



PEARL RIVER COMMUNITY COLLEGE
PRACTICAL NURSING PROGRAM

STUDENT HANDBOOK

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PREFACE

The procedures in the *Pearl River Community College (PRCC) Practical Nursing Program Student Handbook* are a supplement to the policies and procedures established by Pearl River Community College (PRCC) and are applicable to PRCC practical nursing (PN) students. Policies and procedures established by PRCC for all current students are accessible on-line at <https://prcc.edu/river-life/cat-country-guide/> in the *PRCC Cat Country Guide Student Handbook*. These policies and procedures are also applicable to PN students. Failure to adhere to college policy and procedures as stated in the PRCC Cat Country Guide Student Handbook and/or the procedures in the PRCC practical nursing program student handbook may result in dismissal from the practical nursing (PN) program and/or PRCC.

The procedures in the *PRCC Practical Nursing Program Student Handbook* are supplemental to the policy and procedures established by PRCC. The policy and procedures may be updated at any time to reflect changes in the PN program or changes by Pearl River Community College. The procedures in the PRCC practical nursing program student handbook are directed by the policies and procedures of Pearl River Community College, the Mississippi Community College Board, and the Mississippi State Board of Nursing. These agencies provide approval/guidelines and/or accreditation for the practical nursing program.

PEARL RIVER COMMUNITY COLLEGE ADA STATEMENT

ADA Statement: If you have a disability that qualifies under the Americans with Disabilities Act and you require special assistance, accommodations or alternate format, you should contact the Office of Disability Services at ADA@prcc.edu or 601-403-1215.

PEARL RIVER COMMUNITY COLLEGE HOLIDAYS

Holidays are announced in the *PRCC Catalog* which may be accessed online at <http://www.prcc.edu/academics/catalog>. Holidays may include Labor Day, Fall Break, Thanksgiving, Winter Break, Martin Luther King Day, Mardi Gras, Spring Break, Good Friday, Memorial Day, and Fourth of July. *Holiday(s) subject to change per PRCC administration.

PRACTICAL NURSING PROGRAM POSITION STATEMENT

The Pearl River Community College practical nursing (PN) program supports and functions within the mission and goals of Pearl River Community College (PRCC).

PEARL RIVER COMMUNITY COLLEGE MISSION STATEMENT

Pearl River Community College is a public institution committed to providing quality educational and service opportunities for all who seek them.

PRACTICAL NURSING PROGRAM MISSION STATEMENT

Pearl River Community College practical nursing (PN) program is a certificate program committed to providing a quality educational opportunity for those seeking a career in practical nursing.

ADMISSION REQUIREMENTS

Admission to Pearl River Community College PN program requires completion of all steps included in PRCC's admission requirements and additional requirements specific to the program. These are found at <https://prcc.edu/faculty/policy-procedure-manual/educational-programs/admission/>

Requirements

1. Apply and be accepted to Pearl River Community College
2. Apply and be accepted by PN program.
3. Provide proof of high school diploma or equivalency indicating a passing score.
4. Submit an acceptable ACT score.
5. Submit an acceptable TEE's test

PN Program Additional Requirements

1. Minimum ACT composite score of 16 with minimum ACT sub-scores of 14 in math and 14 in reading.

** To participate in the required clinical experience the student must meet requirements to include but not limited to cleared criminal background check and clear drug screen.

Practical Nursing Program Purpose

The purpose of the PRCC PN program is to prepare graduates to pass the NCLEX-PN and enter the work-force as a qualified entry level practical nurse to serve local and regional communities.

Graduation Requirements:

1. Complete all PN courses listed in the curriculum.
2. Complete each course in the curriculum with a grade of 80% or higher.
3. Meet all PRCC graduation requirements.

Graduates receive a 'Certificate of Proficiency' in practical nursing. Graduates must meet requirements and receive approval of the Mississippi State Board of Nursing to apply to take the NCLEX-PN. Graduates must pass the NCLEX-PN to become licensed to practice as a practical nurse. The PRCC practical nursing program is accredited by the Mississippi Community College Board (MCCB) and MS State Board of Nursing (MSBN).

Program Outcomes

The following are outcomes for the PN program.

1. Students will complete the PN Program (certificate) within the allotted time frame.
2. Graduates will take the NCLEX-PN exam upon graduation as approved by the State Board of Nursing within one year of program completion.

