditions of a suspension, expulsion or other disciplinary consequence including, but not limited to, participating in or attending any District-sponsored activity or being on or near District property or the location where a District activity is held.				
False Alarms: Tampering with emergency equipment, setting off false alarms, making false reports; communicating a threat or false report for the purpose of frightening or disturbing people, disrupting the educational environment or causing the evacuation or closure of District property.				
Failure to Comply: Refusal or neglect to obey classroom & school-wide expectations.				
Fighting: Mutual combat in which both parties have contributed to the conflict either verbally or by physical action.				
Gambling: Betting something of value upon the outcome of a contest, event, assignment, or game of chance.				
Harassment (including Sexual Harassment): Conduct that annoys, threatens, intimidates another person based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law. Harassment, including sexual harassment, is unwanted and unwelcomed conduct that causes another person extreme unease or fear. Examples include, but are not limited to, derogatory comments or slurs, lewd propositions, blocking movement, offensive touching, or offensive posters or graphics.				
Hazing: The imposition of strenuous, humiliating, and/or dangerous tasks as part of an initiation, admission, or affiliation to a group, even when all parties willingly participate.				
Incendiary Devices: Possessing, displaying or using matches, lighters or other devices used to start fires unless required as part of an educational exercise and supervised by District staff; possessing or using fireworks.				
Intimidation: Frightening or compelling/deterring someone to act through the use of fear or threats.				
Nuisance Items: Displaying or using items that create distractions and could be lost, stolen, or broken such as toys, collectible items, or other possessions not approved for educational purposes.				
Obscene Language, Gestures, and/or Profanity: Verbal, written, pictorial or symbolic words or gestures that describe sexual conduct which, considered as a whole, appeal to marked interest in sex, portraying sex in a manner offensive to community standards and do not have a serious literary, artistic, political or scientific value.				
Open Defiance to a Staff Member: Openly refusing to obey the reasonable direction or request of any school employee including refusal to identify one's self when requested.				

Offense/Behavior	Possible Disciplinary Actions <i>X = First Offense , O = Subsequent Offenses</i>			
	Confiscation	Student Conference	Probation	Dismissal
Public Display of Affection: Physical intimacy that is inappropriate for an educational setting, such as but not limited to, kissing, groping, fondling, cuddling.				
Sexting or Possession of Explicit Material: Possessing, displaying, or generating sexually explicit, vulgar, or violent material, such as but not limited to, pornography, nudity, violence or explicit death or injury. Students will not be disciplined for speech in situations where it is permissible by law. This restriction does not apply to curricular material vetted and approved by District employees for educational purposes.				
Sexual Activity: Consensual acts of sex or consensual simulations of sex including, but not limited to, intercourse or oral or manual stimulation				
Tardiness: A student arriving after the class period has begun is marked tardy.				
Technology Misconduct: Gaining or attempting to gain unauthorized access to or interfering with a technology system or information, using any type of electronic device without permission, or recording audio or visual information without express permission for educational purposes and as allowed by District rules, or using technology in a manner inconsistent with the terms of the Technology Usage Agreement. This includes cell phone misuse.				
Theft: Taking or attempting to take the property of others without consent or knowingly taking possession of stolen property.				
Threats or Verbal Assault: Verbal, written, graphics, or gestures in a convincing manner that causes another person to fear for the safety of themselves or property.				
Tobacco/E-Cigarettes: Possession of any tobacco products, electronic cigarettes, or other nicotine-delivery products on District property, District transportation or at any District activity. Use of any tobacco products, electronic cigarettes, or other nicotine-delivery products on District property, District transportation or at any District activity.				
Truancy: Absence from school or class without the knowledge and/or consent of parents/guardians and the school administration; leaving school during any session without the consent of the staff and administration; excessive non-justifiable absences, even with the consent of parents/ guardians.				
Unauthorized Entry: Entering or assisting any other person to enter a District facility, office, locker, or other area that is locked or not open to the general public; entering or assisting any other person to enter a District facility through an unauthorized entrance; assisting unauthorized persons to enter a District facility through any entrance.				
Unsafe Behavior/Physical Aggression: Conduct that creates a substantial risk of physical injury to any other person (examples – pushing, shoving, fight promotion, throwing objects, horseplay, etc.)				
Vandalism: Willful damage or the attempt to cause damage to real or personal property belonging to the District, staff or students. Monetary damage will determine if a report is made to juvenile.				
Verbal Abuse: Disrespectful or abusive language.				

Offense/Behavior	Possible Disciplinary Actions <i>X = First Offense , O = Subsequent Offenses</i>			
	Confiscation	Student Conference	Probation	Dismissal
Weapons: Possession or use of any weapon as defined in District policy or rules, other than those defined in 18 U.S.C. § 921, 18 U.S.C. § 930(g)(2) or § 571.010, RSMo. Possession or use of a firearm as defined in 18 U.S.C. § 921 or any instrument or device defined in § 571.010, RSMo. or any instrument or device defined as a dangerous weapon in 18 U.S.C. § 930(g)(2). Possession or use of ammunition or a component of a weapon, weapon accessories, or tactical gear. Other weapons are prohibited. Other weapons are defined as devices readily capable of lethal use, or devices designed to mimic a weapon. Other weapons include, mace spray, any knife, regardless of blade length; and items customarily used, or which can be used, to inflict injury upon another person or property.				

Signature and Form Requirements

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

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, my access privileges may be revoked. I also understand that any violation of the policy 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 2024-2025 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:
