*Nurse: another word to describe
a person strong enough to tolerate anything
and soft enough to understand anyone.*

PRACTICAL NURSING
STUDENT HANDBOOK

2023 – 2024

BVT
Transforming Education

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DISCLAIMER

The handbook is intended for use by faculty and students who are enrolled into the Blackstone Valley Regional Vocational Technical High School Practical Nursing Program (PNP). The faculty, staff and governing organization have made every attempt to publish the most current policies. The PNP may require revision, deletions, and additions for the purpose of maintaining compliance with regulatory and/or accreditation bodies. The students will be notified of any changes in a timely manner.

EMERGENCY SITUATIONS

During a State of Emergency in the Commonwealth of Massachusetts, there may be policy and procedural changes that were not expected at the time this handbook was published. PNP will make every effort to ensure timely communication of changes that are in accordance with the governing organization, state and federal guidance or requirements.

WELCOME

To All Practical Nursing Students:

Welcome to Blackstone Valley Vocational School District Practical Nursing (PN) Program. As you embark on the journey to become a Practical Nurse, you will face immense responsibility as an adult learner. The PN Program is rigorous, challenging, demanding, and stressful.

This program will prepare you for entry into the nursing profession to become a caring, safe and competent health care provider. This will not be an easy journey. As an adult learner, you will be asked to utilize clinical judgement, self-reflection and act professionally as a nurse.

The faculty and staff members are eager to assist you in your journey. Our faculty is dedicated to your success.

This handbook will serve as a reference to policies and procedures, which serve as a guide and dispel any rumors that cause unnecessary stress.

It is important that you take the time to understand the contents of this handbook, which serves as a road map to your personal and professional success. You are expected to know and follow the PN Student Handbook.

We hope your educational journey is enjoyable and rewarding. Professionally,

Joann Monks, MBA, MSc, RN-BC, RMA

INTRODUCTION

BLACKSTONE VALLEY REGIONAL VOCATIONAL TECHNICAL HIGH SCHOOL MISSION STATEMENT
Our mission is to create a positive learning community built upon respect and kindness for all that prepares our students for personal and professional success in an internationally competitive society through a fusion of rigorous vocational, technical, and academic skills.

PRACTICAL NURSING MISSION STATEMENT
Adhering to and supported by the Blackstone Regional Vocational Technical High School the Practical Nursing program prepares students for **personal and professional success** as a practical nurse in a rapidly changing, progressively complex health care field.

PROGRAM DESCRIPTION
Blackstone Valley Regional Vocational Technical High School Practical Nursing Program is a part time, 60-week evening program. The Nursing program provides 1,090 hours of instruction.
The evening program meets three times per week and one weekend clinical per month. Evening hours will be generally from 3:50 p.m.-10:10 p.m. Weekend clinical may be day or evening hours. The PN program offers a comprehensive practical nursing curriculum that considers care of clients and families across their lifespan, some clinical experience may be scheduled during day hours.

PHILOSOPHY
The Blackstone Valley Regional Vocational Technical High School Practical Nursing Program frames its philosophy within the theoretical structures of Dorothea Orem's Self-Care Deficit Nursing Theory. The program philosophy is congruent with the school district philosophy in providing the community with safe, skilled, competent and prepared entry-level practical nurses.

The Faculty believes that:

Individuals are: Unique members of a diverse community. Individuals are viewed as embodied persons with inherent rights that become sustained public rights and who live in coexistence with other persons. People are deserving of respect, dignity and assistance. "Adult persons or people have the right and responsibility to care for themselves and to maintain their own rational life, health and have such responsibly for persons socially dependent on them" (Orem, in Fawcett, 2005, p.227). Individuals function biologically, psychologically, socially, and spiritually, and have the potential to make choices that will meet their own needs for self-care. Self-care demands are both universal and unique to the individual.

Health is "A state of a person that is characterized by soundness or wholeness of developed human structures and of bodily and mental functioning" (Orem, in Fawcett, 2005, p.239). Health and illness exist on a continuum that is ever changing depending on complex health states: physiologic changes, life style choices, and the results of self-care actions. The individual uses his/her self-care capabilities to maintain or restore health. The extreme ends of the continuum are represented by optimal wellness or death. Unresolved self-care deficits become the basis for individuals to seek health care.

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Nursing is: A caring, helping, theory-based discipline focused on assisting the client to achieve an optimal level of self-care. Nursing utilizes nursing systems and nursing processes, applied through critical thinking to manage individual needs. Nursing is based on scientific principles directed toward understanding health needs, and promoting health practices. The goal of nursing is helping the patient move toward responsible self-care that may take the form of steadily increasing the independence of self-actions, adjustments to disruptions in self-care capabilities or steady declining self-care capabilities (Orem, in Fawcett, 2005, p.243).

Environment is: External physical and psychosocial surroundings. The educational environment promotes personal development through motivation to establish appropriate goals and to adjust behavior to meet those goals in safe, positive and caring surroundings. The educational environment can positively or negatively affect a person's ability to provide self-care. The faculty creates a learning environment that facilitates opportunities to practice professional behaviors, nursing process using critical thinking, nursing skills safely, effective communication, caring and teaching/learning principles, preparing the graduates to function as safe, skilled, competent entry- level practical nurses in a rapidly-changing, technologically-advancing health care environment.

Nursing Process is: The dynamic problem solving deliberately performed activities performed by the nurse directed toward the goal of facilitating optimum wholeness and wellness of a client.

Nursing Education is: A student-centered process that progresses from the simple to the complex, while facilitating the development of cognitive, psychomotor, and affective knowledge essential to the entry-level practice of practical nursing. Nursing education encompasses both teaching and learning. Nursing education should be developed as a continuum through articulation into professional nursing education programs; thereby minimizing repetition of learning and facilitating progress. Nursing education supports the continuation of self-development and maintenance of competence by active involvement in continuing education.

Practical Nursing is: Basic therapeutic, restorative and preventative nursing care is for individual clients in structured health care settings who have common, well-defined health problems. Practical nursing is an integral part of nursing and the interdisciplinary health care team. Practical nurses collaborate with health team members, clients, families and participate in the phases of the nursing process. Practical Nurses function within the Standards of Practice demonstrating safe, competent, ethical practice.

Teaching - Learning is: An active, dynamic and continuous process characterized by the acquisition of knowledge, self-awareness, breadth and depth of critical thinking, and by cognitive, affective and psychomotor skills, all which change behavior of the learner. Learning happens best when the learner's rights are respected, and the learner accepts responsibility for self-directing and for decisions. The outcome of learning is an enriched outlook.

Faculty guide the adult learner by developing, organizing, and structuring knowledge, by fostering a sense of inquiry, sense of discovery, and a desire for lifelong learning. Teaching-learning is a shared responsibility between faculty and students where faculty guide, serve as role models, support, and facilitate learning and the student uses the guidance and resources provided to facilitate growth. The outcome of teaching is an enriched outlook.

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PHILOSOPHICAL CONCEPTS

The philosophical concepts identified by the PN faculty are based on Dorothea Orem's Self Care Deficit Nursing Theory. The Standards of Practice and Educational Competencies of Graduates of Practical Vocational Nursing Programs (NAPNES), and the National Council of State Boards of Nursing, 2017 Detailed Test Plan for the NCLEX-PN Examination are used by faculty as a means to refine and clarify the philosophical concepts. The faculty's beliefs about individuals, health, nursing, environments, teaching-learning, nursing education and practical nursing education are reflective of the mission and philosophy of the school.

OREM's Self Care Deficit Nursing Theory is summarized as to give help or assistance to persons with needs for self-care of a positive, therapeutic quality and limitation for its management or maintenance and then the need for the specialized knowledge, skills, and attitudes of persons prepared as nurses. Orem identifies the Self-Care Deficit Nursing Theory as "a general theory of what nursing is and should be in concrete nursing practice situations" (Orem, in Fawcett, 2005, p.225). Orem (in Fawcett, 2005, p.229) describes nursing as "a helping service, a creative effort of one human being to help another human being." Nursing is a deliberate action, a function of the practical intelligence of nurses, and action to bring about humanely desirable conditions in persons and their environments. OREM's theory is used as a framework to organize the nursing curriculum. Nursing course content is based on the understanding of nursing as a practical science, with components derived from the arts, sciences and humanities. Units within all nursing courses are organized according to universal self-care requisites, developmental requisites and health deviation requisites. The theory supports a progressive curriculum of simple to complex nursing units: wholly compensatory nursing, partly compensatory nursing, and supportive-educative nursing in all nursing courses.

STUDENT LEARNING OUTCOMES

Blackstone Valley Regional Vocational Technical High School Practical Nursing Program prepares graduates that are able to:

❖ Demonstrate professional behaviors of accountability and professionalism according to legal, ethical and regulatory standards, in the role of the practical nurse in providing care to culturally diverse clients with common well-defined health care needs in a variety of structured health care settings.

❖ Apply the nursing process using critical thinking skills to the care of culturally diverse clients throughout the life span with common well-defined health care needs in a variety of structured health care setting.

❖ Communicate effectively with clients, client families and the interdisciplinary healthcare team, using therapeutic communication skills and technology to promote health and prevent disease.

❖ Perform nursing skills based in theory and guided by nursing process in the provision of safe, competent effective care to ensure a secure physical and psychosocial environment for the client, family and health care team in an ever-changing healthcare environment.

❖ Demonstrate a caring and empathetic approach to safe, therapeutic and individualized care to each client or groups of clients.

❖ Utilize teaching–learning principles of goal-directed educational plans to promote health, health maintenance, and disease prevention for clients or groups of clients within their communities.

DEFINITIONS

Client – An individual, family or group, which includes significant others and population. "Clients" are the same as "residents" or "patients", (2020, NCLEX-PN Detailed Test Plan).

Professionalism – demonstrate accountability for the delivery of standard-based nursing care that is consistent with moral, altruistic, legal, ethical, regulatory, and humanistic principles, (March 2016, Nursing of the Future, NOF).

Nursing Process – a clinical problem solving process with a scientific approach to client care that includes: data collection, planning, implementation and evaluation, (2020, NCLEX-PN Detailed Test Plan).

Communication – verbal and nonverbal interactions between the LPN/VN and the client, as well as other members of the health care team. Events and activities associated with client care are validated in written and/or electronic records that reflect standards of practice and accountability in the provision of care, (2020, NCLEX-PN Detailed Test Plan).