3. Graduates will pass the NCLEX-PN within the allotted testing time frame.
4. Graduates will function as qualified practical nurses prepared for employment in various healthcare settings in local and regional surrounding communities.

Practical Nursing Courses/ Curriculum

August start date for Regular Entry Students

| Semester I - Fall | Clock Hours | | | |
|---------------------------------------|--------------------|------------|------------|-------------|
| | <u>SCH</u> | <u>LEC</u> | <u>LAB</u> | <u>CLIN</u> |
| Practical Nursing Foundations PNV1116 | 16 | 135 | 150 | 90 |
| | | | | (375) |

| Semester II – Spring | Clock Hours | | | |
|--|--------------------|------------|------------|-------------|
| | <u>SCH</u> | <u>LEC</u> | <u>LAB</u> | <u>CLIN</u> |
| Intermediate Practical Nursing PNV1216 | 16 | 165 | 30 | 180 |
| | | | | (375) |

| Semester III – Summer | Clock Hours | | | |
|-------------------------------------|--------------------|------------|------------|-------------|
| | <u>SCH</u> | <u>LEC</u> | <u>LAB</u> | <u>CLIN</u> |
| Advanced Practical Nursing PNV 1412 | 12 | 155 | 0 | 75 |
| | | | | (230) |

Program Total Clock Hours = 980

Semester Hours = 44

Practical Nursing Courses/ Curriculum

Night & Weekend

| Semester I – Summer | Clock Hours | | | |
|---------------------------------------|--------------------|------------|------------|-------------|
| | <u>SCH</u> | <u>LEC</u> | <u>LAB</u> | <u>CLIN</u> |
| Body Structure and Function, PNV 1213 | 3 | 45 | 0 | 0 |

Totals (45)

Semester II – Fall

Clock Hours

| | <u>SCH</u> | <u>LEC</u> | <u>LAB</u> | <u>CLIN</u> | |
|---|------------|------------|------------|-------------|-------|
| Fundamentals of Nursing PNV 1426 | 6 | 90 | 0 | 0 | |
| Fundamentals of Nursing Lab/Clinical PNV 1437 | <u>7</u> | <u>0</u> | <u>150</u> | <u>90</u> | |
| Totals | 13 | 90 | 150 | 90 | (330) |

Semester III – Spring

Clock Hours

| | <u>SCH</u> | <u>LEC</u> | <u>LAB</u> | <u>CLIN</u> | |
|--|------------|------------|------------|-------------|-------|
| IV Therapy & Pharmacology PNV 1524 | 4 | 45 | 30 | 0 | |
| Medical/Surgical Nursing PNV 1614 | 4 | 60 | 0 | 0 | |
| Medical/Surgical Nursing Clinical PNV 1622 | <u>2</u> | <u>0</u> | <u>0</u> | <u>90</u> | |
| Totals | 10 | 105 | 30 | 90 | (225) |

Semester IV – Summer

Clock Hours

| | <u>SCH</u> | <u>LEC</u> | <u>LAB</u> | <u>CLIN</u> | |
|---|------------|------------|------------|-------------|-------|
| Alterations in Adult Health PNV 1634 | 4 | 60 | 0 | 0 | |
| Alterations in Adult Health Clinical PNV 1642 | <u>2</u> | <u>0</u> | <u>0</u> | <u>90</u> | |
| Totals | 6 | 60 | 0 | 90 | (150) |

Semester V – Fall

Clock Hours

| | <u>SCH</u> | <u>LEC</u> | <u>LAB</u> | <u>CLIN</u> | |
|---------------------------------|------------|------------|------------|-------------|-------|
| Maternal-Child Nursing PNV 1714 | 4 | 55 | 0 | 15 | |
| Mental Health Nursing PNV 1814 | 4 | 55 | 0 | 15 | |
| Nursing Transitions PNV 1914 | <u>4</u> | <u>45</u> | <u>0</u> | <u>45</u> | |
| Totals | 12 | 155 | 0 | 75 | (230) |

Program Total Clock Hours = 980

Semester Hours = 44

MS State Board of Nursing Practice Statement

PRCC PN faculty supports the definition and scope of practice for licensed practical nurses as stated in the Mississippi State Board of Nursing Administrative Code March 16, 2012; pages 17-18 (quoted below).

