



# Midwest Career Source

---

## Catalog

“Expanding Your Horizon”

Locations:

9100 Lebanon Road  
**Belleville, Illinois 62223**  
**618-213-6539**

4500 Memorial Drive  
Belleville, Illinois 62226  
618-233-7750

<b>Purpose</b> .....	<b>4</b>
<b>Mission</b> .....	<b>4</b>
<b>History</b> .....	<b>4</b>
<b>Organization</b> .....	<b>4</b>
<b>Concepts of Midwest Career Source</b> .....	<b>4</b>
<b>Philosophy</b> .....	<b>4</b>
<b>Conceptual Framework</b> .....	<b>5</b>
<b>Academic Calendar</b> .....	<b>5</b>
<b>Section Two – Admission</b> .....	<b>6</b>
<b>Application and Admission</b> .....	<b>6</b>
<b>Student Rights and Responsibilities</b> .....	<b>6</b>
<b>Student Services</b> .....	<b>7</b>
<b>Program Cost/Expenses</b> .....	<b>7</b>
<b>Access to Records</b> .....	<b>8</b>
<b>Control of Access &amp; Release of School Student Records</b> .....	<b>9</b>
<b>Rights and Procedures for Challenging School Student Records</b> .....	<b>9</b>
<b>Directory Information and Disclosure</b> .....	<b>10</b>
<b>Destruction of School Student Records</b> .....	<b>10</b>
<b>Tuition and Payment Options</b>	
<b>Payment options</b> .....	<b>10</b>
<b>Tuition Refund</b> .....	<b>11</b>
<b>Responsibility for Payment of School Expenses</b> .....	<b>12</b>
<b>Academic Standards and Attendance Policies</b> .....	<b>12</b>
<b>Unethical Behavior</b> .....	<b>12</b>
<b>Attendance</b> .....	<b>13</b>
<b>Notification of Absence</b> .....	<b>13</b>
<b>Documenting Absences/Tardiness</b> .....	<b>14</b>
<b>Classroom</b>	
<b>Daily Schedule</b> .....	<b>14</b>
<b>Classroom Performance</b> .....	<b>15</b>
<b>Grading System</b> .....	<b>15</b>
<b>Dress Code</b> .....	<b>16</b>
<b>Clinical Assignments</b> .....	<b>16</b>
<b>Clinical Standards</b> .....	<b>17</b>
<b>Clinical Performance</b> .....	<b>18</b>
<b>Clinical Dress Code</b> .....	<b>19</b>
<b>Policies</b>	
<b>Alcohol and Substance Abuse</b> .....	<b>20</b>
<b>Discrimination</b> .....	<b>21</b>
<b>Civil Rights</b> .....	<b>21</b>
<b>Sexual Harassment</b> .....	<b>21</b>
<b>Smoking</b> .....	<b>22</b>
<b>Background Checks</b> .....	<b>22</b>
<b>Pregnancy/Postpartum</b> .....	<b>23</b>
<b>Post-Operative</b> .....	<b>23</b>
<b>Injured</b> .....	<b>23</b>
<b>Telephone Calls</b> .....	<b>23</b>
<b>Probation/Dismissal</b> .....	<b>23</b>
<b>Appeal of Dismissal</b> .....	<b>23</b>
<b>Withdrawal</b> .....	<b>24</b>

<b>Readmission Requirements.....</b>	<b>24</b>
<b>Complaint/Grievance Procedures.....</b>	<b>25</b>
<b>General Information</b>	
<b>Accident/Illness.....</b>	<b>25</b>
<b>NCLEX-PN Examination and Licensure.....</b>	<b>25</b>
<b>Conferences.....</b>	<b>25</b>
<b>Transcripts.....</b>	<b>25</b>
<b>Library.....</b>	<b>26</b>
<b>Computer Lab.....</b>	<b>26</b>
<b>Campus Security.....</b>	<b>26</b>
<b>Emergency Closings.....</b>	<b>26</b>
<b>Parking Regulations.....</b>	<b>27</b>
<b>Security Badges.....</b>	<b>27</b>
<b>Part-time Employment.....</b>	<b>26</b>
<b>Student Council.....</b>	<b>26</b>
<b>Graduation.....</b>	<b>27</b>
<b>Counseling and Guidance.....</b>	<b>27</b>
<b>Tutoring.....</b>	<b>27</b>
<b>Support Services.....</b>	<b>28</b>
<b>Institutional Disclosures Reporting Table.....</b>	<b>30</b>

### **Purpose and Objectives**

To provide the life skills and vocational/technical training opportunities necessary for individuals seeking career advancements toward a new horizon in their life. The special characteristics of the occupational programs being offered provide the students the opportunity to secure employment during rough economic times.

### **MISSION STATEMENT**

The Center provides adult students for an evolving work place and the opportunity to pursue career choices, to develop a variety of technical and workplace skills, to transition into employment and to prepare for life-long learning.

### **HISTORY**

The Midwest Career Source operates under Rhema Foundation (renamed Reset to Success Foundation), a 501 C 3 Corporation, that was organized in June 2006. Its mission is to create lifelong opportunities.

### **CONCEPTS OF THE MIDWEST CAREER SOURCE/ORGANIZATION**

The Midwest Career Source Administrative office and all teaching location is at 9100 Lebanon Road, Belleville, Illinois is the Center's vocational and technical training site for students with an extension site at 800 Range Lane, Cahokia. The office main telephone number is 618-213-6539. Rhema Foundation (Reset to Success Foundation) is the administrative agent for the Midwest Career Source.

Midwest Career Source is approved by Illinois Board of Higher Education. Midwest Career Source is not accredited by an accrediting body recognized by the U. S. Department of Education. But is on a journey of seeking accreditation.

### **PHILOSOPHY**

The Faculty of the Midwest Career Source endeavor to provide students with knowledge, skills, understanding, attitudes, appreciation, and work ethics necessary to enter into and make progress in employment in an existing and changing society.

The Faculty of the Career Source believes that: Man is a unique biopsychosocial being. His responses are affected by accumulated experiences and manifested in individual behavior that may or may not be understood by others. The family is the basic unit of society, which provides love, caring, protection and teaching. Society is responsible for a healthy environment in which to live and provide health care resources.

Nursing involves caring for people with emphasis on their individuality and uniqueness. Nursing recognizes man as a total being who moves on the health-illness continuum, needing at times, preventive, curative, rehabilitative, and/or supportive nursing care. Through the use of the nursing process, nursing assists the patient to meet his/her basic needs.

Nursing education should allow for different levels of knowledge and skills required for various roles in nursing practice. Nursing education must have a flexible curriculum that provides integration of the subject areas. It provides theoretical and clinical instruction to prepare the graduate to administer safe, effective nursing care. Learning is a continuous process producing a measurable change in the behavior of the student. It is affected by motivation, fulfillment of basic needs and positive reinforcement. It involves concepts and progresses from simple to complex. Learning is the responsibility of the student.

Adopted 6/2010, revised 01/2014, 8/2014, 07/2015, 1/2016 6/2016, 3/2017,5/19, 8/19, 01/2020. MCS student handbook

The administration and faculty of the Career Center is responsible for structuring content for student learning. Instructors guide the learner in goal setting and problem solving, realizing that learning does not proceed at the same rate and in the same way in every individual. On-going evaluation is an important part of the teaching-learning process. The faculty utilizes student evaluation of the program to monitor trends and initiate change as indicated.

### **CONCEPTUAL FRAMEWORK**

The conceptual framework for the Career Center is based on the beliefs that man is a unique biopsychosocial being and that the healthcare worker, is an integral part of the health team, performs and acts requiring special skills and knowledge to meet the needs of the individuals.

### **Midwest Career Source Academic Calendar (see attachment B)**

#### **Admission**

#### **APPLICATION AND ADMISSION**

Applicants are accepted after meeting academic requirements and completing their application as outlined below. The school is open to men and women of all ages who meet the requirements, regardless of race, religion, sex, age, marital status, sexual orientation, handicap, national origin, or ethnic background. Students should be aware that the Career Center comply with the American Disability Act and its mission.