Nursing Skills – Competence means the knowledge, and the use of affective, cognitive, and psychomotor skills, required for the delivery of safe nursing care in accordance with accepted standards of nursing practice, (244 CMR 10.0 Definitions, proposed).

Caring – Interaction of the LPN/VN and client in an atmosphere of mutual respect and trust. In this collaborative environment, the LPN/VN provides support and compassion to help achieve desired therapeutic outcomes, (March 2016, Nursing of the Future, NOF).

Teaching and Learning – facilitation of the acquisition of knowledge, skills and attitudes to assist in promoting a change in behavior, (2020, NCLEX-PN Detailed Test Plan).

CONCEPTUAL FRAMEWORK
The Practical Nursing Program of study is based on the conceptual framework of the nursing theorist, Dorothea Orem, with reference to self-care deficit. Application of Orem's Self-Care Deficit Theory is reflected in the nursing program's philosophy of educating the student nurse from simple to complex principles. The curriculum flows progressively from this philosophy and organizing framework. Orem's basic nursing systems direct the organized progression of clinical skills learned, practiced and expected through the three terms of student and clinical application.

CURRICULUM CONCEPTS
The curriculum concepts selected are considered by faculty to be essential to the nursing profession and guides the overall structure of the nursing curriculum. The concepts are included in each nursing course. Concepts introduced in Term I build a foundation for understanding and application in Term II. In Term III, the curriculum concepts guide the curriculum in assisting students to meet program objectives, demonstrate a readiness for entry-level practice and reflect on the effectiveness of their nursing care. These curriculum concepts originate from the conceptual framework based on Dorothea Orem's Self-Care Deficit Nursing Theory. "Standards of Practice and Educational Competencies of Graduates of Practical Vocational Nursing Programs, {NAPNES}, and the National Council of State Boards of Nursing, 2017 Detailed Test Plan for

the NCLEX-PN Examination provide a means to refine and clarify the curriculum concepts. Six concepts are woven throughout the curriculum, in all courses. Specific courses or terms may emphasize a particular curriculum concept.

The curriculum concepts integrated throughout the nursing courses include:
- Professional Behaviors in the performance of the practical nurse role
- Nursing Process using critical thinking
- Communication
- Nursing Skills
- Caring
- Teaching- Learning Principles

1. <u>Professional Behaviors</u> – Professional behaviors are characterized by adherence to the standards of care, accountability for one's own actions and behaviors and use of legal and ethical principles in nursing practice. Legality is the application of legal codes, statutes and laws of society to the practice of nursing. The Nurse Practice Act of each state defines nursing, levels of nursing, and functions of nursing. Licensure is the legal process by which minimal criteria for practice is established through the State Board of Registration in Nursing. Ethics is a set of philosophical   principles   and   values   governing   the   right   code   of   conduct. The clinical setting offers the student opportunities to practice professional behaviors initially with guidance. Responsibilities of students are clearly defined in term clinical criteria and are emphasized at clinical orientation. Term I students receive direct supervision and assistance from faculty. During Term II, and Term III the student learns to be more self-directed in identifying strengths and weakness to direct learning needs and utilizing nursing process. Term III clinical experiences focus on the practical nurse role in management, advocacy, collaboration and delegation in the care of clients or groups of clients.

2. <u>Nursing Process using Critical Thinking</u> - Nursing process is a systematic method of organizing and delivering nursing care. Nursing process involves the mutual interaction and collaboration of the nurse, client, family or significant others and interdisciplinary healthcare team in identifying an individual's health needs as well as planning, implementing and evaluating care, (Carpenito, 2017). The student is introduced to the components of the nursing process in Term I Nursing Trends and Issues, and Fundamentals of Nursing I. Students practice application of nursing process in greater complexity while caring for well or ill clients across the life span in structured settings in Term II and Term III. Nursing process components: assessment, diagnosis, planning interventions, planning outcomes, implementation, and evaluation are identified throughout the curriculum using the National Council of State Boards of Nursing, 2017 Detailed Test Plan for the NCLEX-PN Examination. Nursing process is a method to problem solve; critical thinking is enhanced with the use of nursing process.

3. <u>Critical Thinking</u> - is defined as the ability to solve problems by making sense of information, using creative, intuitive, logical, and analytical mental process, and the process is continual (Snyder, in Critical Thinking and Critical Judgments, 2006, p.7). Factors that affect the application of critical thinking include the goals, laws and ethical principles, and standards of practice of the profession. Imperative to the development of critical thinking is the importance of a knowledge base in biological, behavioral, and social sciences, the willingness to question, and the ability to recognize a new way of thinking when not the normal or different with previous knowledge.

4. <u>Clinical experiences</u> emphasize the use of basic health assessment tools that shows progressive depth and skill in client assessments, as well as nursing care plans that allow the student to demonstrate a progressive understanding and utilization of nursing process and critical thinking. In Term I students are guided in the development of a nursing plan of care that documents beginning assessments of the older adult, identifies limitation or potential limitations in self- care, and identifies nursing actions based on established nursing diagnoses. In Term II and Term III, the students are guided by faculty to use concept maps for planning, implementing and evaluating care of clients based on established nursing diagnoses. As the student progresses through the program, assessment, planning, implementation and evaluation of care increases in depth and complexity commensurate with the student's theoretical background and technical proficiency.

5. <u>Communication</u> – is defined as the process by which information is exchanged between individuals verbally, non-verbally and/or in writing or through information technology. Communication is basic to all nursing and contributes in the development of therapeutic relationships. Therapeutic interactions may result in changes of behavior. In Term I, basic communication techniques are utilized to promote effective communication with clients and interdisciplinary healthcare team members. In Term II, students initiate goal-directed communication with clients and interdisciplinary healthcare team members. With guidance, students demonstrate an increased ability to interpret and use verbal, non-verbal and information technology to individualize client care plans. Communication in Term III emphasizes participation in interdisciplinary health team planning, implementation and evaluation of care with clients, families and interdisciplinary healthcare team members. In Term III, students utilize communication techniques in a collaborative manner with team members as part of a leadership management experience.

6. <u>Nursing Skills</u> – are theory-based activities, or actions, guided by nursing process and performed by the nurse when caring for individuals who are well or dependent due to altered health status. Activities include assessment, caring, counseling and comforting. Nursing activities are based on scientific principles and promote client well-being and self-care. Safety in the performance of nursing skills denotes the utilization of scientific principles that guide the nurse in actions that ensure a secure, danger-free environment for the client, client's family and health care provider. Students use basic skills safely when providing care for the adult, older adults, the child and infant. The curriculum is designed to provide the student with knowledge, skills and opportunities to practice selected psychomotor nursing skills in the nursing laboratory. To ensure a safe, danger free environment, the student practices skills, with opportunities to practice independently and in groups, with faculty guidance to demonstrate preliminary acquisition of new skills prior to providing actual client. In Term I, students perform selected basic nursing skills for clients requiring wholly and partly compensatory self-care activities. During Term II, students perform nursing skills competently for groups of adult clients requiring partly compensatory care. During Term III, students safely perform nursing skills with a focus on caring for the family including, children, mothers, and newborns. Additionally, in Term III, the clinical setting provides experiences for the student practical nurse to function as a safe, competent and accountable nurse in a variety of structured care settings including pediatrics, and maternal/child. Faculty serves as resources and facilitators as the student practices more advanced technical skills.

7. <u>Caring</u> – is the "being with" and "doing for" that assist the client, client's family and groups of clients to meet their self-care needs in a nurturing, protective, compassionate, and respectful way. Nursing as helping service is a creative effort of one human being to help another human being (Orem, in Fawcett, 2005). Nursing service is based on knowledge of the natural sciences, behavioral sciences, and continued awareness of the world economy, politics, and social, cultural, spiritual and demographics forces that

affect the delivery of health care. Caring interventions are demonstrated when the student practices safe, organized care. The practical nurse, in a collaborative effort, provides support; hope and compassion to assist clients achieve desired outcomes. In Term I, with guidance from the faculty, students provide caring interventions to achieve optimal comfort, safety, privacy and function to older clients requiring wholly to partly compensatory care. Caring, as an integral component of skilled, safe nursing care is explored through participating in care at selected agencies fostering a climate of change in long-term care. In Term II, the student initiates a helpful relationship with the client and client's family with self–care deficits to effectively meet health care needs. In Term III, the student nurse communicates caring by assisting mothers and newborns, children and selected older adults with more complex health care needs to cope with and adapt to stressful events and changes in health status during delivery of safe, competent nursing care.

8. <u>Teaching–Learning Principles</u> – involves the acquisition of knowledge, psychomotor skills and attitudes to promote a change in behavior using goal-oriented teaching plans. Students demonstrate teaching-learning principles when they are able to assist clients, client's family and groups of clients to obtain the knowledge needed to meet health care needs. In Term I, the student recognizes the individuality, rights and special learning need of older adults when developing goal-directed health plans with faculty guidance. In Term II, students utilizing faculty guidance develop goal-directed teaching-learning plan for culturally diverse clients, or groups of clients with selected health care deficits to meet health care needs. Term III allows the student to implement goal-directed educational plans to support and promote healthy lifestyles to mothers and newborns, children and selected older adults with well-defined health care needs in a variety of structured care settings.

TERM LEVEL OBJECTIVES

Term I
1. Accepts responsibility as an adult learner and beginning practitioner. Identifies steps in evaluating own performance and necessary actions to improve performance to meet objectives.
2. Identifies the steps of the nursing process and beginning steps in developing critical thinking strategies based on Orem's theory of nursing in the care of older adults with potential or real self-care deficits.
3. With guidance, practices goal-directed communication with clients, client's families and interdisciplinary healthcare team.
4. Identifies physical, biological, psychosocial, cultural, and environmental factors that affect health while safely providing care for older clients requiring wholly to partly compensatory care.
5. With guidance, uses the nursing process to provide caring interventions to achieve optimal comfort, safety, privacy and function to older clients requiring wholly to partly compensatory care.
6. Discusses the principles of teaching-learning theory as they apply to older adults.

Term II
1. Identifies, with guidance, the role of the practical nurse following agencies policies, procedures, and standards of care in a variety of structured health care settings.
2. Participates with guidance, in planning and determine outcomes of client care, by applying the nursing process, utilizing critical thinking, to clients with selected self- care deficits.
3. Modifies, with guidance, communication techniques to meet the client's cultural, spiritual, and developmental need.
4. Utilizes with guidance, nursing skills to deliver care safely and in an organized and knowledgeable manner to clients requiring partly compensatory or supportive educative needs.