Rule 2.1 LPN Supervision- the LPN gives nursing care under the direction of the RN, advanced practice registered nurse (APRN), licensed physician or licensed dentist which does

not require the specialized skill, judgment and knowledge required of a RN. Source: Miss. Code Ann. § 73-15-17 (1972, as amended).

Rule 2.2 Responsibility- The LPN shall be responsible for: (a) Knowledge of and compliance with the laws and regulations governing the practice of nursing in the State of Mississippi, (b) Practicing within the scope of practice as established by the board and according to generally accepted standards of practice, (c) Accepting responsibility for individual nursing actions, competence, decisions and behavior in the course of nursing practice. 18 Source: Miss. Code Ann. § 73-15-17 (1972, as amended).

Rule 2.3 Supervision- the LPN shall not be supervised by unlicensed personnel. Source: Miss. Code Ann. § 73-15-17 (1972, as amended).

Rule 2.4 Provision of Care- the LPN performs the following functions in any area of the health care facility: Assist the RN in the planning, implementation and evaluation of nursing care by: (a) Respecting the rights of the patient which includes but is not limited to: 1) Conducting practice without discrimination on the basis of age, race, religion, sex, sexual preference, national origin, disability or disease; 2) Respecting the dignity and rights of patients regardless of social or economic status, personal attributes or nature of health problems; 3) Respecting the patient's right to privacy by protecting confidential information unless obligated by law to disclose the information; 4) Respecting the rights of patients by not intentionally or negligently causing or allowing others to physically, sexually, emotionally or verbally abuse a patient; and 5) Respecting the property of patients, family, significant others and the employer. (b) Providing for the emotional and physical comfort of patients, (c) Observing, recording and reporting to the appropriate person the signs and symptoms which may be indicative of change in the patient's condition and/or responses to nursing interventions, (d) Conducting focused nursing assessments, which is an appraisal of the patient's status and situation at hand that contributes to ongoing data collection and the comprehensive assessment by the RN, (e) Performing nursing procedures and activities for which the LPN has the necessary degree of knowledge, skill and judgment, (f) Assisting with the rehabilitation of patients according to the patient's care plan. Source: Miss. Code Ann. § 73-15-17 (1972, as amended).

Rule 2.5 Charge Nurse- LPNs may assume "charge nurse" responsibilities: (a) in nursing situations where rapid change is not anticipated and supervision is provided by a RN who is physically on the premises where the patient is having nursing care provided. (b) in long-term units if RN supervision is available at all times for consultation. Source: Miss. Code Ann. § 73-15-17 (1972, as amended).

Rule 2.6 Shall Not Function in a Supervisory Capacity. The LPN shall not function in a supervisory capacity over other licensed nurses. Source: Miss. Code Ann. § 73-15-17 (1972, as amended). 19 Part 2830.

LICENSURE REQUIREMENTS

The Practical Nursing graduate is prepared to apply and take the National Council Licensure Examination for Licensed Practical Nurses (NCLEX-PN). Licensing of practical nurses is regulated by the Mississippi Board of Nursing. Conviction of a felony offense may be grounds for refusal by the Mississippi State Board of nursing to issue a license. Please refer to

<https://www.msbn.ms.gov/laws-rules/nursing-practice-act> act for a complete listing of requirements, fees, and additional information.

1. Graduate from a state accredited nursing program.
2. Complete the application for licensure and the Mississippi State Board of Nursing (MSBN) criminal background check.
3. Submit fingerprints for a criminal background check performed by the Mississippi Board of Nursing (MSBN) at the location assigned by the MSBN.
4. Pay the transcript fee to PRCC business office on line. Fill out and turn in a transcript request for an official transcript to be sent to the MS State Board of Nursing.
5. Meet all of the MSBN's eligibility requirements to take the NCLEX-PN examination.
6. Pay the fee Pearson Vue to take the NCLEX-PN and schedule a date, time and location.

Mississippi Board of Nursing Nurse Practice Law July 21, 2010 partially quoted below.

Please go to <https://prcc.edu/faculty/policy-procedure-manual/instruction/grade-appeal/> to read all Licensure requirements for the licensed practical nurse.

