

Warren County Technical School
Post-Secondary LPN Program
Student Handbook 2018



1500 Route 57
Washington, NJ 07882
908-835-2809

School Contact Information

Post-Secondary Office Phone:

908-835-2809

The Post-Secondary Office is staffed from 1 PM to 9 PM Monday through Friday on days when class is in session.

Warren County Technical School Administration

Board of Education

Rob Roschewsk, President

Gus Rutledge, Vice-President

Dr. Rosalie LaMonte

Mrs. Ellen Johnson-Demeter

Mr. David Shotwell

Superintendent

Mr. Edmund Zalewski

High School Principal

Mr. Derrick Forsythe

High School Assistant Principal

Mr. John Mylecraine

High School Director of Curriculum and Instruction

Mr. Gary Colucci

Post-Secondary Staff

Director of Post-Secondary Education

Gary Colucci

coluccig@wctech.org

(908) 835-2809

Post Secondary Coordinator and Career Counselor

Zana Ziegler-Harbo

zieglerz@wctech.org

(908) 869-6297

Accounts Receivable

Lisa Whittle

whittlel@wctech.org

(908) 835-2833

Commitment to Quality and Excellence

At Warren County Technical School, we strive to extract excellence every day from our students, staff, and administration.

By providing a warm, nurturing, dignified, and professional atmosphere through pedagogical precepts, the educational staff at Warren Tech will meet and exceed the needs and expectations of its students.

Educational Philosophy

At Warren County Technical School, we believe that a comprehensive learning environment provides opportunities for all students to develop to their fullest potential and to be productive members of a rapidly changing global technological society.

Education is an ongoing process which stimulates the acquisition of knowledge and provides students with appropriate strategies for integrating learned behavior into life in the twenty-first century. Therefore, we expect students to be actively involved in their intellectual development, with teachers acting as catalysts in the learning process.

We expect excellence in all areas of learning as we strive to develop opportunities for technical, academic, and personal achievement through the cooperation of students, families, staff, and the community in an atmosphere of mutual respect.

The Post-Secondary Program represents a variety of experiences in classroom instruction, work experience, on-the job training, and participation in student activities. These experiences are designed to provide students with academic and technical competencies, positive work values, and leadership skills.

Affirmative Action, Section 504, and Sexual Harassment Compliance Statements

Affirmative Action and Equal Opportunity Statement

Warren County Technical School's Post-Secondary Programs are committed to providing its current and prospective students with an educational environment free from discrimination or harassment. No person at Warren County Technical School shall be discriminated against on the basis of race, creed, color, national origin, nationality, ancestry, age, sex/gender (including pregnancy), marital status, civil union status, domestic partnership status, familial status, religion, affectional or sexual orientation, gender identity or expression, atypical hereditary cellular or blood trait, genetic information, liability for service in the Armed forces of the United States or disability. Warren County Technical School is committed to providing equal employment and educational opportunities to all employees, students and applicants in accordance with this policy. Warren County Technical School seeks to maintain an atmosphere that is free from harassment and intimidation of any type, including sexual harassment. Each Warren Tech employee and student has the responsibility for adhering to this affirmative action policy. Warren Tech is also committed to the provision of reasonable accommodations for disabled or handicapped individuals.

In order to submit a formal affirmative action grievance please contact the appropriate staff members listed below to set up an appointment.

Affirmative Action Officer / Title IX Coordinator

Mr. John Mylecraine/Mrs. Zana Ziegler-Harbo

Location: Warren Tech Main Office

Phone: 908-835-2850

Email: mylecrainej@wctech.org

All complaints of discrimination, including those concerning Title IX, Special Education, and the ADA should be directed to Mr. Mylecraine. In addition, questions and requests should be directed to Mr. Mylecraine.

504 Compliance Officer

Mr. John Mylecraine

504 Compliance Officer

Location: Warren Tech Main Office

Phone: 908-835-2850

Email: mylecrainej@wctech.org

All complaints or questions concerning 504 Accommodation Plans should be directed to Mr. Mylecraine.