5. Establishes a helpful relationship with the client, and client's family with self–care deficits to effectively meet health care needs.
6. Formulates, with guidance, a goal directed teaching/learning plan for culturally diverse clients, or groups of clients with selected health care deficits to meet health care needs.

Term III
1. Demonstrates the role of the practical nurse when providing care to culturally diverse clients and groups of clients, including mothers and newborns, children and older adults with more complex health care needs. Applies the principles of leadership, management and conflict resolution as appropriate in the role of the practical nurse in a variety of health care settings.
2. Uses critical thinking skills, to apply the nursing process and implement nursing interventions to nursing care of the client, client's families and groups of clients requiring educative and supportive care.
3. Communicates effectively with culturally diverse clients, client's families, and interdisciplinary healthcare team in the pediatric, maternal/newborn, and older adult rehabilitative setting to promote health and prevent disease.
4. Demonstrates proficiency in performing nursing skills safely for care to culturally diverse clients and groups of clients throughout their lifespan, with well-defined health care needs.
5. Communicates respect and caring in the delivery of safe, competent nursing care to mothers and newborns, children and selected older adults with more complex health care needs.
6. Implements goal-directed educational plans to support and promote healthy lifestyles to mothers and newborns, children and selected older adults with well-defined health care needs in a variety of structured care settings.

Curriculum Progression from Simple to Complex demonstrating Curriculum Concepts using Orem's Self-Care Deficit Nursing Theory.

Term I Focus:
In Term I, the student considers knowledge of normal functions and the basic needs common to all human beings. In Concepts of Human Biology, students study normal physiological functions and health needs. These biological and psychological sciences are taught and correlate in a sequence, which provides a foundation for Fundamentals of Nursing I. Fundamentals of Nursing I introduces the student to the nursing process, critical thinking skills, and the therapeutic nursing approaches and techniques that demonstrate caring that is required to meet the needs of clients with wholly or partly compensatory self-care deficits. Opportunity to apply this knowledge and develop skill is provided through laboratory practice and clinical experience. Clinical experience is focused initially on communication and assessment of the older adults with potential self-care deficits, and then advances with faculty guidance, to providing care safely to older adults with more substantial self-care deficits.

Caring behaviors are demonstrated when the student maintains an environment embedded in dignity, safety, and security for older clients with potential or real self-care deficits.
- Client's rights and therapeutic relationships are studied in Nursing Care of the Older Adult and Introduction to Nursing Trends and Issues. The professional behaviors of accountability and professionalism, according to the legal, ethical and regulatory standards to the role of the practical nurse are launched in Introduction to Nursing Trends and Issues.
- The communication necessary to develop therapeutic relationships are introduced in Nursing Care of the Older Adult and Fundamental of Nursing I, as students are given opportunities to practice skills with

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healthy older adult and then older adults with greater self-care needs with faculty guidance.
- The self-care requirements of the older adult are a focus in the Nursing Care of the Older Adult curriculum. This course emphasizes applying the nursing process to geriatric assessment, communication, teaching-learning principles, and new knowledge of health maintenance and health promotion to identify potential or real self-care deficits.

Term II Progression:
- Term II allows the student to expand knowledge and skills required in the nursing care of the adult with specific needs of partly compensatory care in a structured-care setting. Mental Health concepts in Term II, introduces students to more complex communication challenges in caring for clients of all ages with mental health alterations. Psycho-emotional development patterns and needs are taught in Mental Health Concepts.
- Nursing Concepts I, Human Growth and Development (with integrated nutrition concepts), Pharmacology II and Fundamentals of Nursing II provide the students with knowledge of common health problems, develop strategies for goal-directed teaching-learning activities, and opportunities to practice nursing skills safely, by assisting in supportive care to meet the emotional, cultural, religious and spiritual needs of client across the life span. In Fundamentals of Nursing II, more complex nursing skills are practiced in the nursing lab and clinical setting with faculty guidance.

Term III Progression:
- The supportive-educative nursing system is emphasized in Term III as students utilize goal- directed teaching - learning principles to help the client or groups of clients to perform self- care actions.
- Nursing Concepts II, Nursing Care of the Family, Pharmacology III, and Trends and Issues in Professional Practice emphasize the supportive-educative nursing system to the client in a community setting.
- Employment readiness skills along with leadership, management, collaboration, and delegation skills are studied in Trends and Issues in Professional Practice and supported in clinical practice. Professional behaviors are emphasized when students are provided perspectives to consider for educational advancement in Trends and Issues in Professional Practice.

CURRICULUM PLAN AND COURSE DESCRIPTIONS

See the Program of Studies for Curriculum Plan and Course Descriptions in detail on the Practical Nursing Website. The Program of Studies and Curriculum Plan will be provided at New Student Orientation.

GRADUATION COMPETENCIES

With results of studies by the National Council State Boards of Nursing (NCSBN), and input from 50 state boards of nursing and PN educators, the National Association for Practical Nurse Education and Service, Inc.'s (NAPNES), Council of Practical Nurse Educators compiled the "Standards of Practice and Educational Competencies of Graduates of Practical/Vocational Nursing Programs." Faculty believe the results of their efforts best describe the role of the licensed practical nurse for healthcare in the twenty-first **Standards of Practice and Educational Competencies of Graduates of Practical/Vocational Nursing Programs.**

These standards and competencies are intended to better define the range of capabilities, responsibilities,

rights and relationship to other health care providers for scope and content of practical/vocational nursing education programs. The guidelines will assist:

- Educators in development, implementation, and evaluation of practical, vocational nursing curricula.
- Students in understanding expectations of their competencies upon completion of the educational program.
- Prospective employers in appropriate utilization of the practical/vocational nurse.
- Consumers in understanding the scope of practice and level of responsibility of the practical/vocational nurse.

A. Professional Behaviors

Professional behaviors, within the scope of nursing practice for a practical/vocational nurse, are characterized by adherence to standards of care, accountability for one's own actions and behaviors, and use of legal and ethical principles in nursing practice. Professionalism includes a commitment to nursing and a concern for others demonstrated by an attitude of caring.
Professionalism also involves participation in life long self-development activities to enhance and maintain current knowledge and skills for continuing competency in the practice of nursing for the LP/VN, as well as individual, group, community and societal endeavors to improve health care.

Upon completion of the practical/vocational nursing program, the graduate will display the following program outcome:

Demonstrate professional behaviors of accountability and professionalism according to the legal and ethical standards for a competent licensed practical/vocational nurse.

Competencies that demonstrate this outcome has been attained:
1. Comply with the ethical, legal, and regulatory frameworks of nursing and the scope of practice as outlined in the LP/VN nurse practice act of the specific state in which licensed.
2. Utilize educational opportunities for lifelong learning and maintenance of competence.
3. Identify personal capabilities and consider career mobility options.
4. Identify own LP/VN strengths and limitations for the purpose of improving nursing performance.
5. Demonstrate accountability for nursing care provided by self and/or directed to others.
6. Function as an advocate for the health care consumer, maintaining confidentiality as required.
7. Identify the impact of economic, political, social, cultural, spiritual, and demographic forces on the role of the licensed practical/vocational nurse in the delivery of health care.
8. Serve as a positive role model within healthcare settings and the community.
9. Participate as a member of a practical/vocational nursing organization.

B. Communication

Communication is defined as the process by which information is exchanged between individuals verbally, non-verbally and/or in writing or through information technology. Communication abilities are integral and essential to the nursing process. Those who are included in the nursing process are the licensed practical/vocational nurse and other members of the nursing and healthcare team, client, and significant support person(s). Effective communication demonstrates caring, compassion, and cultural awareness, and is directed toward promoting positive outcomes and establishing a trusting relationship.

Upon completion of the practical/vocational nursing program, the graduate will display the following program outcome:

Effectively communicate with patients, significant support person(s), and members of the interdisciplinary health care team incorporating interpersonal and therapeutic communication skills.

Competencies which demonstrate this outcome has been attained:
1. Utilize effective communication skills when interacting with clients, significant others, and members of the interdisciplinary health care team.
2. Communicate relevant, accurate, and complete information.
3. Report to appropriate health care personnel and document assessments, interventions, and progress or impediments toward achieving client outcomes.
4. Maintain organizational and client confidentiality.
5. Utilize information technology to support and communicate the planning and provision of client care.
6. Utilize appropriate channels of communication.

C. Assessment

Assessment is the collection and processing of relevant data for the purposes of appraising the client's health status. Assessment provides a holistic view of the client, which includes physical, developmental, emotional, psychosocial, cultural, spiritual, and functional status. Assessment involves the collection of information from multiple sources to provide the foundation for nursing care. Initial assessment provides the baseline for future comparisons in order to individualize client care. Ongoing assessment is required to meet the client's changing needs.

Upon completion of the practical/vocational nursing program, the graduate will display the following program outcome:

Collect holistic assessment data from multiple sources, communicate the data to appropriate health care providers, and evaluate client responses to interventions.

Competencies that demonstrate this outcome has been attained:
1. Assess data related to basic physical, developmental, spiritual, cultural, functional, and psychosocial needs of the client.
2. Collect data within established protocols and guidelines from various sources including client interviews, observations/measurements, health care team members, family, significant other(s), and review of health records.
3. Assess data related to the client's health status, identify impediments to client progress and evaluate response to interventions.
4. Document data collection, assessment, and communicate findings to appropriate member/s of the healthcare team.

D. Planning

Planning encompasses the collection of health status information, the use of multiple methods to access information, and the analysis and integration of knowledge and information to formulate nursing care plans

and care actions. The nursing care plan provides direction for individualized care, and assures the delivery of accurate, safe care through a definitive pathway that promotes the clients and support person's(s') progress toward positive outcomes.

Upon completion of the practical/vocational nursing program, the graduate will display the following program outcome:

Collaborate with the registered nurse or other members of the health care team to organize and incorporate assessment data to plan/revise patient care and actions based on established nursing diagnoses, nursing protocols, and assessment and evaluation data.

Competencies that demonstrate this outcome has been attained:
1. Utilize knowledge of normal values to identify deviation in health status to plan care.
2. Contribute to formulation of a nursing care plan for clients with non-complex conditions and in a stable state, in consultation with the registered nurse and as appropriate in collaboration with the client or support person(s) as well as members of the interdisciplinary health care team using established nursing diagnoses and nursing protocols.
3. Prioritize nursing care needs of clients.
4. Assist in the review and revision of nursing care plans with the registered nurse to meet the changing needs of clients.
5. Modify client care as indicated by the evaluation of stated outcomes.
6. Provide information to client about aspects of the care plan within the LP/VN scope of practice.
7. Refer client as appropriate to other members of the health care team about care outside the scope of practice of the LP/VN.

