

MINGO EXTENDED LEARNING CENTER
PHLEBOTOMY TECHNICIAN



MINGO EXTENDED
LEARNING CENTER

“Where Preparation meets Opportunity”

Student Handbook Class of 2018-2019

Mingo Extended Learning Center
Student Handbook 2018-2019

MELC Mission
To equip students with 21st Century workplace skills.

Table of Contents

WELCOME	1
ADMISSION CRITERIA & POLICIES	2
ADMISSIONS REQUIREMENTS	2
TUITION	2
TUITION REFUND POLICY	2
CLASS DAYS AND HOURS	2
ATTENDANCE	2
TRANSPORTATION	3
PARKING	3
HOLIDAYS AND VACATION	3
SNOW DAYS AND DELAYS	3
TOBACCO USE	3
NAME/ADDRESS CHANGE	3
DRUG TESTING	3
FIRE DRILLS	3
DANGEROUS WEAPON POLICY	4
PREGNANCY	4
ILLNESS/ACCIDENTS/INCIDENTS	4
FINANCIAL AID	4
POLICIES AND PROCEDURES	5
COUNSELING	5
USE OF THE INTERNET	5
TELEPHONE	5
VISITORS	6
ACADEMIC DISHONESTY	6
CURRICULUM / COURSE DESCRIPTIONS	6
GRADES	7
CLASSROOM GRADES	7
DISCIPLINARY ACTION/PROBATION	8
IMMEDIATE DISMISSAL	8
GRIEVANCE PROCEDURE	9
VOLUNTARY WITHDRAWAL	8
READMISSION	90
TRANSFER POLICY	10
GRADUATION	9

APPENDIX	11
REQUEST FOR COUNSELING	12
DISCIPLINARY ACTION FORM.....	13
STUDENT CONFERENCE FORM.....	14
WITHDRAWAL FORM	15
PREGNANCY RELEASE FORM	16

Mingo Extended Learning Center

Phlebotomy Technician Program

WELCOME

Welcome to Mingo Extended Learning Center. As a member of the ECG or PHLEBOTOMY TECHNICIAN PROGRAM you are facing a demanding and rigorous year. You will also find many rewards as you prepare yourself to gain successful employment. This concentration prepares students to take and pass the American Society of Phlebotomy Technicians National Certification exam.

The goal of the faculty is to assist you in gaining the knowledge and skills necessary to prepare you to become a Certified Phlebotomy Technician. Your responsibilities include studying, learning and applying the knowledge and skills that are offered to you in both the classroom and clinical setting. As a student of this program, it is also your responsibility to conduct yourself in a professional manner and follow all policies of the school, healthcare facility, and ASPT.

This handbook includes the rules, policies and operating procedures of the program. You should read and study them carefully and keep them as a reference. Maintaining your position as a student is closely related to your willingness to be aware of and abide by the policies of the program. Know the policies and follow them.

Mingo Extended Learning Center is a candidate for accreditation by the commission of the Council on Occupational Education. For information write to: Executive Director, Commission of the Council on Occupational Education, 7840 Roswell Road, Bldg. 300, Suite 325, Atlanta, GA 30350 or submit comments via the council website (www.council.org)

ADMISSION CRITERIA & POLICIES

1. Applicant must have a high school diploma or GED.
2. All deadline dates must be met.
3. As required by federal laws and regulations, the Mingo Extended Learning Center medical office program does not discriminate on the basis of sex, race, color, religion, handicapping conditions, marital status or national origin.

ADMISSIONS REQUIREMENTS

Selection of students will be on a first-come/first-served basis for students who meet the above criteria for enrollment.

TUITION

Tuition for the program is \$ 750.00 per course. Half is due on the first night of class and the remainder is due at the midway point. Tuition includes textbook and necessary consumable supplies such as paper, ink, etc.

TUITION REFUND POLICY

Any student who pays tuition in full and withdraws from the program may be eligible for a partial refund if policy is followed. No refund is given if a student withdraws prior to the midway point.

CLASS DAYS AND HOURS

The program is designed for 180 clock hours, 120-130 of those being clinical hours. This is an evening/weekend program taught over a 1-year period, dates are tentative based on the need of students and instructor availability.

Breaks

There will be one 5 minute break. The Learning Center does not have a cafeteria. It has a break area and includes microwaves, refrigerator, storage cabinets, tables, chairs and a sink for your use. This time should be used to take care of personal needs. Returning to class promptly is each student's responsibility. By being late from breaks, you detract not only from your learning experience, but from each classmate's learning experience. Returning to class late from break will result in a tardy being placed on your attendance record.