§73-15-21. Licensed Practical Nurses. (1) Licensed practical nurse applicant qualifications. Any applicant for a license to practice practical nursing as a licensed practical nurse shall submit to the board: (a) An attested written application on a Board of Nursing form; (b) A diploma from an approved high school or the equivalent thereof, as determined by the appropriate educational agency; (c) Written official evidence of completion of a practical nursing program approved by the State Department of Education through its Division of Vocational Education, or one approved by a legal accrediting agency of another state, territory or possession of the United States, the District of Columbia, or a foreign country which is satisfactory to this board; (d) Evidence of competence in English related to nursing, provided the first language is not English; (e) Any other official records required by the board. In addition to the requirements specified in paragraphs (a) through (e) of this subsection, in order to qualify for a license to practice as a licensed practical nurse, an applicant must have successfully been cleared for licensure through an investigation that shall consist of a determination as to good moral character and verification that the prospective licensee is not guilty of or in violation of any statutory ground for denial of licensure as set forth in Section 73-15-29 or guilty of any offense specified in Section 73-15-33. To assist the board in conducting its licensure investigation, all applicants shall undergo a fingerprint-based criminal history records check of the Mississippi central criminal database and the Federal Bureau of Investigation criminal history database. Each applicant shall submit a full set of his or her fingerprints in a form and manner prescribed by the board, which shall be forwarded to the Mississippi Department of Public Safety (department) and the Federal Bureau of Investigation Identification Division for this purpose. Mississippi Board of Nursing Nurse Practice Law July 21, 2010 pages 12-13.

NCLEX Review

During PNV 1914 or PNV 1412, PN students will be required to attend an NCLEX-PN review class in preparation for the NCLEX-PN test. The review hours count toward total lecture hours earned in PNV 1914 or PNV 1412. There may be a fee included in this review.

MLPNA Spring Convention

Pearl River Community College Practical Nursing Department supports and participates in the professional organizations of Licensed Practical Nurses.

Membership in the National Association of Licensed Practical Nursing is highly recommended. Please see PN Instructor for details. Go to <https://nalpn.org>.

Students that attend day option are required to attend the Mississippi Licensed Practical Nursing Association State Convention traditionally held during the spring semester of each year. You are responsible for transportation, lodging and fees; emergencies will be considered.

Phi Theta Kappa/. Phi Theta Kappa Mission

Phi Theta Kappa is the official honor society for two-year colleges, as recognized by the American Association of Community Colleges. The purpose of Phi Theta Kappa shall be to recognize and encourage scholarship among two-year college students. To achieve this purpose, Phi Theta Kappa shall provide opportunity for the development of leadership and service, for an intellectual climate for exchange of ideas and ideals, for lively fellowship, and for stimulation of interest in continuing academic excellence.

PRCC Chapters

- Iota Mu located on the Poplarville Campus
- Beta Tau Gamma located at the Forrest County Center in Hattiesburg

Phi Theta Kappa Requirements

- Complete 12 hours of college credit from our institution
- Secure at least a 3.4 GPA
- Pearl River Community College Practical Nursing Department participates in Phi Theta Kappa Student Honor Society. PN students are encouraged to participate in this distinct honor if invited.

PRACTICAL NURSING PROGRAM REQUIREMENTS

CPR Certification

The PN program requires American Heart Association Basic Life Support (CPR) certification for Health Care Provider or The American Red Cross Professional Rescuer certification. It must be completed and be on file with the PRCC PN program prior to the students' first clinical experience. Students CPR card must remain current throughout the program.

TB Skin Testing/ Physical Exam

A 2 step TB skin test, chest x-ray, or lab work indicating the student is negative for TB is required annually. The testing must show disease free or the student must bring proof of compliance with treatment. This is under the guidelines of the Mississippi Department of Health and part of the PN program's compliance with clinical facility regulations.

A health care provider must give clearance to participate in clinical/ perform required clinical duties. This is part of the required physical exam.