Sexual Harassment

Any student who alleges or witnesses sexual harassment by a staff member or a fellow student must report the incident(s) to the Affirmative Action Officer, John Mylecraine. The laws of confidentiality apply.

Mission

The Warren County Technical School Post-Secondary Program will provide a quality education that actively engages students in learning. We want to enrich the lives of adults /post-secondary students by providing a learning environment for both academic and vocational training, thereby empowering them to become contributing and economically independent members of our community.

Goals

- Offer every student the option of a high quality, career-related course of study.
- Promote partnerships with local businesses so that they are a supportive resource in the education, training, and employment of our students.
- Prepare students for immediate employment, further education, and lifelong learning.

Warren County Resources

Warren County One Stop Career Center

75 South Main Street, Phillipsburg, NJ 08865
Lech Szymanski, Manager

908-859-0400
Jim Search, Deputy Manager

Career and Life Transitions Center for Women (Sponsored by Norwescap)

Norwescap Main Office
350 Marshall Street, Phillipsburg, NJ 08865
Jessica Hoffman, Program Director

908-454-7000

Morris-Sussex-Warren Workforce Investment Board

PO Box 900, Morristown, NJ 07963
Jack Patten, Director

973-829-8661

Division of Vocational Rehabilitation Services - Sussex Warren County

223 Stiger Street, Suite A, Hackettstown, NJ 07840

908-852-4110

Tobacco, Alcohol, Drugs, Gambling

Tobacco - Warren County Technical School is a smoke free facility and campus. Smoking is not allowed anywhere on school property. Violators are subject to fine up to \$500.00 under state law. This applies to e-cigarettes and smokeless tobacco and is in effect at all times.

Alcohol - The consumption or possession of alcoholic beverages on school property is prohibited by NJSA 2C:33-15 and the Board of Education.

Drugs - The possession or use of prohibited substances, or being under the influence of prohibited substances, shall be penalized in accordance with NJSA24:21-20. Warren County Technical School is a Drug Free School Zone and both recognizes and supports the conditions of this law.

Gambling - Gambling is not permitted anywhere on school property.

Weapons - Weapons of any kind are not permitted on school property.

Emergency Drill Procedures

In the event of a fire or fire drill, please follow the instructions listed below.

- 1) Students are to line up quietly at the door, and evacuate the building at the nearest safe exit.
- 2) Students are to remain with their classes.
- 3) Teachers will take attendance when outside of the building.
- 4) Students are to re-enter the building in an orderly manner when instructed by their teachers after the all-clear bell rings.
- 5) Students are to go directly to their classrooms, where attendance will be taken again.

In the event of a lockdown, as announced by administration, please follow the instructions listed below:

- 1) When in a classroom, report to the designated area determined by the instructor for lockdown procedures. Students should remain quiet until a member of the administration or police conclude the drill or clear the room in the event of a real emergency.
- 2) If out of the classroom, go to the nearest classroom or office immediately.

Emergency Management Plan Procedures

Warren County Technical School has written, in cooperation with the County agencies of Health, Emergency Management, Family Guidance, Fire Department and the New Jersey State Police, a District Emergency Management Plan. The Plan is an all hazards plan. Each year, we will continue to work with students and staff along with key members of the community to improve our responses to potential crises.

Bulletin Boards

General information and announcements can be found on the post-secondary bulletin board located outside of the post-secondary office. The post-secondary bulletin board is available for student use. Students who would like to post a notice should submit their request to the Post-Secondary Office for approval. Any item to be placed on the board must be typed or legibly written on a 3 x 5 index card.

Emergency Closings

Instructors will contact students in case there is a closing at Warren County Technical School.

Cheating

Pupils are expected to be honest in all their academic work. This means that they will not engage in any of the following acts:

- 1) Cheating on examinations, including but not limited to, the non-authorized use of books or notes, the use of crib sheets, copying from other students' papers, and exchanging information with other students orally, in writing, or by signals, obtaining copies of the examination illegally and other similar activities.
- 2) Plagiarism is not permitted at any time. Plagiarism is defined as use without acknowledgement of the ideas, words, formulas, textual materials, online services, computer programs, etc., of another person, or in any way presenting the work of another person as one's own.
- 3) Falsifications to include altering answers after they have been graded, the insertion of answers after the fact, the erasure of grader's markings, and other acts that allow for falsely taking credit.