E. Caring Interventions

Caring interventions are those nursing behaviors and actions that assist clients and significant others in meeting their needs and the identified outcomes of the plan of care. These interventions are based on knowledge of the natural sciences, behavioral sciences, and past nursing experiences. Caring is the "being with" and "doing for" that assists clients to achieve the desired outcomes.
Caring behaviors are nurturing, protective, compassionate, and person-centered. Caring creates an environment of hope and trust where client choices related to cultural, religious, and spiritual values, beliefs, and lifestyles are respected.

Upon completion of the practical/vocational nursing program, the graduate will display the following program outcome:

Demonstrate a caring and empathic approach to the safe, therapeutic, and individualized care of each client.

Competencies that demonstrate this outcome has been attained:
1. Provide and promote the client's dignity.
2. Identify and honor the emotional, cultural, religious, and spiritual influences on the client's health.
3. Demonstrate caring behaviors toward the client and significant support person(s).
4. Provide competent, safe, therapeutic and individualized nursing care in a variety of settings.
5. Provide a safe physical and psychosocial environment for the client and significant other(s).

6. Implement the prescribed care regimen within the legal, ethical, and regulatory framework of practical/vocational nursing practice.
7. Assist the client and significant support person(s) to cope with and adapt to stressful events and changes in health status.
8. Assist the client and significant other(s) to achieve optimum comfort and functioning.
9. Instruct client regarding individualized health needs in keeping with the licensed practical/vocational nurse's knowledge, competence, and scope of practice.
10. Recognize client's right to access information and refer requests to appropriate person(s).
11. Act in an advocacy role to protect client rights.

F. Managing

Managing care is the effective use of human, physical, financial, and technological resources to achieve the client-identified outcomes while supporting organizational outcomes. The LP/VN manages care through the processes of planning, organizing and directing.

Upon completion of the practical/vocational nursing program, the graduate will display the following program outcome:

Implement patient care, at the direction of a registered nurse, licensed physician or dentist through performance of nursing interventions or directing aspects of care, as appropriate, to unlicensed assistive personnel (UAP).

Competencies that demonstrate this outcome has been attained:
1. Assist in the coordination and implementation of an individualized plan of care for clients and significant support person(s).
2. Direct aspects of client care to qualified UAPs commensurate with abilities and level of preparation and consistent with the state's legal and regulatory framework for the scope of practice for the LP/VN.
3. Supervise and evaluate the activities of UAPs and other personnel as appropriate within the state's legal and regulatory framework for the scope of practice for the LP/VN as well as facility policy.
4. Maintain accountability for outcomes of care directed to qualified UAPs.
5. Organize nursing activities in a meaningful and cost effective manner when providing nursing care for individuals or groups.
6. Assist the client and significant support person(s) to access available resources and services.
7. Demonstrate competence with current technologies.
8. Function within the defined scope of practice for the LP/VN in the health care delivery system at the direction of a registered nurse, licensed physician, or dentist.

As approved and adopted by NAPNES Board of Directors May 6, 2007.

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APPROVALS AND ACCREDITATION

The Board of Registration in Nursing (BORN):

Blackstone Valley Regional Vocational Technical High School has received Full Approval from the Massachusetts Board of Registration in Nursing (MABORN). Blackstone Valley Regional Vocational Technical High School Practical Nursing Program as a part time, 60-week evening program. The Nursing Program provides 1090 hours of instruction.

The Commonwealth of Massachusetts, Executive Office of Health and Human Services Department of Public Health, Board of Registration in Nursing
250 Washington Street
Boston, MA 02108
Phone: 800-414-0168
Web: https://www.mass.gov/orgs/board-of-registration-in-nursing

Accreditation Commission for Education in Nursing (ACEN):

On March 2012, the nursing program received Initial Accreditation and on October 2016 received Continued Accreditation by the Accreditation Commission for Education in Nursing, Inc. (ACEN).

Accreditation Commission for Education in Nursing, Inc. (ACEN) 3343 Peachtree Road, NE, Suite 850
Atlanta, Georgia 30326
Phone: (404) 975-5000
Web: http://acenursing.org

BVT- PNP FACULTY AND STAFF DIRECTORY

Faculty and Staff	Title	Phone number	Email Address
Program Coordinator			
Joann Monks, MBA, MSc, RN-BC, RMA	Program Coordinator	508-529-7758 ext. 3014	JMonks@valleytech.k12.ma.us
Administrative Secretary			
Lois Collins	Administrative Secretary	508-529-7758 ext. 3122	LCollins@valleytech.k12.ma.us
Financial Aid			
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Full Time Faculty			
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Guidance and Support			
Jacob Ramos	Guidance and Support	508-529-7758 ext. 3122	JRamos@valleytech.k12.ma.us

CLINICAL AFFILIATIONS AND CLASSIFICATIONS

- AdvinaCare - Long Term Care and Sub-Acute
- Blackstone Health Care Center – Long Term Care and Sub-Acute
- CareOne at Millbury – Long Term Care and Sub-Acute
- Countryside Health Center of Milford - Alzheimer's, Long Term Care and Sub-Acute
- Golden Pond – Assisted Living
- Hopedale Public School Nursing Department - School Based Health
- Mendon Upton Regional School District – School Based Health
- Milford Regional Hospital – Medical- l Unit- CCP
- Reliant Pediatrics – Pediatric Clinic.
- Reliant OB/GYN – Maternity Clinic
- Salmon Westborough Health Care Center – Sub-Acute
- Sterling Village – Long term care and Sub-Acute
- Westboro Health Care Center – Long Term Care and Sub-Acute
- Whitney Place Assisted Living Residences at Northbridge and Westborough – Assisted Living

PUBLISHED CLINICAL PLACEMENT REQUIREMENTS OF THE COOPERATING AGENCIES

Prior to the start of clinical rotation students must complete Dementia Training, Clinical Placement Modules (CCP), and be up to date with all Health Requirements.
Proof of Covid Vaccinations with booster, and Covid testing per individual site requirements.

Specific Cooperating Agency Requirements:
- **Care One at Millbury** - Letter from the PN that meets all the Health Requirements, CPR, Liability Insurance, Dementia Training, CORI and Nurse Aid Registry is completed. Covid Swab Information sheet.
- **Countryside of Milford** - Letter from the PN that meets all the Health Requirements, CPR, Liability Insurance, Dementia Training, CORI and Nurse Aid Registry is completed.
- **Mendon Upton School Nurse** – Training in School Screenings, Letter from the PN that meets all the Health Requirements, CPR, Liability Insurance, Dementia Training, CORI and Nurse Aid Registry is completed.
- **Reliant Clinic** – requires all students complete CTVS Program Information Packet that includes Code of Conduct, Confidentiality Agreement with policy and HIPPA Agreement with policy
- **Westboro Health Care Center –** Letter from PN that meets all Health requirements, CPR, Liability, Dementia Training, CORI and Nursing Aid Registry is completed.

CLINICAL SCHEDULES
Clinical schedules are completed at the discretion of the faculty. Students are not allowed to choose, change or switch clinical   schedule. All decisions regarding clinical schedules are final.

JOURNAL WRITING
Students are assigned a specific number of journal entries to be completed as part of each clinical rotation. Journal writing allows for self-expression, self-assessment and reveals connections between content and the clinical experience. Journals are non-graded assignments. Specific criteria, following a rubric, will be used to

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evaluate critical thinking. The number of assignments may vary from term to term. Students are responsible for submitting journal entries as specified by faculty and assuring that all journal entries are complete by the end of the clinical course. Journal writing is part of the clinical experience and while not graded, must be complete to receive a satisfactory grade in clinical objectives relating to professional behaviors in clinical evaluation. Journal writings will be graded according to the Journal Entry Evaluation Rubric.

OBSERVATIONAL EXPERIENCES

Students may be assigned to observational experiences. Student will follow guidelines and objectives for all observational experiences as assigned.

The student has the responsibility to complete the observational experience guidelines and submit assignment to the course/clinical faculty as assigned. The clinical/course faculty is responsible for assessing how well the student met the objectives of the observational experience.

PRECEPTOR CLINICAL EXPERIENCE

Clinical experience is an integral part of the Blackstone Valley Practical Nurse Program (PNP). The preceptor experience is an opportunity for individual students to utilize teaching-learning strategy in which a student participates in clinical nursing experience while assigned a preceptor. The preceptor clinical experience will be incorporated into the clinical schedule, if applicable.

In accordance with MGL, Chapter 112, Section 80B, the student shall practice nursing as a student while enrolled in a school for practical nurses duly approved in accordance with this chapter (Nursing Education Program), of any nursing service incidental to any prescribed course in such school. The student shall not practice nursing outside of the prescribed educational experience with either the Program faculty or assigned preceptor.

In accordance with 244 CMR 6.04 (5) (f): Agreements shall be current and specific in defining parameters of activities and the responsibilities of the program, the student and the cooperating agency.

In accordance with Guidelines for Clinical Educational Experiences, Section II. E: In addition, program faculty selecting to use the preceptorial learning experience should have:

1. A designated faculty member who is responsible for the coordination of the experience;
2. A preceptor who would lead, guide, and advise student s in a dynamic relationship that facilitates synthesis of skills, promotes independence, autonomy, and self-actualization. As a direct supervisor, a preceptor provides guidance for the accomplishment of a nursing task or activity with initial direction of the task or activity and periodic inspection of the actual act of accomplishing the task or activity;
3. A preceptor responsibility for directly facilitating learning activities of no more than two (2) students at a time; and
4. A written agreement with the cooperating agency, which includes specific responsibilities of the program, student, preceptor, and faculty. Such agreement shall be current and reviewed annually

STUDENT POLICIES

ACKNOWLEDGEMENT OF UNDERSTANDING

Welcome to Blackstone Valley Regional Vocational Technical High School Practical Nursing Program (BVRVTHS-PNP) and the Blackstone Valley Regional Vocational Technical High School (BVRVTHS). This handbook has been prepared to familiarize you with the policies and procedures of the practical nursing program, with the intention of helping you to successfully complete the program. Students of the practical nursing program are bound by the procedures and policies of the practical nursing handbook and all the rules of the BVRVTHS.

As an adult student entering into the practical nursing program, you agree to maintain the highest standards of academic honesty and personal behaviors. Academic honesty is acknowledged on this signature page as agreeing to the academic pledge of honesty.