#### Qualifications:

1. 16 years of age, senior in high school, GED certificate, high school graduate.
2. Successful completion and passing of pre-entrance examination. All applicants will be required to pass the Pre-Entrance Examination. Scoring above a 10<sup>th</sup> grade reading and comprehension level.
- \* Applicants may take the Pre-entrance Exam three (3) times.
3. Character references - two (2). (Employers or Co-Workers are preferred) If not applicable then by a teacher, pastor, etc. References given by family members will not be accepted.
4. For health career programs, a physical completed on the school's form within a year of starting class along with the following immunizations: two (2) MMR, documented proof of Chicken pox or Varicella Titer, TB test within six months of starting class, 2-step skin test or chest x-ray prior to going to the clinical site If past positive skin test, a copy of current checklist required, may be obtained at local health department and have either started or completed Hepatitis B series. An immunization record that includes dates of vaccination or lab reports with immunization titers must be submitted for verification of immunity. A TB skin test must be performed unless written verification that a TB skin test is performed annually. Hepatitis series that is incomplete will be considered "on schedule." On schedule implies that the student will complete the series on the recommended schedule. Physical and immunizations are the responsibility of the student.
5. For health career programs, students MAY NOT go to clinical setting without a current CPR card on file.
6. For health career programs, criminal background checks are required.

#### **Students' Rights and Responsibilities**

Students have the right to:

1. A meaningful learning experience in which they are treated as responsible adults.
2. Be reprimanded in private, if possible. If the discipline is to be in the presence of others it shall be done in an appropriate manner.

Adopted 6/2010, revised 01/2014, 8/2014, 07/2015, 1/2016 6/2016, 3/2017,5/19, 8/19, 01/2020. MCS student handbook

3. A meaningful curriculum in which they can discuss their progress and the evaluation process with their instructor in a supportive manner.
4. Proctored ATI as defined per curriculum.
5. Appeal process if they feel they been unfairly treated.
6. Tutoring as needed.

Students are responsible for:

1. Knowing and obeying all the rules of the Career Center.
2. Their own actions.
3. Respecting the rights and individuality of other students and staff members.
4. Refraining from libel, slanderous remarks, and obscenity in verbal or written expression.
5. Dressing and grooming in a manner that meets the dress code outlined in the handbook.
6. Maintaining the highest level of academic achievement possible.
7. Being punctual.
8. Communicating to staff honestly, whether it be through conversation or a formal written complaint.
9. Self study / non proctored ATI information through out the program and remediation if below level 2.
10. Knowing reasons for probation and dismissal from the program.

### Student Services

#### **Career Development**

Tutoring

1) assistance with resumes and interviewing skills, 2) assistance in locating local job opportunities, 3) personal coaching, 4) clinical site training opportunity

#### **\*EXPENSES**

Application Fee \$ 100.00

#### **Programs and terms per year:**

- Medical Unit Secretary – this 480 clock hour course (16 week course) and is delivered by theory & skills lab in the MCS training classroom & clinical experience in the hospital (**see site below**) to obtain a unit clerk certificate using skills acquired listed in the training objectives. **Course objective:** To teach and train individuals how to manage medical information, process physician orders in a hospital, nursing home or physician office. Unit clerks play a vital role in managing information flow in hospitals, nursing homes and doctor's offices. Program cost: tuition- \$2,998, books-\$250.00, lab fees - \$100.00, Supplies -\$250.00, Total - \$3,598.00. **3 terms per year.** Upon completion individuals receive a certificate of completion and can be employed as medical secretaries in clinics, hospitals, nursing homes, doctor's offices
- Basic Nursing Assistant – this 172 hour course (8 week course) and is delivered by theory & skills lab in the MCS training classroom and clinical experience in the nursing home (**see site below**) to obtain a BNA certificate using skills acquired listed in training objectives. **Course objective:** To teach and train individuals to help care for patients and to provide support to members of the nursing team. BNAs provide care to patients and provide support to members of the nursing team under the supervision of a registered nurse and licensed practical nurse. Program cost: tuition- \$1,665, books- \$65.00, lab fees- \$163.00, Supplies -\$180.00, Total- \$2,073.00. \*plus \$75.00 exam fee not included. **Six (6) terms per year.** Upon completion individuals receive a certificate

Adopted 6/2010, revised 01/2014, 8/2014, 07/2015, 1/2016 6/2016, 3/2017,5/19, 8/19, 01/2020. MCS student handbook

of completion and are eligible to take the State Exam to become certified. After successfully passing the State Exam individuals can be employed as C N A in clinics, hospitals, nursing homes, doctor's offices.

- Behavioral Health Technician/Psychiatric Technician – this 1530 hour course (14 month course) is delivered by theory & skills lab in the MCS training classroom and clinical experience in the hospital and nursing home (**see sites below**) to obtain a certificate as a Psychiatric Technician (PT). **Course Objective:** to train BHTs to provide care for mentally disordered or developmentally disabled clients under the supervision of the licensed clinician or the director of the services. Program cost: tuition - \$15,836.21, books - \$1,308.79, lab -\$100.00, supplies -\$250.00, Total-\$17,495. **One term per year.** Upon completion individuals receive a certificate of completion and are eligible to take the State Exam to become Certified. After successfully passing the State Exam individuals can be employed as Certified BHT in clinics, hospitals, nursing homes, doctor's offices, prisons.

### **Theory locations:**

Main campus - 9100 Lebanon Road, Belleville, Illinois 62223 providing:

- Medical Unit Secretary
- Basic Nurse Assistant
- Behavioral Health Technician

Memorial Hospital- 4500 Memorial Drive, Belleville, Illinois 62226 providing:

- Basic Nurse Assistant
- 

**Clinical Affiliation Sites to name a few:**– BRIA of Belleville Healthcare & Rehabilitation (Nursing Home) Four Fountains, Memorial Care Center, Memorial Hospital

**Graduation criteria for issuance of program certificates** – Upon satisfactory completion of the program requirements as listed in the course outline with a minimum grade point average of 2.0

The above fees provide the cost for the program all changes must be approved in writing by both the student and school.

**Accreditation** - Midwest Career Source is not accredited by an accrediting body recognized by the U. S. Department of Education.

### **ACCESS TO RECORDS**

School student records are divided into “student permanent records” and “student temporary records”.

“Student permanent records” contain the minimum personal information necessary for the education of students. Such information includes a student’s name and address, birth date and place, gender, academic transcript, graduation date, level achieved and scores on college entrance examinations, attendance records, accident reports and health record, record of release of permanent record information, and such other entries as the Illinois Board of Higher Education may require or authorize; and may include honors and awards received, and information concerning participation in Midwest Career Source sponsored activities.

“Student temporary records” contain all information within school student records not contained in student permanent records. Such information includes a record of release of temporary record information, information regarding serious infractions that resulted in expulsion, suspension or the imposition of punishment or a sanction; and may include other information of clear relevance to the education of the student.

Student records, including attendance, academic progress, grades, financial history and transcripts, are secured in locked cabinets in secure area and accessed by assigned office staff.

**Right to Inspect and Copy School Student Records; Limitations; Cost for Copying**

A student or any person specifically designated as representative by a student in writing has the right to inspect and copy all school student permanent and temporary records of that student.

No person who is prohibited by an order of protection from inspecting or obtaining school records of a student pursuant to the Illinois Domestic Violence Act of 1986 shall have any right of access to, or inspection of, the school records of that student. No employee shall disclose to any person against whom Career Center has received a certified copy of an order of protection the location or address of the petitioner for the order of protection or the identity of the school in which the student is enrolled. A copy of the order of protection shall be maintained in the record of the student enrolled in the Career Center whose parent is the petitioner of an order of protection.

The cost for copying school student records shall be the actual cost of providing a copy or copies, provided that such costs shall not exceed \$0.35 per page. No student shall be denied a requested copy of school student records due to inability to bear the cost of such copying.

**Control of Access and Release of School Student Records**

Career Source reserves the right to control the access to and release of school student records. Career Center has the right to request a copy of any information released.

No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit or insurance the securing by any individual of any information from a student's temporary record.