ATTENDANCE

The nature of this course of study makes regular class attendance a requirement. Each student is expected to attend all scheduled learning experiences. Continued enrollment in the program depends, in part, on consistent attendance. Students may be absent no more than two days per course. Should a student miss more than three days in the course, the student will automatically be dismissed from the program.

The student will be responsible for contacting the instructor in regard to make-up of any tests.

TRANSPORTATION

The student is responsible for obtaining his/her own transportation to the school.

PARKING

Parking is allowed at the front of the Extended Learning Center, and is free. The first parking lot is available for student use.

HOLIDAYS AND VACATION

The Phlebotomy Technician program will observe the Mingo County Schools approved calendar regarding holidays and vacation days. Any such days falling on the night of the week when class is scheduled will be rescheduled for another time.

SNOW DAYS AND DELAYS

The Phlebotomy Technician program instructor or school administrator will determine when to cancel class due to inclement weather.

TOBACCO USE

Tobacco use is not permitted in any county or state operated school building or on school grounds. The use of tobacco in any form (snuff, chewing tobacco, cigarettes, etc.) will not be permitted in the Learning Center or on the grounds.

NAME/ADDRESS CHANGE

Any change in your name, address, or phone number should be reported, in writing to the instructor as soon as possible.

DRUG TESTING

Students may be required to submit to random drug/alcohol screening during the course of the year. The cost of random drug/alcohol screening will be done at the expense of the school. If reasonable cause exists, screening may be requested at any time by the instructor of the medical office program, and will be performed in accordance with proper chain of custody procedures. Testing due to probable cause will be at the expense of the student. Refusal to submit to any drug/alcohol screen will result in immediate dismissal from the Learning Center.

All medications for which a student has a valid prescription should be documented in the student's file. If the student has any drug in his/her blood or urine and there is no documentation in the student's file, the student will be dismissed from the program. The presence of alcohol or illegal substances will be grounds for immediate dismissal.

FIRE DRILLS

Fire drills are conducted periodically at MELC. Be aware of the exit sites from the classroom posted by the classroom door. When the fire alarm sounds, students must stop work immediately and quietly exit the classroom in single file. You should exit the building quickly and proceed to the designated area. Instructors will follow students, closing all doors and with a class roster. Return to the classroom when a clear signal is given.

DANGEROUS WEAPON POLICY

Any student who is found harboring dangerous weapons upon themselves or school property will be subject to immediate dismissal. Definition of a dangerous weapon is found in West Virginia Code, Chapter 61. This includes, but is not limited to guns, knives, brass knuckles and other similar weapons.

PREGNANCY

A pregnant student may continue in her education in accordance with the Pregnancy Disability Amendment of the Title VII Rights and Acts and the written approval of her physician. The student assumes all responsibility for any risk involved and must present a physician permit to continue in the program at least once a month. The student assumes all responsibility for any risk involved in early return to the program. See addendum "A" Release Form.

ILLNESS/ACCIDENTS/INCIDENTS

Students involved in any kind of accident or incident at school should notify the instructor. Procedures will be followed with respect to Incident/Accident reports.

Student will be responsible for their own medical care if they become ill during the school year. It is recommended that each student should carry medical insurance. Each student has the opportunity to purchase an accident policy at the beginning of the school year. If a student chooses not to purchase the insurance, a waiver must be signed.

The school is not responsible for any illness or injury contracted by the student while performing school assignments. If a student becomes ill when at school, he/she must make his/her own arrangements to see a physician.

FINANCIAL AID

Mingo Extended Learning Center does not accept student loans. Financial assistance may be available to our Microsoft Office Specialist students through WIA (Workforce Investment Act) program at the Job Service Office. Assistance may be available through the West Virginia Department of Rehabilitation Services as well. Public and private scholarships are sometimes available. Pell grants are not eligible for programs under 450 per semester. Many organizations and clubs at the local, state, and national levels have a long tradition of helping students by providing financial aid and educational counseling. To begin your search, contact organizations that you or members of your family belong to in your community, including:

- Youth groups, such as Boy Scouts, Girl Scouts, 4-H Clubs, YMCA/YWCA, Explorers, etc.
- Civic, fraternal, or service organizations such as the American Legion, Chamber of Commerce, Rotary, Jaycees, Kiwanis, Lions, Optimist, etc.
- Special interest organizations, such as women's clubs and religious or ethnic organizations
- Businesses, corporations, labor unions, charitable organization, and foundations. Some programs may be restricted to employees or their families, but not all of them are. Check with your employer or your parents' employer or union.