All cases of cheating will initiate an investigation by administration, which if proven accurate will result in a student's immediate removal from their program of study.

Defacing School Property

Students found defacing or damaging school property shall be referred to the Director of Post-Secondary Education, where appropriate action will be taken. In all cases, the student will be financially responsible for repair of damage to the school's property.

Discipline

The intent of Warren County Technical School is to establish a policy consistent with an atmosphere of respect, responsibility, and regard for others. Students are required to conduct themselves in an orderly manner and to recognize the authority of administration, teachers, and all other staff. Students are expected to respect the educational purpose underlying all school activities, the shared use of school property, and the rights and well-being of other students and adults.

Classroom Conduct

Instructors will inform you of their behavioral expectations for the classroom. Violations of these behavioral expectations can result in punishments up to and including suspension or removal from the program.

Safety Rules for Shops

- 1) Students must pass a mandatory safety exam specific to each career area when applicable.
- 2) The individual safety rules to be followed in each shop will be presented by the shop instructor and posted in that shop. Students are expected to follow all of these rules to ensure their personal safety.
- 3) Students who repeatedly violate safety rules will not be allowed to participate in any shop activities.

ID Cards

Students will be issued Warren County Technical School ID cards during the first week of class. **STUDENTS MUST WEAR THEIR ID CARDS AT ALL TIMES WHILE ON SCHOOL PROPERTY.**

Entering and Exiting the Building

Please only use the door designated by administration for entering and exiting the building.

Visitors

Visitors must be pre-approved before arriving at Warren County Technical School. Please let an instructor know if someone is interested and wants to tour the facility. All visitors must sign in the office and wear visitor lanyards at all times. If the visitor arrives before 5:00PM, they must sign in at the main office. If they arrive after 5:00, they must sign in at the Post-Secondary Office. Absolutely no visitors will be allowed in without an appointment before 3:00PM

Technology Guidelines

Students may be required to use school technology for class related projects and purposes. Technology is for school related purposes only. Students using school technology for other purposes may face disciplinary action. Students are reminded that Warren Tech reserves the right to investigate any and all pieces of equipment and e-mail accounts and Internet visits. Photocopiers are for staff use only. Under no circumstances are photocopiers to be used to copy textbooks or other copyrighted material. Please no food and drink in the computer labs.

Vending Machines / Microwave

Vending machines and a microwave are provided for post-secondary student use in the hallway beyond the student lobby. If you make a mess, clean it up. If you lose money in the vending machine, please see the Director of Post-Secondary Education for a refund.

Classroom Cleanliness

Please be aware that we share the classroom space with the high school. Students are permitted to eat and drink in class when approved by their instructor, however they must clean up after themselves. All garbage must be disposed of in the garbage cans and all spills and crumbs must be cleaned up before leaving.

Financial Policy

The Warren County Technical School programs are tuition funded and therefore tuition payments must be made on time. Students who fail to submit tuition payments by the deadline will be asked to leave the premises.

\$13,000

Financial Payment Schedule September 2018 Entrants

DEPOSIT due August 1 st , 2018 (Ensures books to be available on 1 st day of class)	\$500
First Quarter Payments (Due on or Before September 4, 2018)	\$3,125
Second Quarter Payments (Due on Before December 1, 2018)	\$3,125
Third Quarter Payments (Due on or Before March 1, 2019)	\$3,125
Fourth Quarter Payments (Due on or before June 1, 2019)	\$3,125

*Tuition is due by the 1st of September, December, March and June, after the 6th of September, December, March and June there will be a \$25.00 late fee assessed. If not received by the end of the month it will result in your removal from the program.

* Tuition includes textbooks, two uniform tops, activity fees, and on-line resource access fees.

* Additional expenses will include malpractice insurance (approximately \$30-\$40), uniform pants, white sneakers, stethoscope, BP cuff, nursing pins (\$50), and graduation uniforms.

*NCLEX registration fee is not included.

* Failure to pay tuition on time will result in your removal from the program.