As adult students in the clinical or school setting, your behavior is observed and judged. It is imperative that the practical nurse student display the positive behaviors of good citizenship, team work and collaboration, and an obvious caring for the school, its contents and people who work here.

I agree to give permission to use any/all of my work product under, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31) of the FERPA Guidelines.

The Blackstone Valley Regional Vocational Technical High School Practical Nursing Program reserves the right to make changes to the program policies at any time during the program.

After reading this handbook carefully, you are asked to address any questions with the program coordinator. Your signature attests to your understanding and commitment to abide by the standards, policies and procedures of The Blackstone Valley Regional Vocational Technical High School Practical Nursing Program. Any violation of the Student Handbook may result in disciplinary action leading up to dismissal from the Practical Nursing Program.

I have read the Practical Nursing Student Handbook for BVT. I understand the material I have read and agree to abide by standards, policies and procedures of the Practical Nurse Program and the rules and regulations of the school.

Student Signature: _____ **Print Name:** _____

Name of Program: _____ **Date:** _____

Must be signed and returned to the Program Coordinator

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RANDOM DRUG SCREENING ANALYSIS NOTIFICATION TO STUDENTS

Please be advised that student enrolled in the Blackstone Valley Tech Practical Nursing Program may be required by a clinical agency to undergo and pass drug-screening analysis in order to be eligible for placement in that clinical facility.

Students who are assigned to clinical experiences at facilities may be required to undergo and pass **random** drug screening analysis, without advance notice, to remain at that facility. Students who either fail to pass, or refuse to submit to a drug screening analysis will be deemed ineligible for clinical placement and may be dismissed from the program.

Students who come to the PNP and exhibit signs of being impaired will be required to undergo and pass a random drug screening analysis, without advance notice, to remain in the program.

By my signature, I acknowledge that I have been provided with notification that clinical facilities may require me to undergo and pass a drug screening analysis at the student cost.

I am aware if I do not pass, or if I refuse to submit to a drug screening analysis, I will be ineligible to participate in the clinical component to the program, and may be unable to meet the clinical objectives of the program therefore, may be dismissed from the program.

Student Signature: _____

Print Name: _____

Date: _____

__Must be signed and returned to the Program Coordinator__

ADMISSION POLICY (MABORN Policy Requirement and ACEN Criterion 3.2)

SECTION I. Introduction

In September 2011, Blackstone Valley Regional Vocational Technical High School has received Full Approval Status from the Massachusetts Board of Registration in Nursing. Blackstone Valley Regional Vocational Technical High School offers a part time, 60-week evening adult Post-Secondary Practical Nursing Program.

The admissions policy describes specific nondiscriminatory criteria for admission to the practical nursing program. The admission policy is necessary in order to provide fair, equitable and structure to the admission process. Applicants to the Blackstone Valley Regional Vocational Technical High School Practical Nursing Program will be evaluated using the criteria within the Admission Policy.

SECTION II. Equal Education Opportunity

NOTICE OF NON-DISCRIMINATION

Public schools have the responsibility to overcome, insofar as possible, any barriers that prevent children from achieving their potential. BVT Regional School District will do its part. This commitment to the community is affirmed by the following statements that the BVT School Committee intends to:

1. Promote the rights and responsibilities of all individuals as set forth in the State and Federal Constitutions, pertinent legislation, and applicable judicial interpretations.

2. Encourage positive experiences in human values for children, youth and adults, all of whom have differing personal and family characteristics and who come from various socioeconomic, racial and ethnic groups.

3. Work toward a more integrated society and to enlist the support of individuals as well as groups and agencies, both private and governmental, in such an effort.

4. Use all appropriate communication and action techniques to air and reduce the grievances of individuals and groups.

5. Carefully consider, in all the decisions made within the school system, the potential benefits or adverse consequences that those decisions might have on the human relations aspects of all segments of society.

6. Initiate a process of reviewing policies and practices of the school system in order to achieve to the greatest extent possible the objectives of this statement.

The Committee's policy of nondiscrimination will extend to students, staff, the general public, and individuals with whom it does business. No person shall be excluded from or discriminated against in admission to a public school of any town or in obtaining the advantages, privileges, and courses of study of such public school on account of race, color, sex, gender identity, religion, national origin, sexual orientation, disability, pregnancy or pregnancy related condition. If someone has a complaint or feels that they have been discriminated against, because of their race, color, sex, gender identity, religion, national origin, sexual orientation, disability, pregnancy or pregnancy related condition. Their complaint should be registered with the Title IX compliance officer.

ASSISTANT SUPERINTENDENT-DIRECTOR/PRINCIPAL:

Mr. Anthony E. Steele II
Blackstone Valley Regional Vocational Technical High School
65 Pleasant Street
Upton, MA 01568
508-529-7758 ext. 3016

SUPERINTENDENT-DIRECTOR

Blackstone Valley Regional Vocational Technical High School
65 Pleasant Street
Upton, MA 01568
508-529-7758 ext. 3035

SECTION III. Eligibility

The Practical Nursing Program starts every August. This information is available on the BVRVTHS (Blackstone Valley Regional Vocational Technical High School) website at https://www.valleytech.k12.ma.us/practicalnursing.

Eligibility of candidates to the Practical Nursing Program are:

1. Applicants from in-district towns, out-of-district towns or out of state are eligible to apply to the Practical Nursing Program (PNP). Prospective applicants that are in district must provide in district verification.

2. Prospective applicants will be reviewed for admission minimum of three times per year at the end of January, end of March and end of May for admission to the PNP.

3. Provide satisfactory evidence of secondary school graduation or its equivalent. For example, Official High School transcript, Official GED Scores transcript, or approved home schooling program. Official transcripts must be received from the secondary institution mailed directly to the BVT Practical Nursing Program.

4. Satisfactory evidence of post-secondary graduation or its equivalent for applicants with evidence of college graduation. Official transcripts must be received from the secondary institution mailed directly to the BVT Practical Nursing Program.
   If you did not receive a secondary school graduation or its equivalent (High School or GED) from the United States, must provide an evaluation through the Center of Education Documentation (CED) in

Boston, MA. The CED contact information is 617- 338-7171 or www.cedevaluations.com .

5. Current Passport, original birth certificate or approved documentation with proof of age over 17.5 years.

It is highly recommended that applicants or any individual interested in the PNP may attend the Information Session. You must preregister for Information Session by calling the Practical Nursing Program Office at 508 -529 -7758 ext. 3122 or email at pnp@valleytech.k12.ma.us. Visit the website at https://www.valleytech.k12.ma.us/practicalnursing.

SECTION IV: Application Process

APPLICANTS INTERESTED IN APPLYING FOR ADMISSIONS MUST:

1. Obtain an application form by downloading and printing the application form from the BVRVTHS web site at www.valleytech.k12.ma.us/practicalnursing or by contacting the Post-Secondary Practical Nursing Program Office at Blackstone Valley Tech at 508- 529-7758 ext. 3122.

2. Complete and submit the application form and the $125.00 application fee to the postsecondary nursing program office. Return the application to the Practical Nursing Office along with a **$125.00 application fee (Includes TEAS test fee). Select a TEAS entrance exam testing date or TEAS test will be scheduled with the PN Office**

3. Three professional references: an immediate supervisor (past or present), an employer (pastor present), none may be family members. Suggested references include: co-workers, teachers or counselors or a person with who you may have collaborated on a completed project or community service. Submit three (3) professional references: recent supervisor, employer, school teacher/instructor. Family members and friends are not acceptable references.

4. TEAS Entrance Exam date pre-registration is required:
    -   Testing times and dates for the next enrollment period will be available on the Blackstone Valley Tech web site, on the program brochure and in the admission packet.
    -   The computerized entrance exam is given at Blackstone Valley Tech. Applicants are required to arrive at Blackstone Valley Regional Vocational Technical High School thirty (30) minutes prior to the start of testing. No applicant will be admitted to the testing area after the assigned time to begin testing. Testing fee is included in the application fee. A photo ID is required.
    -   Applicants are advised to prepare in advance for the entrance exam. Applicants may purchase a TEAS (Test of Essential Academic Skills) study manual available from ATI (1.800.667.7531) or go to www.ATItesting.com.
    -   The exams are available at the Blackstone Valley Regional Vocational Technical High School, 65 Pleasant Street, Upton, MA 01568 or online and scheduled with the PN Office.
    -   Blackstone Valley Regional Vocational Technical High School – Practical Nursing Program will take TEAS Exam scores from other local school, only if:
    -   The TEAS scores meet or exceed the minimum adjusted individual score
    -   Provides verification of the TEAS Scores by allowing the applicant to come to BVT and open the test results on the computer with qualified staff or faculty present. The qualified staff or faculty will document that the test scores are verified and the date.

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- The TEAS Exam must be the current version.
  a) Completion of the admission exam, the Test of Essential Academic Skills (TEAS) entrance examination offered through Assessment Technologies Institute, LLC (ATI). Applicant must meet the minimum adjusted individual score to be further considered for admission into the Practical Nursing Program:

TEAS Content Areas	Adjusted Score for PNP
TEAS: Reading	60 %
TEAS: Math	50 %
TEAS: Science	33 %
TEAS: English	50%

No application will be reviewed until the applicant has met the TEAS exam criteria and determine how many times an applicant has taken the TEAs exam that will be assessed on an individual basis.

- Interview with two or more Faculty. During the time of the interview qualified candidates review: the Admissions Policy, Clinical Rotation Policy, Good Moral Character, Health Record Worksheet, Massachusetts Nurse Aid Registry, Technical Standards, Tuition Policy, and CORI Information with valid Driver's License, passport or approved documentation with picture ID.

- During the interview, an Admissions Rubric is used to score qualified candidates.

Applications that remain incomplete will not be reviewed and not included in the admission process.

SECTION V: Acceptance

Upon receipt of the acceptance letter, the student must complete the following:
- Proof of current health insurance for the duration of the program.
- Proof of Residency, for in-district only.

Meet the Board of Registration in Nursing Good Moral Character requirements when submitting an application for licensure. Information regarding MABORN (Massachusetts Board of Registration in Nursing) Good Moral Character is available on GMC go to:
https://www.mass.gov/service-details/good-moral-character-requirements-for-nursing-licensure
and the BVRTHS web site under Practical Nursing at https://www.valleytech.k12.ma.us/practicalnursing.

Health Records:

The Practical Nursing Program shall provide compliance with immunization requirements specified by the Massachusetts Department of Public Health.

No student shall attend a postsecondary institution without a certification of immunization documenting that the student has been successfully immunized.