POLICIES AND PROCEDURES

The student is responsible for understanding the policies and procedures of the Phlebotomy Technician program. If the student is unable to comply with the stated policies and procedures, it may be in the best interest of the student, the program and the school for the student to seek another program in which to develop technical skills. Each student will be asked to sign a statement that they have reviewed, understand, and agree to comply with the policies and procedures of the medical office program.

COUNSELING

As a student, you may want to discuss your progress in the classroom. The faculty will be willing to conference with any student as the need arises. Arrangements should be made with the instructor at a mutually convenient time. Please use the "Request for Counseling" form in the Appendix of this handbook to notify the instructor. This will serve as a record of the requested counseling and any suggestions for improvement and any assistance provided. The faculty is available for counseling for academic problems only. Faculty members are not qualified to act as counselors for personal problems. If personal counseling is requested by the student, the student will be referred to the local mental health center.

If you would like to discuss program concerns with someone other than a faculty member, you may schedule a conference with the School Administrator.

USE OF THE INTERNET

Students are expected to use the network to pursue intellectual activities, seek information resources, access libraries and other types of educational, learning, or school business activities. Chat rooms and messaging services are NOT to be used except for valid educational purposes that require prior authorization from the administrator. Accessing pornography (writings or pictures about sexual activities) is not allowed. Student sites containing obscenity and profanity are prohibited. Any student found accessing such sites will be immediately dismissed from the program. Email may only be used for educational purposes and or communicating concerning education. Do not give out your home phone number or address to anyone on the Internet. ALL students using the internet will abide by the guidelines set forth in Policy 2460. Students are required to sign the Internet Use Agreement. Internet use will be monitored.

TELEPHONE

The school telephones are business telephones. **THEY ARE NOT INTENDED FOR STUDENT USE.** Only in cases of emergency or a matter of school business will students be permitted to use the school phone. Unauthorized use of phones will result in a disciplinary action form being placed in the student's record. This policy also applies to all clinical areas. Phone calls and messages for students will not be taken in the office. Please ask family members to call the classroom for **emergencies only**.

VISITORS

All visitors to the Extended Learning Center **MUST** enter through the front door. The secretary will release the door after the call button is pushed. The visitor must stop at the office, sign in and obtain a visitor's pass. If someone transports you to and from school, they

must obey speed and parking regulations posted. The front door will be locked after students arrive for evening classes. No one will be available to release the door; therefore, arrangements must be made with the instructor if someone needs to enter the building after evening classes begin.

ACADEMIC DISHONESTY

Honesty is essential to professionalism. Students are encouraged to admit mistakes and be honest with everything they do, including their coursework. It is unprofessional to complete someone else's assignments or to have others contribute to yours. There are times when a good student is encouraged to assist those having trouble with assignments. Discuss the guidelines of the type of activity with the instructor before giving or getting assistance.

Professional behavior includes resisting allowing other students to copy your files or from your test answers. Such behavior is considered as much a form of cheating as copying another student's files or answers from examination paper.

CURRICULUM / COURSE DESCRIPTIONS

Courses and lessons are allotted hours necessary to fulfill WV and US Department of Education requirements for Phlebotomy programs.

The ASPT Phlebotomy Technician curriculum is followed in the program. An outline of the course will be provided.

Grades

CLASSROOM GRADES

Each student must maintain a 80% average in each semester. Students unable to maintain a 80% will be placed on academic probation until the next exam is taken. If the student doesn't score above 80% on the next exam, he/she will be dismissed from the program. Re-tests may be permitted under certain circumstances. Pop quizzes missed due to an absence or partial absence cannot be taken or "made up." Pop or unannounced quizzes may not be made up regardless of reason for absence.

Tests missed may be taken under the following conditions:

1. The absence is excused.
2. Absences are not in excess of three.
3. Any test that is missed and eligible for makeup will be taken ½ hour prior to the next class or by arrangement with the instructor.

The student is expected to check the Schoology (the learning management system used) for any classroom assignments that were missed and submit them on Schoology when they are due. Arrangements for make-up tests are the student's responsibility. If the student fails to make arrangements for make-up work in a timely fashion, a zero will be recorded. The lowest test grade will not be dropped. Comprehensive Final Exams will be given in each course of instruction.