*Warren Tech has the right to send any outstanding balance to collections.

Attendance

Students cannot benefit from classes that they do not attend. Student attendance will be taken everyday and missed time can affect successful completion of the selected program. Additionally, excessive tardiness will also affect student progress (This includes returning from breaks). Teachers do reserve the right to lock students out of tests, if they arrive past the test start time. Students who are absent six consecutive class meetings will be automatically withdrawn from the course. Finally, students may be required to purchase additional hours to fulfill their course requirements.

Standards of Student Conduct

Students must adhere to the Standards of Student Conduct presented in this handbook. They must also meet the behavioral expectations of their chosen program. Students who create or involved in any type of disturbance, distraction, or in any way interfere with the education or well-being of other in the classroom, building, school property, or clinical setting will be referred to the Post-Secondary Director for a disciplinary conference.

Licensed Practical Nursing Guidelines

Grading

A passing grade for theory and practical work is a 75%, students must pass each course with a 75% or higher to remain in the program, with the exception of math. See math policy below.

Cell phones will be put away during lecture, while tests and quizzes are in progress, and during the review of test results. Any violation of this policy will not be tolerated.

Each student's performance will be reviewed at the middle and end of each semester. Students who do not have a passing grade in each subject at the mid semester point, will be counseled and placed on academic probation. A student who is failing a course will be terminated at the conclusion of the course or at the end of the semester, whichever occurs first.

Math- The math component of the course must be completed with a grade of 80% or above to be allowed to give medication when at clinical sites. Each student will have three attempts to pass the math exam. Failure to receive a passing grade on the third attempt will result in removal from the program.

The program is sequential; students must pass each course in order to continue to the next course.

Clinical and lab evaluations will be issued for each student in each clinical rotation and specialty area. Individual student's progress will be reviewed in conferences with the clinical instructors. Students and instructors will sign the evaluations and may provide any additional comments. Failure to complete a clinical area will result in termination from the program.

Students may be placed on probation, suspended or dropped from the program for the following reasons:

- Academic performance
- Attitude (improper personal or unprofessional conduct)
- Excessive absenteeism
- Unsafe/unskilled clinical practice
- Unethical actions, bullying or dishonesty
- Cheating or Plagiarism

STANDARDS OF CONDUCT

The Director may impose disciplinary action up to and including dismissal from the program for the following:

1. Fighting (physical or verbal) on school premises or clinical sites, sabotage, theft, or misappropriation of school property or another student's property
2. Failure to speak in a professional, respectful or courteous manner to any person in the school or clinical site.
3. Failure to prepare for class or clinical experiences or refusal or failure to complete classroom or clinical assignments.
4. Using another student's ID or allowing another student to use your ID to gain access
5. Academic dishonesty
6. Absence without justification or proper notice
7. Excessive absenteeism or tardiness
8. Inattentiveness, sleeping, or engaging in any behavior which is deemed disruptive to the educational process during class or clinical experiences.
9. Refusing to follow the instructions of an instructors, administrators or anyone in authority
10. No alcohol, drugs or cigarettes on school or clinical property.
11. Sexual or any other unlawful harassment of any fellow student, patient or any other person connected to the school or clinical site.
12. Unauthorized disclosure or discussion of any confidential patient information
13. Failure to make financial payments will result in withholding the diploma until all payments are received

Students that are placed on probation will be reevaluated on a monthly basis.

Students will be required to pass an exit test which is designed to prepare students to succeed on the NCLEX exam. This test must be completed prior to graduation.

Termination from the program can be enacted with or without probation at the discretion of the faculty and director. Prior to final action, students will meet with faculty, supervisor and/or director.

Attendance

Attendance is essential in any nursing program. Students need to arrive on time and stay for the duration of the class period. People walking in and out after class has started are disruptive to the instructor and to the students that have arrived on time. If you are going to be late or unable to attend a class or clinical day, the instructor or designee **MUST** be notified.

Clinical attendance is **MANDATORY** for students to consistently demonstrate abilities to meet course outcomes. Clinical experiences may be held in the day, evening, night or on weekends. Any information given can be used at the clinical sites.