Health records documents must be completed and received by the nursing program *before starting the program.*

Failure to submit these documents within the stated period will result in the candidate being removed from the program and the next qualified candidate offered acceptance into the practical nursing program.

All Health Clearance and Immunizations are in accordance with the regulatory requirements of the Massachusetts Board of Registration in Nursing, the candidate for admission (*the applicant*) must provide satisfactory evidence of compliance with the immunization requirements specified by the Massachusetts Department of Public Health (DPH) (ref: 244 CMR 6.04(3)(a)1).

Note: The DPH immunization requirements may change, if this occurs the student will be notified. If a student fails to meet the additional requirements per DPH prior to the start of the program, the student will not be able to start the program and may be deferred to the next year.

All Titers, physical, flu, TB must be within a year of starting the PNP Program (August to August)

Health Requirements:

- o   Health Clearance - completed within one year of start of the program.
- o   MMR - Titer must be within a year of starting the Practical Nursing Program.

- o   Varicella - Titer must be within a year of starting the Practical Nursing Program.

- o   Hepatitis B - Titer must be within a year of starting the Practical Nursing Program If titer is low- the 2 dose Hep B vaccine is recommended followed by a titer.

- o   Tdap – within 10 years

- o   TB –
     If history of positive TB then a Negative chest X-ray **with** Q- Inferon, T-Spot or equivalent blood test
                                OR
          Q- Inferon, T-Spot or equivalent blood test within a year of starting the Practical Nursing

- o   Influenza – proof of annual influenza prior to the start of the Practical Nursing Program (within a year of starting the program). .

- o   Meningococcal Vaccine – if you are under the age 21- prior to the start of the program.

- o   Covid Card - Copy of Covid card with complete vaccination(s).

- o   CPR – Proof American Heart Association or American Red Cross- prior to the start of the program.

- o   Liability Insurance- prior to the start of the program

Financial Aid:

Title IV Federal Financial Aid is available to those who qualify and must complete a Free Application for Federal Student Aid (FAFSA) BVT-PNP has been approved by the United States Department of Education for financial assistance. The programs listed below are available to eligible students to help meet the cost of their education. The term "Title IV" refers to the Federal Financial Aid programs authorized under the Higher Education Act of 1965 awarded on the basis of financial need and includes the following programs:

• Federal Pell Grant
• Direct Loan (Subsidized and Unsubsidized)

Upon acceptance to the BVT-PNP, the student needs to complete a FAFSA and contact Financial Aid for individual meeting to review financial aid eligibility.

Additional financial aid assistance programs that recognize Valley Tech's Practical Nursing Program are the GI Bill offered through the Department of Veteran's Affairs (apply online at www/benefits.va.gov/gibill or contact your local VA office) and Sallie Mae Private Career Training Smart Option private student loans (apply online at www.SallieMae.com/CTSmartLoan).

Organizing Structure:

Adhering to and supported by the Blackstone Regional Vocational Technical High School the Practical Nursing program prepares students for **personal and professional success** as a practical nurse in a rapidly changing, progressively complex health care field. The Blackstone Valley Tech Post-Secondary Practical Nursing Program has an Admission Committee.
Responsibilities of the Admission Committee include:

A. Determine the standards for admission
B. Development and implementation of admission procedures
C. Processing of applications
D. Ranking students
E. Acceptance of students according the procedure and criteria contained in this admission policy
F. Establishment and maintenance of a wait list of acceptable candidates

SECTION VI. Recruitment Process
The Post-Secondary Practical Nursing Program disseminates information about the program through a variety of methods and not limited to:

• Offering Information Sessions are scheduled during the school year (August to June) either via virtual or remote platform or in person at BVT to assist interested candidates in knowing about the program and the application process.
• Participate in the Annual School Open House, if able to have at BVT.
• The BVT Practice Nursing Program brochure, flyers, mailings and program information is distributed to local health care agencies, high school guidance departments.
• The school web site with a practical nursing program icon is updated frequently. Prospective applicant

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Revised 4/2009, 4/2012, 5/2013, 6/2014, 5/2015
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may obtain information on the BVRVTHS website at: https://www.valleytech.k12.ma.us/practicalnursing.
- Other sources of recruitment.

SECTION VII. Selection Process

<u>All applicants are reviewed and processed according to the criteria contained in the Admission Policy.</u>

Applications are reviewed at the time of Admissions Committee meeting and are evaluated according to the Admissions Rubric:

- Entrance (TEAS) Exam – 25 points
- Resume –   9 points
- References –   14 points
- Essay –   10 points
- <u>Interview –   42 points</u>
                    Total –   100 points

The Admission Committee will rank applicants and accept applicants according to the procedure and criteria contained in this Admission policy. The Admission Committee will establish and maintain a wait list of acceptable candidates.

The wait list is valid for the current year.

Completed applications will be reviewed by the Admission Committee with priority given to in district qualified candidates as long as the applicant meets the same criteria as those out of district and out of state.

- Accepted
- Wait list
- Not accepted

Once the Admission Committee has reviewed the applications, a letter of acceptance or denial will be mailed to the applicant. All applicants are notified by mail of their status. The Admission Committee decisions are final.

TECHNICAL STANDARDS

Students entering the Blackstone Valley Regional Vocational Technical High School Practical Nursing Program must be able to meet technical standards required to perform nursing care to patients, requiring specific skills in a variety of health care settings. Students must document their ability to perform these standards with or without reasonable accommodations, upon acceptance to the program.

Communication (Verbal and Non-Verbal)
1. Communicate effectively either independently or with corrective devices.
2. Communicate in English through reading, orally and in writing to instructors, professors, clinical staff, clients, families and all members of the health care team
3. Understand oral directions/requests from health care workers, clients, voice pages and telephone

messages stated in a normal tone.

4. Accurately detect audibly breath, heart and bowel sounds.

Visual Ability
1. See and accurately read all written medical information pertaining to the client
2. See and accurately read all readings and functions of technical equipment pertaining to client care.
3. See and accurately read all calibrated containers for accurate measurement of body fluids, specimens, medication administration devices (syringes, pumps, etc.)
4. See and accurately perform an accurate client assessment.

Physical Strength (Gross Motor Control)
1. Ability to lift 50 pounds unassisted in a safe manner, thereby, protecting yourself, the client and those in close proximity to you.
2. Bend and/or lift to assist client with activities of daily living and manipulate client equipment.
3. List to safely transfer or position all clients in various situations.
4. Move, push or pull equipment, beds, stretchers, wheelchairs, etc.
5. Ability to raise arms over one's head in order to assist clients and manipulate equipment.
6. Kneel and stand independently.
7. Walk/stand for extended periods and distances over an 8-hour period.

Manual Dexterity (Fine Motor Movement)
1. Accurately manipulate dials, gauges, buttons and switches to set, monitor and care for client care related equipment.
2. Accurately administer sterile solutions without contaminating syringes, needles, solutions, etc.
3. Accurately administer all types of medications (oral and parenteral).
4. Safely and effectively perform dressing procedures without contaminating the wound or sterile supplies.
5. Successfully don and remove protective apparel to maintain standard precautions.
6. Determine by touch: hot/cold, wet/dry, and hard/soft.
7. Use small muscle dexterity necessary to perform precision psychomotor skills.

Behavioral/Mental Performance
1. Function safely, effectively and calmly under stressful situations.
2. Prioritize and manage tasks simultaneously.
3. Exhibit social skills necessary to interact therapeutically with clients, families, all healthcare personnel and faculty.
4. Maintain personal hygiene consistent with department dress code guidelines.
5. Display ethical attitudes and actions consistent with professional behavior in healthcare and classroom settings.
6. Display the social skills to behave with politeness, tact and sensitivity to others in all settings.
7. Exhibit respect for cultural and ethnic difference of clients, peers and individuals in health care and classroom settings.
8. Remain free from alcohol and/or chemical impairment in classroom and clinical settings at all times.

During the admission process, prospective students will receive, read and understand and sign acknowledgment to the meaning of the Technical Standards required of the Practical Nursing Program. The

Technical Standard form will be maintained in the student record. The prospective student will satisfactory perform the tasks listed in the Technical Standards. It is the prospective student's responsibility to notify the Practical Nursing Program Coordinator if he/she wished to receive a determination of reasonable accommodations in performing any of the stated standards. He/she must understand that there are many instances where reasonable accommodations for a method of satisfying the required task may not be possible.

EDUCATIONAL MOBILITY STATEMENT (MABORN Policy Requirement)
The Faculty of the Practical Nursing Program promotes those activities that encourage upward mobility related to a Nursing Career Ladder.

Nursing Career Ladder, not limited to:

Licensure Available:
- NCLEX-PN Certification.
- Practical Nursing Certificate of Completion upon graduation from BVT.
- NAPNES offers the LPN Post licensure certificates in Pharmacology, Long-Term Care and Intravenous Therapy.
- NALPN (formally NFLPN) offers the LPN Post licensure certificates in Gerontology and Intravenous Therapy Certifications.

High School:
- Entry into the Practical Nursing Program 2 Years.
- Registered Nurse (ADN) LPN Bridge to ADN (approx.1.5 year) 3.5 - 4 Years.
- Registered Nurse (BSN).
- Seamless transition from LPN to BSN in Nursing Bridge Program with Fitchburg State University and Worcester State College.
- LPN to BSN Educational Programs.

REASONABLE ACCOMMODATIONS
The Practical Nurse Program seeks to provide reasonable accommodations for all qualified individuals with a disability. The Practical Nurse Program will adhere to all federal, state, and local laws, regulations, and guidelines with respect to providing reasonable accommodation as required to afford an equal education opportunity. Students with disabilities may voluntarily self- identify for the purpose of requesting reasonable accommodations during the entire application and admission process. Any student who may need an accommodation should contact the Program Coordinator's office at 1-508-529-7758 ext. 3014, or make an appointment to discuss reasonable accommodations prior to the beginning of classes, or as soon as possible after there is a need for an accommodation. For additional information, please refer to the program web site.
The Practical Nursing Program reserves the right to request additional documents and assessments to determine accommodations that may be needed to meet program requirements.

Information on disabilities submitted voluntarily by the applicant, for the purpose of receiving assistance and accommodations during the entire application and admission process, will not affect the applicant's admission to the Practical Nursing Program.