Criminal Background Check

Practical nursing students are required to have an initial criminal background check upon acceptance/ start of the PN program. Students who have a felony on their criminal background check must obtain clearance from PRCC officials (including the Vice President and Director/ Assistant Director of Campus Police and Security) to participate in courses on campus. If the criminal background check reveals any previous felony convictions, it is the student's responsibility to contact the Mississippi State Board of Nursing to determine if taking the NCLEX-PN or becoming licensed as a practical nurse would be allowed. Contact information for that is found at <http://www.msbn.ms.gov/Pages/Home.aspx>. This background check requirement is mandatory as stated by the Mississippi State Law, Section 43-11-13 of the MS Code of 1972 and amended by House Bill 1077 in 2003; R.S. 37:921 to participate in clinical at affiliated healthcare agencies. The Mississippi State Department of Health may notify you of the results of the criminal background check.

A second background check is required by the Mississippi State Board of Nursing. This usually takes place during the last semester. There will be a \$75 fee for this criminal background check paid directly to the Mississippi State Board of Nursing. This fee must be paid online at the Mississippi State Board of Nursing at <http://www.msbn.ms.gov/Pages/Home.aspx>. The student will travel to the site indicated by the Mississippi State Board of Nursing when the background check is scheduled (this may be Jackson, MS).

Immunizations

Students are required to present documentation of a completed series of HBV immunizations either upon admission to the nursing program or within six (6) months of admission, unless shown to be immune or medically at risk per affiliated healthcare agency requirements for clinical.

Immunizations required by affiliated healthcare facilities to participate in clinical in addition to Hepatitis B are complete/ up to date Hepatitis A, Varicella, Diphtheria, Tetanus and MMR (Measles / Mumps / Rubella).

Practical Nursing Student Liability Insurance

Liability insurance for clinical is provided, as part of student fee.

Practical Nursing Student Health Insurance

According to clinical facility requirements, all practical nursing students are required to show proof of health insurance to enter contracted health care facilities and perform the required clinical components of the program.

Advisement, Counseling, and Guidance

1. Services of trained academic counselors and guidance personnel are available to all students. If you need this service please consult your PN advisor or make an appointment with student services.

2. PN instructor(s) are available for PN student advisement and guidance. Please schedule an appointment with a PN advisor for advisement or guidance concerning registration, program requirements, courses, student progress in courses or the program, enrichment, tutoring (available in Student Success Center or on campus), changing majors, graduation, and/or other issues as needed. Advisor/ Instructor hours are posted on office doors. Please make appointments.
3. Remediation/ enrichment is available with PN instructors. Please fill out an enrichment form and make an appointment. Remediation is also available through your web-based programs such as ATI. Please follow up with an instructor for questions about ATI

Dismissal Due to Failure

1. Any student who fails to achieve a final grade of eighty percent or higher (80%= 79.45) will be dismissed from the program.
The PN program follows the policy and procedures from PRCC for grade appeals.

Due Process

The procedure for addressing a PN Student grade appeal is:

Please follow PRCC's grade appeal process as outlined in PRCC's Student Handbook the '*Cat Country Guide*' <https://prcc.edu/faculty/policy-procedure-manual/instruction/grade-appeal/>

The procedure for addressing PN student complaints/grievances:

Please follow the policy and procedures as set in the Student Handbook '*Cat Country Guide*' at <https://prcc.edu/faculty/policy-procedure-manual/student-affairs/students-due-process/>

Student Drug Testing Policy

Policy Summary: Students in health-related programs are required to submit to random drug testing and to probable cause drug testing. Refer to the "Drug Testing for Students in Selected Programs" policy and procedures in the Student Handbook *PRCC Cat Country Guide*.
<https://prcc.edu/faculty/policy-procedure-manual/student-affairs/substance-testing-for-students-in-selected-programs/>

The PN department has a zero tolerance of illegal substance use/abuse and misuse of legal substances. To ensure a drug-free learning environment, PN students are required to submit to a drug screen upon admission to the PN program and to random drug screens and to probable cause drug testing. Any student with a positive drug screen will be dismissed from the PN program. A student who has been dismissed from the PN program one time due to a positive drug test and who has completed drug dependence treatment approved by the PN program may apply for re-entry according to the PN admission/readmission policies. The PN department reserves the right to establish stipulations regarding additional drug testing for students who are readmitted after rehabilitation. The drug testing will be at the student's expense. A second dismissal from the program due to a positive drug test will result in permanent dismissal with no opportunity for future admission.