School student records or information contained therein may be released, transferred, disclosed or otherwise disseminated, with student consent, to the following:

1. A student or person specifically designated in writing as a representative by a student;
2. An employee or official of Career Center or Illinois Board of Higher Education with current demonstrable educational or administrative interest in the student, in furtherance of such interest;
3. Official records custodians of another school in which the student has enrolled or intends to enroll, upon request of such official or student;
4. Any person for the purpose of research, statistical reporting or planning, provided that no student can be identified from the information and the person to whom the information is released signs an affidavit agreeing to comply with all applicable statutes and rules pertaining to school student records;
5. Any person pursuant to a court order;
6. Any person specifically required by State or Federal law;
7. Subject to regulations of the Illinois Board of Higher Education, in connection with an emergency, to appropriate persons if the information is necessary to protect the health or safety of the student or other persons;
8. Any person with the prior specific dated written consent of the student designating the person to whom the records may be released.

Note: During any campus relocation, student records shall remain confidential, be securely transported and maintained in its original state until arrival at new location for filing.



### **Rights and Procedures for Challenging School Student Records**

Students have the right to challenge the accuracy, relevance or propriety of any entry in their school student records, exclusive of:

1. Academic grades; and
2. References to expulsions or suspensions if the challenge is made at the time the Student's records are forwarded to another school to which the student is transferring. Students also have the right to insert in their student record a statement of reasonable length setting forth their position on any disputed information contained in that record.

Career Center shall abide by the procedures prescribed by the Illinois Board of Higher Education when a challenge is made. Students who desire to challenge school student records may request a hearing by submitting a written request to the Career Center Coordinator, said request shall contain notice of the specific entry or entries challenged and the basis of the challenge.

Challenge procedures shall include the following:

1. An initial informal conference with the student, within 15 school days of receipt of the request for a hearing.

2. If the challenge is not resolved by the informal conference, formal procedures shall be initiated.

### **COMPLAINTS AGAINST THIS SCHOOL MAY BE REGISTERED WITH THE ILLINOIS BOARD OF HIGHER EDUCATION:**

**Student's have a right to file a complaint with the Illinois Board of Higher Education (IBHE)**

#### **IBHE contact information:**

**IBHE, 1 N. Old State Capitol Plaza, Suite 333, Springfield, Il. 62701-1377, 217-782-2551  
www.ibhe.org**

#### **Directory Information and Disclosure**

Information that may be designated as directory information shall be limited to identifying information: name, address, gender, grade level, birth date and place, parents' names and addresses; academic awards, degrees, and honors; information in relation to school-sponsored activities and organizations; major field of study; and period of attendance in the school.

"Directory Information" may be released to the general public, unless a student requests that any or all such information not be released.

### **MAINTENANCE, SECURITY AND RETENTION OF STUDENT RECORDS**

Career Center annually reviews all school student records. Student permanent records are those such as student's full legal name, parent's name, date of birth, gender, telephone number and address, evidence of attendance, year of completion, copies of report cards, formal test results, intervention, health documentation or any other important documentation of a student's school years are retained for not less than 60 years. Student temporary records are those such as daily correspondence, work samples, informal testing and are retained for 3 years after student's departure. Students who graduated or otherwise terminated enrollment at Career Center prior to 3 years are notified that if they desire a copy of their temporary records before the records are deleted/destroyed, they must make that request to Career Center in writing. The scheduled destruction date of temporary records is July 1 of each year. Questions regarding school student records and procedures should be directed to the Career Center Coordinator. Student records are maintained in the secured Administrative office. Student records contain documentation of: Attendance, academic progress, grades and financial history.

### **Student Payment responsibilities**

Financial responsibility begins at the time of registration. When a student registers for a class, he/she is liable for payment of the charges associated with that class. Each time a student registers, they must select from one of the payment **options** –

- 1) Payment in full – payment is due two weeks prior to the start of the class. If the student is registering during this two-week period, payment must be made at the time of registration.
- 2) Payment schedule – 25 % is due two weeks prior to the start of the class or at the time of registration and the balance is due by finals.
- 3) Students who wish to budget payment of their tuition over several months should make special arrangements with the financial office.
- 4) Students whose employer is paying their tuition assistance must present a form or letter of intent on company letterhead at the time of registration.

(Deposits or down payments shall become part of the tuition)

#### **Methods of payment**

- 1) Cash, 2) cashier's check, 3) major credit card, 4) debit card, 5) Employer (Company) check

### **Tuition Refund (earned and unearned)**

Cancellations should be in writing and submitted to the Admission/Administrative Office. When notice of cancellation is given before midnight of the fifth business day after the date of enrollment but prior to the first day of class, all application-registration fees, tuition, and any other charges shall be refunded to the student;

When notice of cancellation is given after midnight of the fifth business day following acceptance but prior to the close of business on the student's first day of class attendance, the school shall retain the application-registration fee of \$100.

When notice of cancellation is given after the student's completion of the first day of class attendance, but prior to the student's completion of 5% of the course of instruction, the school shall retain the application-registration fee, an amount not to exceed 10% of the tuition (unearned) and other instructional charges or \$300, whichever is less.

When a student has completed in excess of 5% of the course of instruction the application-registration fee shall be retained. A part of the tuition and other instructional charges (earned) shall be retained in an amount computed prorata by days in class plus 10% of tuition and other instructional charges up to completion of 60% of the course of instruction.

When the student has completed in excess of 60% of the course of instruction the application-registration fee and the entire tuition and other charges shall be retained.

When notice of cancellation is given, any books and materials returned to the school unmarked fees shall be refunded.

A written acknowledgement of a student's cancellation or written withdrawal will be mailed within 15 calendar days of the postmark date of notification. If the refund has been mailed to the student within the 15 calendar days, written notification will not be given. All refunds will be made by the school within 30 calendar days from the date of receipt of the student's cancellation.

Adopted 6/2010, revised 01/2014, 8/2014, 07/2015, 1/2016 6/2016, 3/2017,5/19, 8/19, 01/2020. MCS student handbook

The unexplained absence of a student from school for more than 15 school days shall constitute constructive notice of cancellation. For the purposes of cancellation, the date shall be the last day of attendance.

Students who on personal initiative and without solicitation enrolls, starts, and completes a course of instruction before midnight of the fifth business day after the enrollment agreement is signed, is not subject to the cancellation provisions of this Section.

Applicants not accepted by the school shall receive a refund of all tuition and fees paid within 30 calendar days after the determination of non-acceptance is made.

Application-registration fee is \$100.00 and shall be chargeable at initial enrollment and shall not exceed \$150 or 50% of the cost of tuition, whichever is less.

All student refunds and fees shall be made within 30 calendar days from the date of receipt of the student's cancellation. This also includes applicants not accepted by the school after the determination of non-acceptance is made.

Refunds to the student shall be paid in the following circumstances:

- The prospective student did not receive a copy of the enrollment agreement and a current catalog or bulletin;
- The course of instruction is cancelled or discontinued
- The classes are not conducted on the days or times scheduled, detrimentally affecting the student
- All changes must be approved in writing by both the student and the school.

(Deposits or down payments shall become part of the tuition)

#### **Responsibility for Payment of School Expenses**

See Enrollment Agreement

Signed \_\_\_\_\_ Date \_\_\_\_\_

### **Academic Standards and Attendance Policies**

#### **ACADEMIC STANDARDS**

MCS offers educational opportunities without regard to age, color, race, sex, nationality, religion or religious affiliation, sexual orientation or handicap. Students are evaluated on nursing practice skills, professional qualities, personal qualities, attendance and classroom/clinical performance. These qualities and skills are based on the objectives of the program.

#### **1. HEALTH OCCUPATIONS:**

Students must develop and maintain safe practice skills in the theory and clinical area.

Students are expected to achieve proper:

- a. Communication skills
- b. Organizational ability and prioritizing
- c. Knowledge and judgment
- d. Procedural skills
- e. Professional manner

Adopted 6/2010, revised 01/2014, 8/2014, 07/2015, 1/2016 6/2016, 3/2017,5/19, 8/19, 01/2020. MCS student handbook

**2. PROFESSIONAL QUALITIES:**

Students must demonstrate certain professional qualities for dealing with patients and their families, as well as to instructors, other students and coworkers.

Students are expected to:

- a. Develop and maintain good physical and emotional well-being.
- b. Assume responsibility for purposeful self-activity in the classroom and the clinical area.
- c. Develop and maintain high standards of integrity.
- d. Accept responsibility for their own actions.
- e. Have caring as a moral ideal

**3. PERSONAL QUALITIES:**

Students are expected to exhibit Ethical Behavior

- a. Students will be respectful to persons in actions and words.
- b. Honesty is expected of every student.