Students who are voluntarily seeking reasonable accommodations must submit to the Practical Nursing Coordinator a letter from a health care provider stating reason diagnosis(es) for the reasonable accommodations, **only.**

It is the student's responsibility to meet with the Program Coordinator for academic adjustments. The responsibility for determining the students' academic adjustment(s) rest with the Program Coordinator. The Program Coordinator is to prepare a letter to the student with academic adjustments. The student will sign the letter to acknowledge the academic adjustment(s) and copy will be provided to the faculty. The letter will be maintained in the Student Record.

ARTICULATION

Blackstone Valley Regional Vocational Technical High School Practical Nursing Program does not offer articulation agreements at this time.

BVT PNP offers career mobility for the LPN to BSN Bridge with Fitchburg State and Worcester State University.

TRANSFER CREDIT POLICY (MABORN Policy Requirement)

Courses may be eligible for transfer if similar in content and depth to course/clock hours taught at the Blackstone Valley Regional Vocational Technical School Practical Nursing Program. Such courses may include Anatomy & Physiology I & II with labs, Microbiology, Nutrition, (only in term I) and Human Growth, Development and Behaviors. The course must be taken at an accredited/approved school, college, or university. A student wishing to transfer into the nursing program may be eligible to receive a maximum credit/program hours equivalent. A student may not transfer into the nursing program after the start of Term I. The following criteria are applicable to transferring course/clock hours into the Practical Nursing Program.

- Complete a formal application to the nursing program.
- PN Coordinator or designee to complete the Transfer Credit Form
- Official transcripts for any and all previous college records and courses
- A course description and syllabi of the course taken and for which credits requested
- Complete the admissions process.
- Approval by the Program Coordinator
- Approval by Faculty at Admissions Committee
- Successfully completed non-nursing courses with a grade of C (76- 77%) or better, if attained within the last five years.
- Successfully completed nursing courses with a grade of B (84-86%) or better if attained within the last year.

Cumulative averages do not transfer with students. The grade for approved transfer course/clock hours will be noted on the Blackstone Valley Regional Vocational Technical School Practical Nursing Program report card and transcripts as Transfer Credit (TC). A new cumulative grade begins with the commencement of a student's career at the Blackstone Valley Regional Vocational Technical School Practical Nursing Program and reflects only work completed as a part time Blackstone Valley Regional Vocational Technical School Practical Nursing Program student.

A student granted transfer credit to nursing and non-nursing courses will be required to pay the full tuition, maintain attendance to meet program hours, and will have the option to audit the class.

AUDIT OF COURSE
If you audit a course, you attend all classes but do not turn in assignments or take exams.
You cannot repeat audited class for credit. The student is receiving a transfer credit for the course.

COURSE EXEMPTION (MABORN Policy Requirement)
All courses must be completed as dictated by the practical nursing program curriculum plan. Transfer of credit for nursing and non-nursing courses may be granted per the Transfer of Credit Policy. Students approved for re-admission may be exempt from repeating courses successfully completed prior to withdrawing from the program. The decision to exempt a re-admitted student from course work will be decided by the faculty committee.

ADVANCED PLACEMENT (MABORN Policy Requirement)
There is no advanced placement for the Practical Nursing Program.

TRANSFER OF MILITARY EDUCATION
There is not Transfer of Military Education Training for a Military Health Care Occupation.

For Military Services the Blackstone Valley Regional Vocational Technical High School Practical Nursing Program is recognized as a GI Bill approved school. Please refer to your specific veteran's administration to see if you qualify. All forms and documents including and not limited to Certificate of Eligibility must be submitted to the Business Office prior to start of school.

ORIENTATION
Students accepted into the Practical Nursing Program will be required to attend New Student Orientation Program. Students will receive notice of the date and time for the orientation program well in advance. Attendance is mandatory. Orientation will provide information on tuition plans, student financial aid, introduction to technology, ordering textbooks, uniforms, school and program policies and procedures, as well as assignments that may be due by the start of class. Students on the waiting list are required to attend the New Student Orientation Program. If a student does not attend the New Student Orientation Program will not be able to start in August and will be deferred to the following year.

ATTENDANCE (MABORN Policy Requirement)
Classes will be held on Tuesday, Wednesday, and Thursday evenings from 3:50 pm to 10:10 pm Attendance is required at ALL class, laboratory and clinical practice times. Students are expected to be in attendance at their place of assignment promptly at 3:50 p.m. and remain in the school until 10:10 p.m. or at an agency until the scheduled time.

The clinical experience will include two evenings or days during the week on Wednesdays, Thursdays, and one weekend per month (Saturday and Sunday) either days or evenings as scheduled. There will be some clinical experiences during day time hours or split shifts.

The Blackstone Valley Regional Vocational Technical High School (BVRVTHS) Practical Nursing Program includes 60 weeks and 1,090 hours. Classroom and clinical attendance is required to meet the program hours

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as a requirement for graduation. The Practical Nursing Program at BVRVTHS follows the BVT High School Calendar for breaks and holidays.

ABSENTEEISM
Failure to attend the required number of class, laboratory or clinical hours could result in ineligibility for graduation from the program. If a student is absent, tardy or dismissed from classroom or clinical, make up work will be required hour for hour. Make up hours need to reflect content and objectives of clinical experience/ lab or class hours that student missed as outlined in PN program curriculum. Make up hours need to reflect content and objectives of clinical experience/ lab or class hours that student missed as outlined in PN program curriculum.

Any student absents more than three (3) consecutive days must have a health care provider signed note to return to school or clinical. A student who has more than five (5) consecutive days absent, will meet with the Program Coordinator.

For medical reasons or mitigating circumstance:
- The student needs to provide a Health Care Provider letter that the student is cleared to return to the class.
- The Health Care Provider letter must also include cleared to return lab and clinical without any restrictions.

The student may be dismissed or withdrawn from the program if not able to meet the PN Program requirements.

Step 1: Students accumulating more than 3 total (absences, tardy and early dismissal from the classroom or clinical) will receive a Professional Warning form stating that the student is in jeopardy of being dismissed from the program due to inability to meet the required program hours. Consecutive absences need to be reviewed and evaluated by Program Director and PN faculty to determine makeup hours. Failure to notify faculty and PN program of absence by phone will result in professional warning.

Step 2: If there are any further absences, tardiness or early dismissal the student will received a Professional Warning with a student contract for improvement. Two (2) total (absences, tardy and early dismissal) student will receive a Professional Warning and Contract for Improvement, a written attendance improvement plan will be completed by the student outlining a plan to make up missed hours and with a commitment for no further attendance issues.

If the student is unable to complete the written attendance improvement plan for two (2) total (absences, tardy and early dismissal) of the Professional Warning and Contract for Improvement, the student will be dismissed from the program.

Step 3: A student is to be suspended for two (2) total (absences, tardy and early dismissal) for any further attendance issues (absences, tardy and early dismissal) by receiving a Professional Warning. The suspension time needs to be made up per Make up Time Policy. Upon the student's return to the program, he/she must complete an improvement plan. If the student is unable to complete the written attendance improvement plan outlining a plan to make up missed hours and with a commitment for no further attendance issues the student will be dismissed from the program.

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Step 4: If there are any further attendance issues for total of 1 (absences, tardy and early dismissal) the student will be dismissal from the program.

See Make Up Time Policy in the Student Handbook.

LEAVE OF ABSENCE (LOA)
Blackstone Valley Regional Vocational Technical High School Practical Nursing Program does not offer leave of absence at this time.

BEREAVEMENT POLICY
For death of a family member or close friend: Up to three (3) days of bereavement leave is extended to students should the death be an immediate family member (mother, father, brother, sister or grandparent) or a close friend. The student must provide documentation verifying the death is required upon return to the school.
All assignments and/or projects due during the bereavement leave must be handed into the faculty upon first day of the students return.
All exams must be made up during Make up Exam hours. There will be no points deducted with proper documentation. Exams must be taken prior to the next scheduled exam for the course.

MITIGATING CIRCUMSTANCES
Mitigating circumstances are defined and not limited to: court dates, bereavement, hospitalization, domestic violence, physical abuse, mental abuse, sexual assault, mental health crisis, and spell of illness.

The student must provide documentation from a health care provider, court or legal/official representation that the absence, tardiness or dismissal was related to mitigating circumstances to the PN Coordinator. The PN Coordinator will determine if absenteeism qualifies as mitigation circumstance. The PN Coordinator and faculty are to approve the mitigation circumstance(s).

All hours must be made up but will not count as an absence, tardiness or dismissal. Students will not have 10 points deducted from the exams or assignments with proper documentation.

PREGNANT STUDENT POLICY
Blackstone Valley Regional Vocational Technical High School wishes to preserve educational opportunities for those students who may become pregnant and/or take on parenting responsibilities.

Pregnant students are permitted to remain in regular classes and participate in extracurricular activities with non-pregnant students throughout their pregnancy, and after giving birth, are permitted to return to the same academic and extracurricular program as before the leave.

Blackstone Valley Regional Vocational Technical High School does not require a pregnant student to obtain the certification of a physician that the student is physically and emotionally able to continue in school. Every effort will be made to see that the educational program of the student is disrupted as little as possible; that health counseling services, as well as instruction are offered; that return to school after leave is encouraged; and that every opportunity to complete high school is provided.

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TARDY/DISMISSAL

Clinical:
If a student leaves early or dismissed the time will be deducted on the Clinical Attendance Form.

Class:
A time clock is used to monitor student tardiness and dismissals in the classroom and laboratory. Upon arriving late or leaving early, the student will obtain a PNP Time Card and time stamp using the time stamp machine located in the classroom. Then the student will quietly enter the room and take a seat in the back, to minimize disruption of the class. The student may not proceed to his/her usual seat until there is a class break.

All tardiness/dismissals will be counted and added to hours absent unless determined as mitigation circumstances.

Students are expected to remain in the building or in their assigned areas, or in the facility break room. Students need to plan for being in the building during class and laboratory sessions. For safety purposes, students are not allowed to leave the clinical site or class to go to their cars or go outside at any time.

Failure to comply with a nursing Standards of Conduct outlined in 244 CMR 9.0 regarding abandonment, students leaving a clinical setting without informing their faculty and facility nurse, will be dismissed from the program. "244 CMR 9.00: STANDARDS OF CONDUCT defines Abandon means to intentionally terminate any nurse/patient relationship without reasonable notice to the patient or appropriate other person(s), or both, so that arrangements can be made for necessary continuation of care" (Board of Registration in Nursing, October 3, 2000).

PROCEDURE FOR NOTIFICATION OF TARDINESS OR ABSENCE

It is the student's responsibility to notify the clinical faculty if late or absent.

