

EPIC Campus  
Health Sciences  
Program

Student Handbook  
2023-2024

**Purpose Statement**

## Contact Information

EPIC Campus Health Sciences  
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Littleton, Colorado 80121  
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## Emergency Information

Snow Days/Weather Delays: EPIC Campus Health Sciences Program (ECHSP) classes/clinical will be closed or delayed according to Littleton Public Schools. To determine whether or not school is closed please listen to KOA (850 AM radio), watch KUSA (TV Channel 9) or check the LPS website ([www.littletonpublicschools.net](http://www.littletonpublicschools.net)).

## School Calendar

Littleton Public Schools **2023-2024** School Calendar:

[Littleton Public Schools Calendar 2023-2024](#)

## Code of Conduct

The EPIC Campus Health Sciences Program allows its students to participate in classroom and clinical activities which require a strict professional code of conduct. The ECHSP faculty reserves the right to evaluate an individual student's conduct at any time during the academic year and determine any action necessary to preserve the welfare and safety of its students, associate facilities, and their clients.

1. Students will conduct themselves in a professional manner during all classroom, clinical and ECHSP activity time (see below, Professional Behavior).
2. Students are expected to work in a professional manner on all individual and group projects and treat substitute teachers with respect.
3. Students are not permitted to leave the class/clinical setting at any time during the designated educational period, unless an emergency situation arises and parents/guardians call staff.
4. Students are expected to come to class or clinical activity with all necessary materials. Chronic unpreparedness will be subject to loss of Workforce readiness points and a reduction in overall grade. This could lead to possible dismissal from class or clinical.
5. Insubordination, unprofessional conduct, swearing, and other inappropriate behavior are unacceptable and subject to disciplinary action (see below).
6. The school uniform as described in the *Dress Code* must be worn unless otherwise specified.
7. Proper use of equipment and adherence to all safety standards is required at all times, including cleaning up after use and keeping work surfaces free from writing or damage.

8. Any absence from class of 30 or more minutes will be considered an absence. Students are allowed 5 absences per semester. More than 5 absences may result in disciplinary action and/or an unsatisfactory grade in the courses.
9. Students may not be in actual possession or constructive possession of, use, be under the influence of, cultivating, distribution, purchase, or sale of alcohol and/or drugs (illegal and/or dangerous or controlled substance) and/or alcohol/drug paraphernalia while on school owned or school controlled property, and/or at any function authorized or supervised by the school and/or in state owned or leased vehicles. (See disciplinary action below).

Definitions “To possess” or “to be in possession” means either:

1. **Actual Possession:** To have actual possession or control of alcohol, drugs, other controlled substances and/or drug paraphernalia on one’s person, or in one’s personal property, automobile, or other vehicle while on or near school property, in attendance at school, in a school vehicle, or taking part in or attending any school-sponsored or school-sanctioned activity, or in one’s locker, desk or other school-provided storage area or off campus where sufficient nexus exists as described below in “When and Where Policy Applies” section (“actual possession”); or,

2. **Constructive Possession:** Even though not in actual possession, when the student knowingly associates with other person(s) while they are unlawfully or illegally using or possessing alcohol, drugs, or other controlled substances, or in possession of paraphernalia, while on school property, in attendance at school, in a school vehicle, or taking part in or attending any school-sponsored or school-sanctioned activity, and continues to remain with the person(s) after having sufficient time to leave (“constructive possession”).

10. Cell phones, I-Pods, I-Pads, and Tablets may be allowed in the classroom per instructor discretion. If the instructor has not given his/her permission, the use of any of these items will result in immediate confiscation and retrieval by parent/guardian.
11. No hats, hoodies, or coats are permitted in the classroom/clinical area.
12. Cheating and plagiarism are prohibited and subject to disciplinary action (see below).

### **Professional Behaviors**

Students in the Health Science Program, receiving credit through Arapahoe Community College, are representing the profession of the College, Littleton Public Schools and themselves. Certain expectations are made when they are involved in any activity related to the program. These activities may occur within the classroom, lab/clinical facilities, the college and the community. Professional behaviors are those aspects of a professional that are not related to

discipline-specific skills or knowledge but are no less important for successful clinical practice.