PROGRAM PROGRESSION

Student Progression

1. The student is expected to complete the PN program in allotted time frame.
2. To pass a course, a student must satisfactorily fulfill the student learning outcomes for each course as evidenced by a final grade of 80% (79.45) or above.
3. Graduation Procedure may be found at <https://prcc.edu/faculty/policy-procedure-manual/educational-programs/graduation-degrees-and-certificates/>

Readmission

1. Students who successfully complete either PNV 1116 or PNV 1426 and PNV 1437 and PNV 1213 may apply to be readmitted to the program within one year of the last semester attended and will not be required to repeat first semester coursework.
2. Students are only allowed one readmission to the PN program for any reason, with the exception of #6 below. If **unsuccessful** on the readmission, the student must reapply and restart the program from the beginning.
3. A student applying for readmission must meet all current program requirements.
4. Students who do not successfully complete/ pass any of the following courses (PNV 1116 or PNV 1426 and 1437 and PNV 1213) with a “B” or higher must reapply to the program and if accepted, must retake all program coursework from the beginning.
5. Students who have been out of the PN program for more than one year (12 months) must re-apply for admission and repeat all course work.
6. A student who is dismissed for illegal conduct, unprofessional behavior, or unsafe practice may not be eligible for admission/readmission. These cases will be addressed by the PN readmission committee and decided on an individual basis.
7. Readmission to the PN program will be granted only if the student is eligible for readmission and space is available, students who take courses listed on the PN point system and follow a written improvement plan will receive preferred readmittance.
8. A student will be allowed only (1) readmission in the PN program. If a student is unsuccessful after their readmittance they must reapply and restart the PN program from the beginning.

PN Readmission Procedure

1. After successful completion of either PNV 1116 **or** PNV 1426 and PNV 1437 and PNV 1213, the student must submit a letter of intent of reapplication to the PN Director for consideration. Students are readmitted after review by the PN Readmission Committee and as space is available and must be within one year of last semester attended.
2. A student should complete remediation/ enrichment activities as indicated in their plan of improvement to be considered for readmission.
3. A student must be approved by the readmission committee to be readmitted to the program.
4. A student may only be readmitted by the committee once.

Transfer Procedure

1. PN Students may transfer between PRCC campuses provided:
 - a. Students have obtained a grade “80%” (79.45) or better in all completed courses.
 - b. Student has a letter of recommendation from a primary instructor.

- c. Transfer is based on space available and transfer can only occur prior to the beginning of a semester.
- d. A student may only transfer one time during the entire PN Program.
- e. Transfer request must be submitted in writing to the PN Director.
2. Student may transfer to PRCC from another Mississippi PN program provided:
 - a. The program is accredited by the MCCB/MSBN
 - b. The program option is aligned with PRCC PN curriculum
 - c. Letter of good standing from PN Director
 - d. Student must provide letter of Recommendation from most recent clinical instructor
 - e. Any courses accepted by PRCC PN program must have a **transcript grade of “B” or above**
 - f. Transfer request must be submitted to PN Director

Credit for Prior Learning

Credit may be granted for PNV 1116 **OR** PNV 1426 and PNV 1437 and 1213 if the following condition is met:

1. Applicant is currently or has been a student in the PRCC RN program within the last 12 months AND the applicant has completed the following courses with a “B” or higher: NUR 1110, NUR 1210, and NUR 1101 and has completed a college level Anatomy and Physiology 1 & 2 both lecture and lab with a “C” or higher on the transcript.

Credit by Exam

1. Credit by exam may be requested for PNV 1213 if the student has completed College level Anatomy and Physiology 1 & 2 with the labs with a C or higher on the transcript.
2. Student may request credit by examination through the procedure listed in the PRCC Student Handbook. <https://prcc.edu/faculty/policy-procedure-manual/educational-programs/credit-by-examination/>

Student Withdrawal

Students requesting to withdraw from the PN program must see their instructor in order to initiate the proper withdrawal process. The student must complete the policy and procedures outlined in “Withdrawal from Class or College” section in the Student Handbook *Cat Country Guide*. <https://prcc.edu/faculty/policy-procedure-manual/educational-programs/withdrawal-from-a-class-or-from-the-college/>

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. FERPA allows the student to designate who the college may share education records/ information with. We provide FERPA information to students and their families. More information on FERPA may be found in the Student Handbook *Cat Country Guide*. <https://prcc.edu/faculty/policy-procedure-manual/administrative/students-records-family-educational-rights-privacy-act-of-1974/>