The grading system will be:
will be:

A = 93-100%

B = 85-92%

C = 75-84%

D = 65-74% (academic probation)

F = below 65%

The composition of a course grade

Assign, Quizzes = 20%

Chapter tests = 40%

Clinicals = 40%

Scores will be rounded. For example if a score is 79.4%, the score will be recorded as a 79%. If a score is 79.5, the score will be rounded to a 80%. No exceptions will be made. A 75.4% is a 75%, and is a failing grade. Students earn the grade they receive. Bonus questions may be offered on tests.

DISCIPLINARY ACTION/PROBATION

Disciplinary action may be taken at any time regarding classroom performance. A student may be placed on probation by the instructor. Probation is a trial period in which the student must improve or be withdrawn from the program. A student may be placed on probation in program for any of the following reasons:

1. Academic failure
2. Unsafe or unprofessional practice
3. Attendance problems

Probation may begin only following a conference with the student. Members present may include the instructor or a member of the administrative staff. Disciplinary Action forms will be filled out and signed by all parties attending the conference.

A verbal warning may be given at any time regarding classroom performance, appearance, attitude or conduct. The verbal warning will be documented in the student's file and the student will be placed on probation. At the end of this period, a written warning will be issued if the student has not shown the necessary improvement.

A written Disciplinary Action form may be delivered to the student by the faculty member or the administrator indicating the violation. The student signs a statement of receipt and is placed on probation. If improvement is not demonstrated, a letter will be issued to the student requesting the student's withdrawal from the program.

IMMEDIATE DISMISSAL

Students will be subject to immediate dismissal without prior warning for certain offenses including, but not limited to the following:

1. Intoxication or possession of intoxicating beverages on school property or at a clinical site. The student will be required to take an alcohol screen at his/her own expense if suspected. Refusal to submit to a screening will result in immediate dismissal.

2. Presence of illegal drugs or narcotics in drug screen or refusal to submit to a requested alcohol or drug screening.
3. Personal violence.
4. Unauthorized possession of weapons.
5. Unauthorized use of narcotics or drugs. Drug screen will be required at student's expense.
6. Failure to notify the instructor of the need to take medically prescribed mood or behavior altering drugs.
7. Any deliberate act jeopardizing the well-being of another student. Considered to be unsafe practice, a threat to physical safety, biological safety, and/or emotional safety.
8. Cheating, theft or dishonesty
9. Declaration of incompetence by authorities or medical evidence.
10. Insubordination (refusing to follow direction of instructor, use of profane language or belligerence, verbal or physical abuse)
11. Falsification of documents
12. Failure to abide by the policies.
13. Absences in excess of 3 days as set by the attendance policy in the handbook.
14. A failing grade in clinical resulting from absenteeism.
15. Accessing internet sites containing pornography or profanity.

GRIEVANCE PROCEDURE

The faculty recognizes that from time to time problems arise. The purpose of the grievance procedure is to provide a means by which the program and the student body reach a solution to problems that may occur. Thus, student morale is maintained and learning enhanced when mutual efforts are exerted toward constructive solution to problems. Students should feel free to use the procedure without fear of reprisal. This format does apply to any individual student who believes he/she has a complaint against any one individual student or teacher within the program. Complaints such as this must first be discussed in private between the persons involved. In the event the complaint is not resolved to the satisfaction of both parties, they should seek the aid of the instructor.

- Step 1.** If a student has a complaint concerning disagreements arising from working relationships, conditions, practices, or observes school decisions that he/she feels are contradictory with program policy, the student will bring the problem to the instructor.
- Step 2.** If the grievance is not resolved in Step 1, either the student and/or the instructor may request a meeting with the Administrator.
- Step 3.** If still unresolved or of such magnitude that it requires further action, a meeting will be scheduled with all faculty members being present.
- Step 4.** To be used only if the problem is unresolved in Step 3. The student or faculty may request a scheduled meeting that will include each faculty member and the Administrator of Mingo Extended Learning Center.

VOLUNTARY WITHDRAWAL

Any student who wishes to withdraw from the program must notify the instructor of the program in person or by phone on the day of withdrawal. This must be followed by a written

statement of the reason for withdrawal. All withdrawing students will be expected to have an exit interview with the instructor for the following reasons: to make certain the withdrawal is not based on a misunderstanding and/or condition which could be remedied; and to obtain information leading to improvement of the learning environment. This information is regarded as strictly confidential. Consideration on readmission is not possible without a written withdrawal form signed by the student and placed in their file by the instructor.