The following information describes the professional behaviors for students in the Health Science program:

## **GENERIC ABILITY**

## **DEFINITION**

1. Commitment to Learning The ability to self-assess, self-correct, and self-direct; to identify needs and needs and sources of learning.
2. Interpersonal Skills The ability to interact effectively with patients, families, colleagues, other health care professionals, instructors and the community and to deal effectively with cultural and ethnic diversity issues.
3. Communication Skills The ability to communicate effectively (i.e. speaking, body language, reading, writing, listening) for varied audiences and purposes.
4. Use of Constructive Feedback The ability to identify sources of feedback, seek out feedback and to effectively use provide feedback to improve processes.
5. Problem Solving The ability to recognize and define problems, analyze data, develop and implement solutions, and evaluate outcomes.
6. Responsibility The ability to fulfill commitments and to be personally accountable for actions and outcomes.
7. Respect Opinions Students shall not insult, slur or degrade Instructors, and Other instructors, other health professionals or Learner's students. (This ethics statement does not infringe upon a student's right to raise questions and request clarification but does modify the manner in which the question or clarification is brought forth).

### **Examples of Unprofessional Behaviors**

One or more of the following actions, by a student, may be grounds for disciplinary action from ECHSP:

- Performance of skills for which they have not been trained and found proficient by the instructor.
- Performance of skills outside the Scope of Practice.
- Failure to meet required professional behavior standards.
- Failure to maintain patient or facility confidentiality, privacy and safety (this includes social networking sites).
- Behavior that creates a threat to the welfare of the patient/client, other students or staff.
- Behavior that is discourteous or disrespectful.
- Failure to adhere to lab and facility policy and/or procedures.
- Repeated failure to follow instructions.
- Arguing with peers, health care providers, patients, families, faculty and staff.
- Use of offensive language.
- Refusal to carry out assigned duties.
- Failure to follow attendance policy.
- Misrepresentation of personal competency level in any aspect of the Program
- Failure to alter behavior after constructive feedback.
- Failure to meet uniform requirements.
- No call/ No show from any scheduled clinical day.
- Unexcused absences or early departure from any clinical assignment.
- Failure to communicate pertinent patient information to staff/ instructor.
- Leaving early from a clinical assignment or leaving the unit without notifying staff or instructor.
- Request by faculty or staff to leave and/or not return to any facility.
- Making any schedule change (including trade with another student) without permission of the Pathway Lead.
- Any behavior that may adversely affect future use of clinical sites.
- Violation of the Drug and Alcohol Policy (see below Drug/Alcohol Policy)

## **Attendance/Tardy Policy**

### **Class Times**

AM Class: 0805-1130 (Odd/Even days)

AM Class: 0940-1200 (Odd/Even Wednesdays)

PM Class: 1215-1505 (Odd/Even Days)

PM Class: 1245-1505 (Odd/Even Wednesdays)

**Nurse Aide Students will have additional requirements that will include 8-10 hours shifts during the week and on some weekends. Clinical calendars will be distributed approximately 4 weeks prior to the start of each clinical rotation.**

The EPIC Campus Health Sciences Program allows 5 absences per semester (excluding mandatory events at home high school, standardized testing and final exams). Physician

documented illnesses will be handled on a case by case basis. This program provides the opportunity to gain experience and knowledge through a variety of unique experiences which cannot be made up. Therefore regular attendance is crucial.

1. Students with more than 5 absences per semester will have the following:
  - a. 0-5 absences = no grade change
  - b. 6-9 absences = Reduction by 1 letter grade
  - c. 10-12 absences = Reduction by 2 letter grades
  - d. 13-15 absences = Reduction by 3 letter grades
2. Three tardies will equal an absence.
  - a. A tardy is defined as; any time away from class that is equal to or less than 30 minutes.
3. Any absence from the classroom or clinical of more than 30 minutes will be counted as an absence for the entire class period.
4. If a student is going to be absent or tardy, a parent or guardian must notify the ECHSP office before the beginning of class but no later than 24 hours from the time of the absence.
5. Attendance records will be considered for advancement to additional EPIC Campus courses.