Students who do not comply with the above Academic Standards criteria may be subject to dismissal from the nursing program

**Unethical Behavior**

- a. Students involved in cheating of any kind.
- b. Falsification of information of any kind.
- c. Taking equipment or supplies from school or health agency without permission of the instructor.
- d. A violation of confidentiality (the disclosure of information received for treatment, assessment, chart review, observation, conversations or any other sources.) related to client care, families or the clinical setting.

A student who commits any unethical behavior is subject to IMMEDIATE dismissal from the program.

**ATTENDANCE**

Attending class is an expectation and responsibility when enrolled at the School. A student cannot be evaluated unless continuously present in the classroom and/or clinical area. Absences and tardy days will be closely monitored.

Classroom:

Students may be absent up to three (3) days per course or program without penalty. Of those three (3) days per course or program, only one (1) day may be a clinical day (neither clinical day can be the first or the last). As a courtesy, after two and a half (2 1/2) absences per course or program, students will be notified of their attendance status and that additional absences could lead up to dismissal from the program. The unexplained absence of a student from school for more than 15 school days shall constitute constructive notice of cancellation. For the purposes of cancellation, the date shall be the last day of attendance. Students, however, are responsible to check and know their own attendance status. Students are expected to complete any assignments or complete make up work for the days they are absent. The course syllabi may include a daily participation grade that includes class attendance.

Make-ups for missed days must be scheduled with the Instructor as soon as the day is missed. If student assignments are not completed, the Instructor, at their discretion, may ask students to remain at the clinical site until all assigned work is completed.

**Lateness/Tardy: Lateness/tardy is NOT acceptable.**

Attendance will be taken by the clock in the classroom and clinical setting, not by individual watches. Arriving tardy to the clinical setting will be counted as a full day of absence. If a student is tardy, they may remain in the clinical setting so that they do not miss the experience; however the recorded absence due to lateness/tardy will not be changed. The student may be required to make up a clinical day on a Saturday. Only two tardies are allowed in the classroom setting. Any future tardies will count as one half day absence each.

There are NO excused absences for classroom or clinicals. However the following are the exception to the rule.

1. Documented Military Training (In and Out of the Country)
2. Subpoenas (Must have "Subpoena" noted on the document)

**NOTIFICATION OF ABSENCE****CLASSROOM**

Students who will be absent or tardy for classroom must call the School office at 618-213-6539 as soon as possible and leave a message. Be sure to include:

1. Name
2. Date
3. Time
4. Reason and class that you will not be attending or will be arriving tardy.

Leave a message on the answering machine if the school office is closed.

**CLINICAL**

1. You MUST notify your clinical instructor and/or assigned health agency at least one hour prior to start of the clinical day.

AND

2. You MUST also call the School office.

a. Students who will be absent or tardy for clinical must call the School office at 618-213-6539 and leave a message identifying your instructor. Be sure to include:

1. Name
2. Date
3. Time
4. Clinical assignment/Instructors name and reason that you will not be attending.

b. Students who will be absent for clinical must also call the clinical instructor or assigned health agency. The message left should include:

1. Name
2. Date
3. Time
4. That you are a student at Midwest Career Source and ask that a note be left for your clinical instructor that you will be absent.

The student should record the name of the person who took the message regarding the absence in case of any discrepancies. If a discrepancy occurs and the student has not recorded the name of the person they spoke with then the student will be considered a "no call, no show."

**NOTE:** "No Call No Show"

**A STUDENT WHO IS ABSENT FROM CLINICAL WITHOUT NOTIFYING**

Adopted 6/2010, revised 01/2014, 8/2014, 07/2015, 1/2016 6/2016, 3/2017,5/19, 8/19, 01/2020. MCS student handbook

THE SCHOOL AND/OR THE CLINICAL AGENCY WILL BE PUT ON PROBATION!

**Documenting absences/tardiness:**

Clinical Instructors will complete an absence/tardy sheet for each student who is absent or tardy. Each student will be required to give the reason for their absence and sign the form. The forms are turned into the front office and filed in the student's permanent record. This is verification that the student was absent/tardy on the day recorded. Students must sign in and out of school for classroom attendance. Failure to sign in prior to the beginning of class will count as a tardy. If the student does not notify the office of failure to clock in within 1 hour after the beginning of class, student will receive ½ day absence. Students are not allowed to clock out early without instructor consent. If the instructor has completed lecture, student is required to stay and study until time to clock out. Career Center is a clock hour program. **SIGNING IN AND/OR OUT FOR ANOTHER STUDENT WILL RESULT IN IMMEDIATE DISMISSAL FROM THE PROGRAM!**

**Classroom**

**DAILY SCHEDULE**

CLASSROOM: 8:00 A.M. - 4:00 P.M.

Instructors will have office hours available per syllabus. Otherwise other hours should be made by appointment.

There will be a lunch break of 30 minutes with A.M. and P.M. breaks of 15 minutes.

Students may leave campus to eat.

No food may be eaten in the classroom or lab areas. In the classroom, students may have bottled water in clear, capped containers only. No drinks are allowed in the lab area. There are NO exceptions to this rule.

**CLASSROOM PERFORMANCE**

A. Classroom conduct:

1. Will be respectful and an atmosphere conducive to learning.
2. Avoid holding conversations with classmates while the instructor or another student is speaking.
3. Alert/ Awake undivided attention during class sessions
4. Refrain from participating in distractive behavior.
5. Participate in learning by using a variety of methods: note taking, group participation, class discussion and audio taping as appropriate.
6. Cell phones, pagers, etc. are to be on silent or turned off during class sessions.
7. Children are not allowed to be taken into the classroom or skills lab.
8. Students should conduct themselves in a professional manner while in the Learning environment of classroom, skills lab, or clinical.

\* Additional behavioral expectations may be outlined at the discretion of each instructor

\*The instructor reserves the right to ask a student (s) to leave if engaging in disrespectful or disruptive behavior. A disciplinary form will be completed, and, you may be referred to the Coordinator.

B. Students are required to achieve a final grade of at least a "C" in each theory course or will be dismissed from the program.

C. Subjects must be taken in sequence as shown in the curriculum of the School's program.

### GRADING/EVALUATION SYSTEM

The following letter grade system is used in classroom theory:

Grade	Description	Grade Points
A -	Academic Excellence 93 - 100%	4
B -	Above Average 86 - 92%	3
C -	Average 77 - 85%	2
D -	Below Average - Failure 70 - 76%	1
F -	Failure 0 - 69%	0

P – Passing - denotes skills lab course work equivalent to a C or better level – using the skills lab performance evaluation system that each skill will be safely performed with no critical issues violated.

F- Failing - denotes skills lab course work equivalent to a D or lower – using the skills lab performance evaluation system that each skill has not been safely performed with critical issues violated.

WX – Official withdrawal, non-attendance/participation – students who withdrew but never attended any classes and did not submit any assigned work.

UW – Unofficial withdrawal, only for students who cease to attend a class following some attendance or participation.

E. Written assignments are considered part of the requirements for all courses. Any written assignment which is not handed in by the due date will have five (5) percent deducted from the score for each day late. At the instructor’s discretion this may vary but would be identified in the syllabus.

#### F. Evaluation Tools:

1. Oral and written exams
2. Laboratory practice followed by return demonstrations
3. Special assignments: diabetic diet, care studies, etc.
4. Students are expected to submit Self-Evaluation Forms for all clinical rotations.
5. ATI Proctored Exams

G. Make-up Test: A student who misses a test or who is absent the day of a test must make an appointment to make-up the test per school policy. Appointments must be made by either calling or in person to the Front desk or the Administrative Assistant. The responsibility lies with the student. Example: If you miss an AM class but return to class in the PM you will be expected to make an appointment to take the test at 4:00p.m., or when class is dismissed. If you miss the entire school day you will need to make an appointment for either 7:30 am or 4:00p.m. the day you return.

#### Tests

Not taken upon return to class or clinical will have a five (5) percent penalty for each class/clinical day until the test is made up. Students should speak with their instructor regarding taking the test early if they will have a planned absence on a test

Make-up Work: The responsibility lies with the student to be prepared regardless of absences. It is the responsibility of the student to inquire about make-up work.