READMISSION

Non-graduating students of the Mingo Extended Learning Center will be considered for readmission at the beginning of a new semester if all admission and readmission criteria are met. Readmission will be dependent upon available space.

All requests for readmission must be submitted in writing to the instructor. All requests will be reviewed by a committee of faculty and administrative staff, and a decision for readmission will be a committee decision.

Readmission Criteria:

1. A written request for readmission must be received 30 days prior to the start of a new class.
2. All withdrawal policies were followed.
3. The student had satisfactory performance.
4. The request for readmission is no more than one year from the date of withdrawal.
5. Academic status will be evaluated. Failure in more than one area will result in not being admitted.
6. Any personal and/or family problems such as poor health, lack of transportation, etc., that contributed to the withdrawal must have been satisfactorily resolved.
7. Any student who is readmitted as a full time student will pay full tuition.

TRANSFER POLICY

Students may transfer from within the Mingo Extended Learning Center. Any student dismissed from an equivalent program for cause (absence, failure of drug screening, etc.) will not be admitted to the Mingo Extended Learning Center.

A student requesting transfer into the Mingo Extended Learning Center must present the following information:

1. An official transcript of grades mailed from the institution.
2. Written recommendation from the previous instructor. Tuition will be calculated on a pro-rated basis to be determined by the Mingo Extended Learning Center.
3. Any transfer will be at the discretion of the faculty and administrative staff.

GRADUATION

Students who have satisfactorily completed the prescribed course of study for the Microsoft Office Specialist program are eligible to receive a certificate of completion. No graduation ceremony will be held for the Microsoft Office Specialist program.

In order to take the certification exam:

1. The student must pay all fees in full.
2. Return all borrowed/loaned materials to the school.
3. Demonstrate a grade of 80% or better in all courses.

Appendix

REQUEST FOR COUNSELING

MINGO EXTENDED LEARNING CENTER

TO:

DATE _____

FROM: _____

REASONS: _____

1. Assistance provided. Please explain and include frequency of assistance and progress.

2. Suggestion for ways staff might assist if needed.

3. Additional comments:

DISCIPLINARY ACTION FORM

MINGO EXTENDED LEARNING CENTER

STUDENT

NAME _____ DATE _____

REASONS FOR DISCIPLINARY ACTION:

RECOMMENDATIONS:

PROBATIONS BEGINS:

PROBATION ENDS:

DISPOSITION (Conditions of Probation):

Student: _____ Date _____

Coordinator:

_____ Date _____

Instructor: _____ Date _____

STUDENT CONFERENCE FORM

MINGO EXTENDED LEARNING CENTER

STUDENT _____ DATE _____

REASONS FOR CONFERENCE:

_____ Excessive absences	_____ Attitudinal difficulties
_____ Grades (assignments)	_____ Unsafe practice
_____ Grades (tests)	_____ Other

Supporting
Documentation: _____

Decisions:

_____ Review conference scheduled on _____

_____ Probation initiated. Forms completed

_____ Withdrawal from program student initiated

_____ Dismissal from program

Comments: _____

Student _____ Date _____

Instructor _____ Date _____

Coordinator _____ Date _____

WITHDRAWAL FORM

MINGO EXTENDED LEARNING CENTER

NAME _____ DATE _____

Reason for withdrawal. Please Reason for withdrawal. Please explain:

Please give a descriptive evaluation of the Microsoft Office Specialist program. This information will only be used to improve the program and instruction offered.

Please list any program strengths

Please list any program weaknesses

Student is eligible for readmission ____ Yes ____ No

Coordinator _____

Student _____

Pregnancy Release Form

Mingo Extended Learning Center
Phlebotomy Technician Program

I, _____, agree that my physician has given me permission to remain in the Phlebotomy Technician Program. I agree to bring to the coordinator of the program, a monthly statement regarding my pregnancy.

I agree to abide by the physician's policies regarding when I may return to school or work.

I further agree that by signing this form, I am signing a waiver releasing Mingo Extended Learning Center and it's cooperating agencies from any liability should my activities be detrimental to me or my unborn child.

Student

Date

Phlebotomy Technician Instructor

Date

Administrator, Mingo Extended Learning Center

Date