## Disciplinary Action

If a student violates any of the following aspects of the Littleton Public Schools Code of Conduct, Health Science Code of Conduct, HOSA Code of Conduct or any clinical site code of conduct they may be subject to the following disciplinary action.

### Violations:

- Attendance Policy
- Plagiarism and/or cheating
- Insubordination
- Unprofessional Behavior (see page 7)
- Not following safety standards
- **Drug and alcohol policy (goes directly to violation #3a)**
  - Also refer to #10 on code of conduct above.

### Violation #1

- Student may be brought in for conversation with Health Science Instructors and Disciplinary Action Form may be completed and sent home to parents and home school counselors.

## **Violation #2 or Violation of Disciplinary Action Form**

- Students, parents, counselors and Health Science staff may have a meeting regarding student behavior. At this time, the student may be placed on a probation contract and may not be eligible to continue to clinical and/or internship experiences.

## **Violation #3 and/or continued violations of any previous Disciplinary Action Form**

- Student may be dismissed from the program, may not be eligible for ACC credit.
  - **Violation 3a-** Per the Clinical Attestation Agreements with clinical/internship sites and ACC requirements, student must submit a negative drug screen in order to be eligible to participate in clinical/internship opportunities.

## **Drug/Alcohol Policy Violations:**

**If a student tests positive for any legal/illegal substances** (excluding authorized medications) or fails to complete (in the specified time) any mandatory program drug test, as required by all Clinical Attestation Agreements with clinical/internship sites, may not be eligible to attend clinical/internship.

Students may also be disciplined according to their school drug/alcohol district policy. Additionally, students participating in clinical/internship may face consequences based on ACC policy and site specific requirements, and therefore may no longer be eligible to continue in the EPIC Campus Health Science Program.

ECHSP students are receiving college credit from ACC and therefore are required to follow ACC specific guidelines. Failure to follow all such guidelines may result in the following,

*Possible Consequences (may not be all inclusive):*

- Students may receive a failing grade for ACC courses due to inability to complete clinical/internship requirements.
- Students may be referred back to their home school for further disciplinary actions.
- Students may be asked to leave clinical/internship sites, class, and school related functions. Parents/guardians are responsible for students' transportation.
- The College will impose penalties against students who violate ACC's Code of Conduct. Violators are subject to disciplinary action. Sanctions include, but are not limited to, probation, suspension or expulsion from the College or probation, suspension or termination of employment and referral to authorities for prosecution, as appropriate. ([ACC Code of Conduct](#))

# Dress Code

The EPIC Campus Health Sciences Program requires students to be dressed in their school uniform everyday (unless otherwise indicated).

**The ECHSP uniform for the 20232024 school year is:**

- Navy colored, Cherokee scrubs (clean and unwrinkled) with patch on right sleeve. Optional, plain, t-shirt may be worn under scrubs (No outside sweatshirts/jackets)
- Solid color, Leather/plastic, non skid, OSHA approved footwear. No canvas, no mesh, no suede.
- Watch with second hand (no smart watches, i.e. apple or google)
- Hair is to be pulled back off face and be a natural color.
- Name tags visible above the waist
- No visible tattoos
- One pair of stud/post earrings is acceptable. NO hoops. (Gauges must be solid skin color)
- No facial piercings (small stud nose ring may be acceptable-teacher discretion)
- No artificial nails or nail polish of any kind or color (includes acrylic, shellac, dip, etc)

## **“Free Dress Day”**

There will be occasions when students are allowed to wear their own “regular” clothes to class. Student must follow the LPS dress code and/or the dress code of their home high school including the following requirements:

- No short shorts
- No “mini” skirts
- No tank tops/camis
- No oversized pants
- No “backs, busts, bellies or boxers”
- No pajamas (except as approved by instructor)
- No slippers. Shoes must be worn.

## **Other requirements:**

- No perfume, cologne or strong scented lotions.
- Male students must have neat hair and/or facial hair.

# Transportation

It is the responsibility of each student to have transportation to and from the EPIC Campus, clinical sites and other program activities. Field trip transportation will be determined on an



individual basis.