Adopted 6/2010, revised 01/2014, 8/2014, 07/2015, 1/2016 6/2016, 3/2017,5/19, 8/19, 01/2020. MCS student handbook

Assignments not completed upon return to class will have a five (5) percent penalty for each class/clinical day until the test is made up.

For health career programs, students must be passing one week prior to first clinical rotation. A student must have demonstrated competency in all lab skills prior to attending the first clinical rotation. If a student is not passing at this point, the student will be recommended for dismissal for academic failure by the Career Center.

I. Students will receive forms to evaluate classroom instruction and instructor. Evaluation forms are given to provide feedback to each nursing instructor.

PROBATION will be given to a student who misses two (2) or more lab prep or lab days.

### **DRESS CODE**

Students will have a well groomed appearance. Clean, appropriate clothing is expected in the classroom.

1. Students **MAY NOT** wear: tops with inappropriate logos/language printed on them, any revealing blouse or top such as spaghetti straps, tube tops or halter tops. Bare midriff will not be acceptable. Shirts must be tucked in or bottom of shirt must cover waistband of pants.

2. Students **MUST** wear shoes at all times. All hats and caps are to be removed while in the building.

Failure to comply with the dress code in the classroom will result in completion of disciplinary action form and may result in dismissal from class for the day. Any student who is sent home for a violation of dress code will receive an absence for that day. Continued violation will result in probation.

### **Clinical**

#### **CLINICAL ASSIGNMENTS**

Time Varies. The time varies to meet the objectives of each course/program but is typically 7:00-2:30. Students will be informed of hours for each clinical assignment in advance. Evening clinical may be required.

A meal break of 30 minutes and one break of 15 minutes will be scheduled by the instructor in accordance with agency policy. Students may bring a lunch or take advantage of agency facilities.

Clinical Affiliation Sites to name a few:– Four Fountains, Memorial Rehab, Touchette Regional Hospital & BRIA Healthcare Nursing Home, Caseyville Nursing Home

### **CLINICAL STANDARDS**

Students are to abide by the policies and procedures of the clinical facilities and observe regulations regarding patient safety and welfare.

All Students must meet the recommended criteria of each clinical site utilized by the program. If a question or problem arises concerning a patient, agency staff, or another student, it is the responsibility of the student to seek guidance from their primary source, the clinical instructor.

Students will not be able to refuse any clinical assignment. If there is a problematic situation the student should discuss it with the clinical instructor prior to assignments. Ultimately the instructor makes out the assignments.

Students may not visit friends, relatives, or former patients during clinical hours.

Adopted 6/2010, revised 01/2014, 8/2014, 07/2015, 1/2016 6/2016, 3/2017,5/19, 8/19, 01/2020. MCS student handbook



Students may not receive visits from friends or relatives in the clinical area during clinical hours, including break and meal times. In some circumstances, the instructor may consent to the above prior to the action or event.

A student who contacts a patient after completing their assigned care is not demonstrating professionalism and may be considered in violation of that patient's confidentiality. Students may not develop personal relationships with patients in any setting.

For the purpose of confidentiality issues, students must advise the instructor if they are assigned to provide nursing care to an acquaintance, friend, or relative.

Only emergency messages will be delivered to students during clinical assignments. Students should inform friends and relatives that they cannot be reached during clinical hours, except for emergencies. In the event of a true emergency; Career Center support staff will contact the student's instructor. Student phone calls to the Career Center office are prohibited during clinical hours. Students may not use the phones at clinical facility for personal calls unless permission has been given by the instructor. Pay phones may be available at break time. Career Center forbids the use of cell phones or pagers in the clinical facility. Any student caught with a cell phone or pager on his/her person during clinical hours will be asked to leave and will be charged one day absence and will be put on probation. Carrying a cell phone or pager could potentially interfere with facility equipment or create a situation where the student is in violation of HIPPA policy.

**THERE WILL BE NO EXCEPTIONS TO THIS RULE.**

#### **Evening Shift Clinical**

Emergency calls for the student on a clinical day after 4:00 pm will be handled by the clinical instructor. The emergency call should be called to the clinical facility and the caller should ask for the clinical instructor (NOT THE STUDENT).

Anyone that may need to reach the student during evening clinical hours should have the number of the clinical facility including the extension to the floor that the student is assigned to, along with the name of the clinical instructor.

#### **CLINICAL PERFORMANCE:**

The MCS Faculty views the clinical environment as a place of learning and practice.

A. A student must pass each clinical rotation. An orientation and an explanation of the Instructor's expectations will be given at the beginning of each rotation. Evaluation forms will be explained by the clinical instructor at the beginning of each rotation.

B. The following letter grade system is used for clinical performance for each rotation based on the Clinical Evaluation Tool:

S = Satisfactory: Clinical performance is safe and demonstrates application of the nursing process, communication, psychomotor skills, and application of learning at the expected level. Student shows growth toward meeting the clinical and program objectives.

N/I = Needs Improvement: Clinical performance is safe yet essential information and background knowledge is deficient. Student demonstrates some growth toward meeting clinical and program goals. Student completes plan of improvement for each N/I received.

U = Unsatisfactory: Clinical performance is unsafe and/or inadequate in application of the nursing process. Communication and psychomotor skills are poorly

Adopted 6/2010, revised 01/2014, 8/2014, 07/2015, 1/2016 6/2016, 3/2017,5/19, 8/19, 01/2020. MCS student handbook

demonstrated. Evidence of growth toward meeting and the clinical program goals is not evident. An unsatisfactory in any area will fail the student for the quarter.

C. Written clinical assignments may be an expectation of clinical instructors. Any written assignment not handed in by the due date will be reflected in the evaluation process of the student.

D. “Unsatisfactory” performance at any time during a clinical rotation will be considered failure for that clinical experience. The Clinical Instructor will make a recommendation to the Coordinator for immediate dismissal. The Coordinator may support the decision or choose to review details of the clinical situation in question with an “ad-hoc” committee.

E. If a student’s performance does not meet stated expectations at any time during a clinical rotation, student may be given a Plan of Improvement (POI). If at any time an instructor feels that a student’s behavior or care has endangered the well-being of a patient, the instructor may choose to complete a disciplinary form and refer them to the Coordinator, or put them on immediate probation or dismissal. The instructor will consult with the Coordinator before a final decision is made and presented to the student. Otherwise, if a student’s performance does not meet stated expectations at any time during a clinical rotation, student may be given a verbal and/or written warning. The improvements needed and the time allowed to meet those expectations will be clearly stated by the instructor verbally and in writing. Failure to meet those expectations in the allotted time will result in a grade of Probation or Unsatisfactory clinical performance.

F. A student who fails clinical performance will be dismissed from the program, regardless of student’s grades in theory. If a student fails to submit a “self-evaluation” form for a clinical rotation, student will receive probation for that rotation.

G. If at any time the instructor determines that a student is ill or injured; compromising patient’s health and compromising the ability to care for patients; the instructor has the authority to send the student home. Each day equals one absence. There are no half-days in the clinical area.

H. Students will receive forms to evaluate clinical instruction and clinical site/facility. Evaluation forms are given to provide feedback to each nursing instructor. They must be completed after each rotation.

### **CLINICAL DRESS CODE**

CLINICAL AREA: Student will be sent home if not in compliance with dress code:

1. Regulation school uniform must be worn.

a) Clean, well fitting uniform with a MCS name badge.

b) Navy blue uniform for BNA students, white uniform for nursing students.

Clean all white shoes, including shoelaces if present, worn with white hose/socks.

No sandals or open toe shoes. No strap backs, clogs or Crocs will be allowed. White tennis shoes are allowed. They must not have any logos, color, or designs. Shoes must be worn for clinicals only.

Adopted 6/2010, revised 01/2014, 8/2014, 07/2015, 1/2016 6/2016, 3/2017,5/19, 8/19, 01/2020. MCS student handbook

c) Full-length white slip, white pantyhose and appropriate white undergarments are required with the dress uniform. No t-shirts with any type of coloring are to be worn with the uniform. No long sleeve or ¾ sleeve t-shirts under uniforms are allowed. Dress uniforms must come at least to the top of the knee when the student is standing. (Student who alters uniform may be required to purchase new one.) If a belt is worn it must be white. All undergarments must be white and without pattern.

d) Any style of pants that are “well fitted.” NO white jeans may be worn, no elastic cuffs.