1. Students are expected to provide their own transportation to clinical sites.
2. Students are expected to be on time and prepared for their clinical assignments.
3. Students are expected to arrive in proper attire and have their ID visible at all times.
4. Missed clinical days due to illness will require a physician's statement verifying the illness and stating that you are able to resume clinical activities.
5. Students MUST make up missed clinical days. Students will be required to pay additional tuition to cover the cost of faculty for clinical days that must be scheduled after the rotation is completed at a rate of \$100 per make up day. Diplomas will be withheld until the appropriate clinical hours are achieved and payment is received.
6. Students will be sent off units and will incur a missed clinical day if they are unprepared for clinical, practice in an unsafe manner, not in appropriate uniform or if they are repeatedly tardy for clinical.
7. Notification to the appropriate instructor is the student's responsibility in the event that a clinical day needs to be missed.
8. All make up days will be arranged by the course coordinator and is at the digression of the instructor. Failure to attend a scheduled make up day will result in failure of the course.

Students who are late 3 times will have this counted as one absence. There is a 10 minute grace period from the time class is expected to start; anything beyond 10 minutes is counted as being late.

Students will be permitted to miss four (4) days during the program (2 in the first semester and 2 in the second semester). All absences in excess of 2 days per semester must be made up. Students that are absent more than 2 days will be placed on probation and absences will be reviewed by the supervisor and director of the program. If the absences are not excusable, the student will be dismissed from the program.

Attendance will be monitored at the beginning and end of each class.

If a test or quiz is missed, it is at the discretion of the instructor if it can be made up or if the final grade for the test/quiz will be recorded as a zero.

THERE ARE NO MAKE UPS FOR THE MATH TESTS.

Student Expectations

Students are expected to have their WCTS ID on them at all times in class and clinical.

Students are expected to have all requirements for entering the program completed, if you do not have the malpractice insurance, the CPR or any other requirement completed...see me after orientation.

Students are expected to be prepared for class participation. Reading materials as assigned is essential and quizzes may be given at the start of class to assess if the class is prepared to continue with assigned lecture material. If the student is late and misses the quiz, a zero will be recorded as the quiz grade.

Students are expected to hand in assignments on the designated due date.

Students are expected to not have drugs, alcohol or tobacco on the premises.

Uniforms/Supplies

Uniforms will be fitted and ordered this week. Two uniform tops will be provided. The student is responsible for purchasing white uniform pants and white sneakers.

Students are required to have a stethoscope. I recommend getting a good one. If the students would like, I will put the order together and see if we can get a discount for ordering in bulk.

ATI PROGRAM

Students are required to complete ATI assignments as directed.

Students must spend the allotted amount of time on each module and time will be monitored by the instructors and the director. Failure to complete assignments as instructed will lower the class participation grade.

ADMISSION REQUIREMENTS

The following immunizations are required:

1. Measles/Mumps/Rubella (MMR)- show proof of immunity by titer or 2 vaccinations.
2. Tdap- proof of immunization within 10 years of beginning clinical assignments
3. Varicella- 2 documented doses of vaccine or a positive varicella titer.
4. TB- negative TB skin test or negative Quantiferon Gold or if past positive: need to complete questionnaire and have a negative chest X-ray.
5. Hepatitis B- need proof of immunity by titer, receive the series of 3 injections or sign a declination form.
6. Influenza- annual immunization against influenza is required unless contraindicated.

Failure to comply may result in loss of clinical privileges and removal from the program.

WARREN COUNTY TECHNICAL SCHOOL

1500 Route 57 Washington, NJ 07882

908-835-2809

Department of Post-Secondary Education



2018 General Adult Student Agreement

I hereby acknowledge that I have, received, read and will comply with the policies and regulations as stated in the Post-Secondary Student Handbook.

I understand that the information presented and will comply with the policies and procedures as defined by the Warren Tech Post-Secondary Program.

Student's Name (print) -----

Course Name -----

Student Signature -----

Emergency Contact Numbers

Your Home Number -----

Your Cell Number -----

Emergency Contact

Name: -----

Relationship -----

Contact Home Number -----

Contact Cell Number -----