Students that are driving to EPIC Campus and or to/from a field trip must have the following items on file in the ECHSP office on the 1st day of school:

- Student Driver Form
- Copy of student's driver's license
- Copy of car insurance card
- Parent/Guardian Permission Form for use of private vehicle

## **Health Information**

All Health Sciences Program students are required to be up to date on their immunizations as required by Colorado State Law. Declination forms are not acceptable for the ECHSP due to clinical contracts with outside agencies.

The following immunizations are required (some exemptions can be made on a case by case basis):

- Covid 19 + booster
  - 1 dose of J & J, plus booster
  - 2 doses of Moderna, plus booster
  - 2 doses of Pfizer, plus booster
- Hepatitis B- 3 doses
- Diphtheria, tetanus, pertussis (DTap)- 4 doses (OR see Tdap)
- Tetanus, diphtheria, pertussis (Tdap)- 3 doses (one dose is required before 6th grade)
- Measles, mumps, rubella (MMR)- 2 doses
- Varicella vaccine (2 doses) and/or documented history of disease by a physician.
- A PPD Tuberculin Test (required every 12 months) OR a current chest x-ray showing no active disease must be submitted if PPD test results are positive. Students with active disease will be counseled on an individual basis. Please check with your physician if you were born outside of the United States regarding PPD tests.
- Seasonal flu vaccine (By October 1, 2023)

It is the responsibility of the student's family to inform the ECHSP faculty of any health condition which might affect a student's ability to participate fully in the ECHSP program.

# Classroom Policies

The Health Sciences curriculum is designed so that the student will be exposed to a variety of health topics and careers through classroom instruction, laboratory experiences, community speakers, community services hours, field trips and clinical training. The ECHSP curriculum contains sensitive and controversial health related topics (i.e. birth, reproduction, death and animal research). The ECHSP faculty is dedicated to teach, support and guide their students so that each might achieve their personal goals.

## Homework Policy

- All homework, reports and projects are to be handed in, on the assigned date, in the first 5 minutes of class.
- No late homework, report or project will be accepted and the student will receive a 0.
- Makeup homework (due to an absence) is the student's responsibility and will be accepted one day late for every day absent.

## Tests

- Arrangements for makeup tests are the student's responsibility, instructors will not remind students of missed exams. Exams are to be made up the day students return to school from any absence.
- Make up times are during office hours.
- It is the student's responsibility to inform the instructors of any learning difference which might affect their test taking ability.

## College Credit

Many of the courses at the EPIC Campus may have concurrent enrollment offered. Please refer to the [EPIC Website](#) for more information.

## Grading Policies

Grading is based on a point system. Grades are reported to the student's home high school every quarter and each semester. A student's grade can be obtained at any time by logging into Infinite Campus.

### Grading Scale:

**Grade A (90-100) – Superior:** The student has demonstrated superior mastery of achievement of course objectives.

**Grade B (80-89) – Above Average Achievement:** The student has demonstrated better-than-acceptable mastery of course objectives and/or additional objectives.

**Grade C (70-79) – Average:** The student has demonstrated acceptable mastery or achievement of the course objectives.

**Grade D (60-69) – Deficient but Passing Grade:** The student has demonstrated less-than-acceptable mastery or achievement of course objectives. D-level achievement is not satisfactory for advancement to the second semester of the Health Sciences Program.

**Grade F (<60) – Failure:** The student remained enrolled in the course but has not demonstrated achievement of course objectives.

**Nurse Aide grading scale:**

Grading Scale for ACC (this will be the grade provided to ACC for official transcripts)

92-100% = A

83-91% = B

75-82% = C

74% or below = F

**A grade above 75% is required to advance to additional Health Sciences courses.**

**Nurse Aide students must achieve a minimum of 75% in all Nurse Aide courses in order to be eligible to sit for the state Nurse Aide Examination and to receive ACC credit.**

## **CPR Certification**

All students enrolled in the Health Sciences Program are required to receive certification in BLS CPR.

- Students must purchase all books and/or materials required for BLS certification.
- Students will be required to attend and become a certified BLS provider prior to starting classes at the EPIC campus.