2. If BNA student a blue jacket or if nursing student a white sweater/lab coat may be worn over uniform.

3. Student picture ID badge must be worn at all times, above the waist except where agency regulations prohibit. They are to have student first name, last initial, & SPN.

4. Hair must be clean, well groomed, under control, and of a natural color. Long hair must be secured off the shoulders, and away from the face. Facial hair must be neatly trimmed. Hairstyles must present a professional image.

5. No jewelry, other than wedding band, or engagement ring, and watch. No class rings, heirloom rings, neck chains or bracelets.

6. Only ONE stud earring in the lobe of each ear: No other body piercing sites to be visible.

7. Only clear nail polish - No colors. Nails should have smooth edges. No artificial nails.

8. Any visible tattoo(s) MUST be covered in the clinical area.

9. Other restrictions may be applied at the discretion of the instructor as deemed appropriate for the clinical setting or according to agency policy.

**THE SCHOOL UNIFORM IS NOT TO BE WORN EXCEPT WHEN PERFORMING IN THE ROLE OF A STUDENT.**

### **Policies**

#### **ALCOHOL/SUBSTANCE ABUSE POLICY**

Section I. Prohibition Against Use of Drugs and Alcohol.

No student shall possess, use, distribute or be under the influence of any drug or alcohol while within school boundaries, or within any clinical setting, or at any school sponsored activity, such as field trips, workshops, or graduation.

Any violation of the above prohibition shall be grounds for discipline, including immediate dismissal from the Program.

Any violation of the above prohibition may be reported to the authorities. Any student dismissed under this section may reapply to the program only upon proof of

Adopted 6/2010, revised 01/2014, 8/2014, 07/2015, 1/2016 6/2016, 3/2017,5/19, 8/19, 01/2020. MCS student handbook

rehabilitation. It shall be no defense that the violation occurred outside normal school hours, such as during the evening or weekend, nor shall it be a defense that any drug or alcohol was consumed prior to the student attending school or a school sponsored activity, if the student is under the influence of the drug or alcohol while attending school or a school sponsored activity.

For purposes of this policy, “drug” means any substance that, when used or ingested, impairs or alters a person’s mood, cognitive ability or perception. “Drug” therefore includes both illegal and prescription drugs, as well as substances that may not have been manufactured for the purpose of altering a person’s mood, cognitive ability or perception, but can and are used to do so (such as inhalants). However, the possessing, using or being under the influence of a prescription drug shall not be deemed a violation of this policy, provided that the prescription drug is used in accordance with the terms of a valid medical prescription, and provided further that the student has notified the program coordinator, in accordance with Section III below, of any impairing affects of the prescription drug.

For purposes of this policy, a student is deemed to be “under the influence” of any illegal drug if any amount of the drug is consumed or ingested, whether or not the student exhibits any signs of intoxication or impairment. For purposes of this section, a student is deemed to be “under the influence” of alcohol if the student shows any signs of alcohol-induced impairment.

For purposes of this section, a student is deemed to be “under the influence” of a substance (other than an illegal drug or alcohol) if the student is visibly impaired or exhibits any erratic behavior reasonably attributable to the use of the substance.

#### **Testing for Drug or Alcohol Use.**

Upon reasonable suspicion that any student is under the influence of any drug or alcohol while within school boundaries, or within any clinical setting, or at any school sponsored activity, the MCS will immediately require, at the student’s expense, laboratory testing for drugs and/or alcohol. The student may be required to undergo blood analysis, urinalysis, or any other form of laboratory testing that the MCS deems appropriate. If the laboratory analysis of any sample indicates no concrete evidence of drug or alcohol use, but there is any indication that the sample is abnormal, the student will be subject to additional testing. If the result of any testing reveals any violation of this policy, the student shall be subject to discipline, as set forth in Section I above.

#### **Duty to Report Impairment**

Students must report the use of any medically prescribed drug or other substance which can impair classroom or clinical performance to the program coordinator. It is the student’s responsibility to determine from the physician whether a prescribed drug may affect classroom or clinical performance. Failure to report the use of such drugs or other substances, or failure to provide proper evidence of medical authorization, may result in the student’s dismissal from the program.

If an instructor feels that a prescribed drug is altering the student’s ability to function in the classroom or clinical area, the student may be dismissed for the day. If impairment is severe enough, the instructor may request that the student call someone to pick them up.

If the student must remain on the prescribed drug, a written notice from the physician allowing the student to participate in the classroom or clinical area may be required.

THE INSTRUCTOR HAS THE SOLE DISCRETION OF DETERMINING WHETHER THE STUDENT IS ABLE TO SAFELY ADMINISTER PATIENT CARE WHILE TAKING PRESCRIPTION MEDICINE REGARDLESS OF ANY WRITTEN PHYSICIAN NOTE. The student will receive an absence for the day if sent home under these circumstances

### **DISCRIMINATION POLICY**

The MCS offers vocational education opportunities without regard to race, color, religion, sex, national origin, ancestry, age, marital status, physical or mental disability, military status or sexual orientation.

### **CIVIL RIGHTS POLICY**

It is the policy of the Center that discrimination will not be practiced in any area or program and the equity in educational opportunities and facilities will be provided for all students to the fullest extent possible, in accordance with all legal requirements and without regard to race, color, religion, sex, national origin, ancestry, age, marital status, physical or mental disability, military status or sexual orientation.

### **SEXUAL HARASSMENT POLICY**

The MCS believes that a school environment where sexual harassment is tolerated fosters disrespect, interferes with a student's opportunity to learn, and creates an intimidating hostile learning environment. Accordingly, the MCS will not tolerate sexual harassment of students by other students, or by employees of the Center.

Retaliation against reporting sexual harassment is strictly forbidden.

#### **Definition:**

Conduct that constitutes sexual harassment includes unwelcome sexual advances or requests for sexual acts or favors, unwanted touching or intimacy, insulting or degrading sexual remarks or conduct, epithets, slurs, or negative stereotyping based upon gender, and the posting of sexually offensive or degrading materials within the school. Sexual harassment, as defined in the Illinois Human Rights Act, means:

Sexual harassment means any unwelcome sexual advances or requests for sexual favors, or any conduct of a sexual nature when: 1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or scholastic achievement; 2) submission to, rejection of, such conduct by an individual is used as the basis for employment or scholastic related decisions affecting the individual, or 3) such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive working or classroom environment

#### **Procedure:**

A student who feels he/she is being sexually harassed is encouraged to bring the complaint to the attention of the instructor. If the instructor is allegedly involved in the harassment, the complaint should be taken to the Program Coordinator.

The complaint shall be made in writing, detailing the specifics of the charge. The instructor or, if applicable, the coordinator will investigate the report and determine a resolution of the case, including any necessary and appropriate disciplinary action. If the student is dissatisfied with the decision of the instructor, the matter may be appealed to the Coordinator. If the student is dissatisfied with the decision of the Coordinator, the matter may be appealed in

Adopted 6/2010, revised 01/2014, 8/2014, 07/2015, 1/2016 6/2016, 3/2017,5/19, 8/19, 01/2020. MCS student handbook

writing to the Director of the MCS. If the student is dissatisfied with the decision of the MCS Director, the matter may be appealed in writing to the MCS Board. When there is evidence of violation

of this policy by an employee of the nursing program, the Coordinator, or an employee of the center, the Director and/or the Executive Board will take appropriate action including, but not limited to, warning, transfer, dismissal, termination, and/or such other disciplinary action as may be warranted.

The sexual harassment of one student by another student will be considered a violation of the Academic Standards as stated in this Student Handbook: Students are expected to develop and maintain high standards of integrity. A student who violates this policy will be subject to the appropriate disciplinary action as stated, "A student who commits any unethical behavior is subject to immediate dismissal from the Program."

Privacy safeguards will be applied in handling harassment complaints.

Sexual Harassment may be between: Student to Student

Staff to Student

Student to Staff

### **SMOKING POLICY**

Under Illinois state law, MCS is a **SMOKE FREE FACILITY**, and smoking is NOT permitted within the facility or on the grounds. This includes smoking in the parking lot in a vehicle. At the discretion of the Director, the student will be put on probation or dismissed from the program for violation of this policy.

In order to be in compliance with institutional policies, students WILL NOT be allowed to smoke in any non designated area of the clinical site. Violation of the smoking policy at any clinical facility will result in probation. At the discretion of the Coordinator and Director, the student may be dismissed from the program for violation of this policy.

### **BACKGROUND CHECKS**

MCS is committed to providing a safe environment for students; patients cared for by students, and employees.

### **PREGNANCY/POSTPARTUM**

A student who is pregnant must notify the office, instructors, and the Program Coordinator as soon as the student is aware. She must also submit written permission to continue enrollment in the nursing program from her physician stating that student may fully participate in clinical activities of a student nurse **WITH NO RESTRICTIONS**.

This document must be updated around the 4th month and 7th month of pregnancy. The student should notify the Coordinator immediately should their status change to the point that risk factors exist. The physician release must include no restrictions that adversely affect the student's ability to perform required duties to be able to continue attendance in clinical.

Following any delivery, vaginal or cesarean section, there must a physician release which includes no restrictions that adversely affect the student's ability to perform required duties.. The school assumes no liability for illness or injury to the pregnant student or fetus.

### **POST-OPERATIVE**

Following surgery there must be a release from the physician stating that student may return to school “NO RESTRICTIONS”. The school assumes no liability for illness or injury to student.

### **INJURED**

If you are injured, before you participate in clinical, you must obtain a release from the physician stating you may participate in clinical with “NO RESTRICTIONS.”

### **TELEPHONE CALLS:**

Only emergency messages will be delivered during classroom or clinical hours. Students are responsible for checking the bulletin board during breaks and after class for other messages. Pay phones may be available at clinical agencies for use during breaks. Cell phones are to be on silence during class and turned off for exams and quizzes. No cell phones are allowed inside the clinical facility. The consequence of a pager or cell phone going off in the classroom will result in a disciplinary form being completed. A repeat offender will go on PROBATION. PROBATION/DISMISSAL

Probation may be given at the discretion of the Instructor, Coordinator or Director of MCS. Reasons for probation include but are not limited to: no call/no show to clinical; unsatisfactory clinical performance, defiant or disrespectful behavior, failure to comply with school and/or agency rules and regulations, including but not limited to violation of drug and alcohol policy. A student receiving probation will be referred to the Program Coordinator.

A student may be dismissed from the program at any time because of failure to comply with the Academic Standards, attendance policy, behavior (defiant, disruptive, disrespectful), classroom acts of insubordination, performance and clinical performance. A student challenging/appealing the recommendation for dismissal may request a meeting with the Coordinator verbally; however, they must have a written request explaining the events in question prior to the hearing. At the time of dismissal, the student will be sent a “Letter of Dismissal” by certified mail. The first time a student is dismissed, the student may request a return. The request will be reviewed by the Admission Committee. The committee recommendation will be forwarded to the Director for final approval. A second dismissal from MCS will result in dismissal from the program without the possibility of readmission.

### **APPEAL OF DISMISSAL**

A student who is dismissed for any reason has the right to appeal the decision in writing to the Program Coordinator within one business day of the dismissal, requesting a hearing with the Director of the Career Center who will act as Hearing Officer. The hearing will be scheduled as soon as possible after the request is received. At this meeting, the student may present personal evidence regarding the cause of the dismissal.

In situations involving dismissal due to attendance or tardiness, the student will be allowed to remain in class pending the hearing with the Hearing Officer, Coordinator and an Instructor. After the hearing, the Hearing Officer will make a final decision regarding the dismissal based on the evidence heard and the original consideration. A certified letter will be sent to the student within 48 hours notifying him/her of the result of the hearing.

### **WITHDRAWAL**

There are no leave of absences at the MCS. A lapse in attendance, for whatever reason, is defined as a withdrawal even if you plan to repeat. You must notify the Coordinator and Admission Office of your withdrawal. A student will be determined to be withdrawn from the institution if the student misses more than fifteen (15) consecutive days and all of the days are unexplained. In order to repeat a course, for any reason, a student must complete a written request for a return within two weeks from the last day of attendance. If a student withdraws more than twice during the program, a meeting with the Coordinator and Director must be scheduled in order to return. The decision to allow the student to return is at the discretion of and made by the Program Coordinator of MCS and the Director of MCS. During the withdrawal period, the student will not receive financial assistance.

### **READMISSION REQUIREMENTS**

In order to repeat a course for any reason, a student must complete a written request for a return within two weeks from the last day of attendance. Student must return to the program the next time that course is offered. If unable to return the next time that course is offered, a student will be required to repeat the entire program.

A request for return will be reviewed by the Admission Committee. A student who has been absent from the program for more than one (1) year will be required to repeat the entire program including admission requirements. Students returning within 180 days of withdrawal are charged their original tuition rate and Liability Insurance. Students returning after 180 days of withdrawal are charged the current tuition rate and Liability Insurance. It will be the responsibility of the returning student to purchase up to date textbooks. Returning students must purchase new uniforms if necessary. Readmission to the following class is NOT guaranteed. Readmission is allowed as vacancies permit. On occasion, the approval to return is given at the time of dismissal by the Director and the Coordinator thus by-passing the approval of the committee.

### **COMPLAINT/GRIEVANCE PROCEDURES**

Any student who has a complaint/grievance against MCS personnel or policy should follow the procedure outline below.

1. The student(s) should discuss the problem with the person(s) directly involved in the grievance issue. An oral response to the problem should be made within one (1) school day.
2. If the problem is not resolved to the satisfaction of the student(s), the student(s) may present a written statement of the problem to the Program Coordinator within one (1) day after the response from the person(s) involved. A meeting will be held within three (3) school days after receipt of the written statement and a written response will be made within two (2) school days after completion of the meeting.
3. If the problem is not solved by a meeting with the Coordinator, the student(s) may make a written request for a hearing of the Admission Committee. This request must be made within one (1) school day after the response from the Coordinator and a hearing will be scheduled within two (2) school days after receipt of the request. The Committee is comprised of faculty members, full-time and part-time, the Coordinator of the nursing program, and/or MCS Director. The Coordinator serves as chairman of the Committee, unless involved in the grievance, in which case, the Director of MCS or his appointee will serve as chairperson. The Committee will hear the grievance and the testimony of the student(s) and person(s) involved as well as the previous responses. A decision will be made based on majority vote, excluding any faculty member(s) and/or the Coordinator, if involved.

Adopted 6/2010, revised 01/2014, 8/2014, 07/2015, 1/2016 6/2016, 3/2017,5/19, 8/19, 01/2020. MCS student handbook



A written response will be made within two school days after completion of the hearing.  
 4. If a satisfactory solution is not realized, the student(s) may appeal the problem in writing to the Director of MCS within two (2) school days from the receipt of the response of the Committee. A meeting will be held within three (3) school days after receipt of the appeal and a written response will be made within five (5) school days after completion of the meeting.

Student's have a right to file a complaint. "COMPLAINTS AGAINST THIS SCHOOL MAY BE REGISTERED WITH THE BOARD OF HIGHER EDUCATION" (IBHE)

IBHE contact information:

IBHE **IBHE, 1 N. Old State Capitol Plaza, Suite 333, Springfield, IL. 62701-1377, 217-782-2551** [www.ibhe.org](http://www.ibhe.org). <http://complaints.ibhe.org/>,

### **General Information** **ACCIDENT/ILLNESS**

Students are to report any accident, injury or illness to the nursing office or instructor immediately, whether at the Center or clinical agency. Accident forms will be required according to the agency policy and a copy will be kept by the school.

### **CONFERENCES**

Students may request a conference at any time with an Instructor or the Program Coordinator. Students may meet with the Coordinator to discuss any issue by making an appointment with the Administrative Assistant. Conferences will be scheduled by the Instructor or Coordinator within a reasonable time.

### **TRANSCRIPTS**

A transcript is an official record of a student's academic history of course enrollment and achievements. Official transcripts will be issued and sent from the Administrative and Records Office upon written request, in person, or by mail. Each student/graduate may receive one official transcript free. The fee for each official transcript thereafter will be \$5.00. No transcripts will be issued until the fee is paid.

**NO TRANSCRIPTS WILL BE ISSUED IF A STUDENT HAS AN OUTSTANDING DEBT TO THE SCHOOL, OR HAS NOT RETURNED SCHOOL PROPERTY, OR ANY BOOKS, AUDIO VISUALS, ETC. TO THE SCHOOL LIBRARY.**

### **LIBRARY**

All students have access to the MCS. MCS students have access to all the resources (References, General Collection, Journals, and Media Collection). Such resources must be viewed in the Library, databases in the school.

The MCS offers current resources in textbooks, magazine subscriptions, and video tapes for onsite viewing. Material may be checked out with the office secretary. It offers a variety of support services for students. The student has a responsibility to keep tutor appointments or communicate a schedule conflict.

### **COMPUTER LAB**

The MCS Computer Lab offers access to the student's program of study related software and Internet access during MCS hours.

Adopted 6/2010, revised 01/2014, 8/2014, 07/2015, 1/2016 6/2016, 3/2017,5/19, 8/19, 01/2020. MCS student handbook

No food or drink of any kind is allowed in the computer lab.

### **CAMPUS SECURITY INFORMATION:**

The MCS makes every effort to provide a safe, crime free campus for our students. However, in the event a crime does occur, we want you to be aware of the procedures you should follow:

If you are personally involved in or a witness to a crime in progress in our immediate building or surrounding parking areas, you should call “911” from the nearest available telephone as soon as possible. Student should immediately report the crime to the Coordinator or the most senior employee at the MCS as soon as possible.

Students are encouraged to use the buddy system when leaving the building. When attending clinical agencies, students should make themselves aware of and follow the security procedures of the clinical agency.

Crime reports, security files and statistical documents are maintained and kept on file in the MCS’s main office.

Students or staff committing any crime or sexual offense while enrolled in or employed at MCS may face possible dismissal or termination at the discretion of the Program Coordinator. The possession, use, and sale of alcoholic beverages, illegal drugs, and tobacco are prohibited at MCS, any clinical agency or any school sponsored function. Details of our drug free policy are addressed under Alcohol Use Policy/Substance Abuse Policy in this handbook.

### **EMERGENCY CLOSING:**

In case of inclement weather, please call the office phone

Students are not to inquire about school closings due to weather during a classroom or clinical day. Decisions to close the school due to weather will be made by the Program Director. When the Program Director has notified the Coordinator that school is dismissed due to weather, the Coordinator will notify all Instructors.

### **PARKING REGULATIONS**

Parking is permitted in the designated parking spots. Parking for clinical assignments will be regulated by each agency.

### **PART-TIME EMPLOYMENT**

Because the nursing & behavioral health technician program is so intensive, for those enrolled in these Programs only part-time employment is advised.

Employment of not more than 20 hours per week is recommended, preferably on weekends, to allow time for study on school nights.

**STUDENTS WORKING AS BNAs, BHTs or UNIT SECRETARIES SHALL NOT WEAR THE SCHOOL UNIFORM TO WORK.**

### **STUDENT COUNCIL**

During the second quarter of a given students program a Student Council is formed based on a classroom ballot vote. The purpose of the student council is to provide significant student input to the MCS Program Coordinator and faculty to address the needs and concerns of the individual classes. The Student Council meets as needed or deemed necessary. Quarterly meetings, which include the Coordinator, are encouraged.

Adopted 6/2010, revised 01/2014, 8/2014, 07/2015, 1/2016 6/2016, 3/2017,5/19, 8/19, 01/2020. MCS student handbook

### **GRADUATION**

A ceremony is held at the end of each program for students who have successfully completed the program. Graduates are presented a certificate.

Graduates and any students (in the ceremony) must wear the regulation school uniform. Those not in the regulation school uniform will not participate in graduation ceremony. This will be strictly enforced.

\* Students and others who appears under the influence of alcohol or drugs will be barred from the ceremony, and will be subject to the school policy regarding the incident.

\*Students must attend graduation practice; otherwise they will not be allowed to participate in the graduation ceremony unless prior approval is given from the Coordinator.

### **COUNSELING AND GUIDANCE**

The school counseling program is designed to give the student assistance in matters on career guidance, remedial work and personal adjustment. Students are encouraged to make appointments with faculty members. For academic or classroom/clinical problems, the student should meet with the faculty member prior to scheduling an appointment with the Coordinator.

Students are referred to community agencies for further counseling and/or assistance if deemed necessary by a faculty member or the Program Coordinator or if requested by the student.

### **STUDENT TRANSFER**

Students may transfer to another educational institution, courses/Programs acceptance are subject to the guidelines of the student's educational institution of choice. Students should consult with the educational institution of choice in which he or she may be seeking to transfer before applying.

Midwest Career Source does not guarantee the transferability of credits to another school, college, or university. Credits or coursework are not likely to transfer; any decision on the comparability, appropriateness and applicability of credit and whether credit should be accepted is the decision of the receiving institution.

### **TUTORING**

1. MCS offers tutoring to students. All instructors are qualified to assist students. It is advisable that the student having difficulty with a concept discuss with the instructor during prep time/ office hours prior to requesting a tutor.
2. Students must have an 80% or below before requesting tutoring. Forms are in the office.
3. Students must complete the Tutor Request Form and submit it to the office. A tutor will be assigned to the student within 48 hours. If the student has submitted a request but has not heard from a tutor within 48 hours, the student should contact the Instructor or Office.
4. If a full time instructor assists after normal school hours then a "tutor request form" needs be completed.
5. Students may not request a specific tutor.
6. As a general rule, telephone tutoring will not be allowed. Rare exception occurs but must be approved by the Coordinator.
7. Any student who is a "no call/no show" will pay \$10.00 for each offense.

Adopted 6/2010, revised 01/2014, 8/2014, 07/2015, 1/2016 6/2016, 3/2017,5/19, 8/19, 01/2020. MCS student handbook

Additional tutoring will not be available nor transcripts given until the fee is paid.

### MCS SUPPORT SERVICES

The MCS has a working relationship with various community support services that can be utilized by students. They include but are not limited to:

- Touchette Regional Hospital
- \* BRIA of Belleville and BRIA of Cahokia, Caseyville NH
  - Memorial Hospital
  - Memorial Care Center
  - Four Fountains
- Community Clinic – Provides health care for working poor, those who work enough not to get public assistance yet their employment does not offer health care and they are unable to afford insurance.
- St. Clair County Public Health – Provides health care to individuals who qualify for public assistance.
- MCS faculty, staff and administrator provide individual students with emotional support. Identification and referral for emotional needs beyond the expertise/comfort/position of the MCS team takes place if necessary.
- Multiple Private Practice Practitioners.
- Local hospitals

MCS has a close working relationship with various community support services that can be utilized by students. They include but are not limited to:

- Workforce Investment Act (WIA)
- Department of Rehabilitation (DORS)
- Illinois Department of Employment Security (IDES)
- Learning Resource Center
- Illinois Department of Professional Regulations
- Illinois Department of Public Health

Any modifications, amendments, or deletions in the catalog, changes in the curriculum, calendar, and program policies will have both the prior written approval of the student and school (for new and prospective students). Each student is held responsible for information contained in the Student Handbook. After approvals any changes will be posted. Failure to read the Student Handbook or posted changes will not excuse the student from accountability.

“Certificate of Approval to Operate Issued by the “Division of Private Business and Vocational Schools of the Illinois Board of Higher Education: 1 N. Old State Capitol Plaza, Suite 333, Springfield, Illinois 62701-1377.”

Attachment A

Institutional Disclosures Reporting Table

Reporting period: July 1, 2018-June 30, 2019

## Attachment B

## ACADEMIC CALENDAR

**WINTER TERM 2020**

Day	Date	Event
Monday	February 3, 2020	Classes begin
Friday	March 27, 2020	Finals
Friday	March 27, 2020	Winter Term Ends
Monday	March 30, 2020	Class Make-up Day

**SPRING TERM 2020**

Day	Date	Event
Monday	April 20, 2020	Classes begin
Monday	May 27, 2020	No Classes
Wednesday	June 12, 2020	Finals
Friday	June 15, 2020	Class make-up day

**SUMMER TERM 2020**

Day	Date	Event
Monday	July 13, 2020	Classes Begin
Wednesday	September 4, 2020	Finals
Monday	September 7, 2020	Summer Term Ends
Monday	September 7, 2020	Class-Make up Day

**FALL TERM 2020**

Day	Date	Event
Monday	September 28, 2020	Classes Begin
Friday	November 20, 2020	Finals
Friday	October 23, 2020	Class make-up day