Clinical Absence: Any student who is unable to attend clinical practice must notify the clinical faculty/clinical liaison and Practical Nursing Program Office at least 1 hour before the start of your assignment.

Clinical Tardiness: A student who is going to be late to clinical must call the clinical faculty/clinical liaison as soon as possible with estimated time of arrival. A student who is absent to clinical must notify the Practical Nursing Program Office. If a student is tardy for more than 30 minutes, the student will be asked to leave the clinical site and clinical hours will need to be made up.

Class Absence: When a student is going to be absent on a class day, must call the Practical Nursing Program Office prior to 3:50 p.m.

Class Tardiness: A student who is going to be late must call in as soon as possible with estimated time of arrival.

Notification: If the Practical Nursing Office is closed or off hours: a student who is going to be absent or

tardy must leave a voice message or email the Practical Nursing Office. During clinical hours: A student who is going to be absent or tardy must speak with the faculty directly.

Failure to notify the Faculty and/or Practical Nursing Program Office will result in a Professional Warning.

MAKE UP TIME POLICY

Clinical absences, tardiness and dismissals must be made up hour for hour. Make up time is defined as pre-approved activities by a nursing student to fulfill program hour requirements in response to an absence, early dismissal, tardiness or timed missed. The criteria for make-up time must be approved by the Program Coordinator. It is the responsibility of the student to take advantage of make-up time.

Make Up assignment must be completed and submitted when due or not credit for the make-up assignment will be issued.

It is the responsibility of the student to record make up time on the Sign up Extra Help Log. The makeup hours will be tracked and maintained in the Practical Nursing Office.

Students who owe make up time must make up time during the term.

Students may use approved make up time to replace clinical or academic time to meet the required 1,090 hours. Clinical skills laboratory time and clinical make up time with faculty supervision will be offered based upon faculty availability and at the discretion of the PN Coordinator.

Scheduled make-up time is dependent upon faculty availability. Faculty will determine the date, time and facility that the makeup time will be offered. Scheduled make-up time may occur on weekends, or during school vacations. Student(s) will be responsible for reimbursement of the faculty through the Program Coordinator, at the rate of $35.00 per hour. Failure to provide payment prior to the clinical or course make up session will result in inability for the student to make up that session(s). The rate total for the clinical make up can be added to the student's account balance.

School Cancellation

Blackstone Valley Regional Vocational Technical High School serves students from 13 towns. In case of severe weather warranting the discontinuance of school bus service, the school will close. In the event schools are closed in any of the thirteen towns, DO NOT assume this means Blackstone Valley Practical Nursing will close as well. Listen for an announcement specifically for the Blackstone Valley Regional Vocational Technical High School.

The following radio and television stations will broadcast the cancellation, at intervals between 5:30 a.m. and 6:30 a.m. and again in the evening 4:00 p.m. – 6:00 p.m.

School Cancellation TV and Radio

Worcester	
104.5 FM	WXLO Radio
Telegram & Gazette at Telegram.com	Website
Milford	
1490 AM	WMRC Radio
MY FM 101.3	WMRC Radio
Boston	
1030 AM	WBZ Radio
Channel 4	WBZ TV
WBZ 1030.com	Website
WBZTV.com	Website
Cbsboston.com	Website
Channel 5	WCVB TV
TheBostonChannel.com	Website
Channel 7	WHDH TV
Channel 56	CW TV
WHDH.com	Website
Fox25	WFXT TV
Myfoxboston.com	Website
New England Cable News	Website
NECN.com	Website
NECN smartphone app	Website
Rhode Island	
RIBA (RI Broadcasters Association) Channel 10	WJAR TV

If Blackstone Valley Regional Vocational Technical High School is closed during the day, evening classes or clinical may or may not be held. Should a change in weather during clinical hours occur, faculty will be in communication with the Program Coordinator to determine an early dismissal time, if necessary.

The Program Coordinator will maintain a current list of student contact information for students who wish to participate in the One Call System. Students may select options to be notified by email, cell phone, and/or home phone to be notified of school closures or other important school related matters. It is the responsibility of the student to insure that the program has accurate contact information.

Each clinical group will organize a clinical phone chain. It is the student's responsibility to be sure that the information provided to the clinical phone chain is up to date and accurate. Please use your clinical phone chain provided at the start of each term to stay in contact with the Practical Nursing Program for weather or other emergency-related schedule changes.

GRADING

A minimum grade of 76% is required in each course for passage. Students receiving less than 76% will be

unable to advance to the next term. Each course will be weighed using a points scale to arrive at a numerical grade, or a percentage based on quizzes, final exams and assignments arriving at a numerical grade, as indicated in each course syllabi. All grades will not be rounded. Numerical grades will be used to indicate student grades as follows:

A	94-100%
A-	90-93%
B+	87-89%
B	84-86%
B-	80-83%
C+	78- 79%
C	76 -77%
F	75 % or below

A pass/fail grade will be used for the clinical practice grade. To receive a passing grade, students must perform satisfactorily in all term objectives. A student receiving a failing grade in the theory component of a course with assigned clinical hours will automatically fail the clinical component. As an example: a student who received a failing grade in Fundamentals I will automatically receive a failing grade in meeting the clinical objectives of Fundamentals I.
Failure at the end of the rotation means the student will not be eligible for promotion. A student with an unsatisfactory clinical performance Term III will not graduate.

The Practical Nursing Program does not issue any extra credit, extra assignments, and/or extra points.

Clinical Failure: A student unable to meet the objectives of clinical criteria will both clinical and the course. A student receiving a failing grade in the clinical component of a course with assigned clinical hours will automatically fail the theory component of that course.

The student with unsatisfactory performance in clinical objectives related to safe client care, and/ or ethical-legal and regulatory standards of nursing and the scope of practice will meet with the Program Coordinator and faculty which may lead to withdrawal from the program.

Contract for Improvement: A Contract for Improvement will be developed by the failing student and a faculty member outlining a plan to improve clinical and/or course performance based on term clinical and/or course objectives within a specified time. The terms of the Contract for Improvement must be met in a given time frame in order for the student to continue in the program. The Contract for Improvement is signed by the student, the faculty, and the program coordinator. A student unable to meet the terms of the Contract Improvement in the allowed time will fail the clinical and/or clinical objectives and will be dismissed from the program.

Course Progress: Students in danger of failure will be notified at mid-term in writing by the faculty. In addition, the faculty may issue a course/clinical warning at any time a student is in danger of failing a course or clinical rotation. The faculty will meet with any student on warning to discuss plans to remediate deficiencies.

Course Failure: Students who fail two (2) or more courses in a term are ineligible for any retake

opportunities. The lowest grade obtainable to pass each course is a 76%. Students who fail one (1) course maybe eligible for LifeLine, if feasible.

LifeLine: A student who has failed one course can use one (1) life line in term I and II, if feasible, no lifeline option is available for term III. The student will meet with the faculty and review for remediation. The student will take the one (1) quiz or exam. The highest grade on the one (1) quiz or exam will be calculated into the final grade. This grade cannot be higher than an 80% as well.

The highest grade for the course attainable is a 76%.

If the student does not pass the course using the Lifeline, then the student will be dismissed from the program due to course failure.

Incomplete grade: An incomplete grade does not allow a student to be eligible for promotion to the next term or completion of the program for graduation. The student may receive a conditional promotion as outlined in the improvement contract. Incomplete work must be completed within a specified time designated by the faculty to change the incomplete grade to a complete grade and allow promotion. The specified time period will be no longer than 5 days into the next term unless prior approval is received from the Program Coordinator.

PROGRESSION (MABORN Policy Requirement and ACEN Criterion 3.2)
All students must complete each academic course with a grade of 76% and each clinical component with a satisfactory performance in all clinical objectives. Failure to do so prohibits a student from progressing to the next term. Students receiving a failing grade in the theory component of a course with assigned clinical hours will automatically fail the clinical component. Students receiving a failing grade in the clinical component of a course with assigned clinical hours will automatically fail the theory component. Students must meet attendance requirements to be eligible for promotion. The faculty committee meets at the end of each semester to determine if students are eligible to be promoted to the next term.

TRANSCRIPTS
Transcripts will be provided to students and graduates at cost of $15.00 for each transcript requested. The Transcript Request Form and payment is required to complete the transcript request process. The Transcript Request Form can be found on the BVT-PN web site. Once the Transcript Request Form and payment is received the process can be completed. Transcripts may be held due to student not meeting the criteria of the Withdrawal Policy and the graduated not meeting the criteria of the Graduation Policy.

ACCEPTING ELECTRONIC TRANSCRIPTS
It is the policy of BVT PN Program to only accept electronic transcripts from the institution or from an established provider such as Script Safe, Parchment, National Student Clearinghouse, Docufide, SENDedu, etc. Designated officials from institutions (i.e. Registrar) can email the electronic transcript(s) to the PN Office if they do not use a 3rd party vendor. We will not accept copies emailed from the student(s) in any format. Once PN Program has received the transcript(s), the transcript(s) will be printed and stamped as received.

LATE ASSIGNMENTS AND EXAMS
Assignments: Assignments are to be submitted on the due date at the beginning of class in the faculty's mailbox. Late assignments will receive an automatic 10-point deduction per day up to 5 days. After five (5)

school days, a zero will be recorded for all assignments not completed in the online management system (Canvas) under grades.

In Class Assignments: In Class assignments cannot be made up under any circumstance.

Clinical Assignments: Clinical assignments must be passed in when due. Failure to pass in clinical assignments when due will result in a Professional Warning The clinical assignments must be completed when due to ensure that clinical competencies and objectives are met or the student will be a risk for not passing the clinical pass/fail component of the course.

Deduction and Mitigating Circumstances: 10 points will not be deducted for mitigating circumstances. The student must provide documentation that the absence(s) were related to mitigating circumstances to the PN Coordinator. The PN Coordinator will determine if absenteeism qualifies as mitigation circumstance in order to make up the exam and/or pass in late assignment without a 10-point deduction. All assignments must be passed in the day the student returns with documentation or 10 points will be deducted.

Quizzes and Exams: Quizzes and exams must be taken on the day given. In the event a student is tardy, he/she must take the quiz/exam upon arrival to class in an assigned area outside the classroom to avoid disruption. If a student is tardy beyond the exam times, exam make up/rescheduling will be based on time arrived and faculty discretion.
If a student is absent on the day of the exam or quiz, the student will make arrangements with faculty to take the exam or quiz on the following Monday or Friday. All exams will be scheduled for the Monday and Friday of each week from 1:00-3:00 pm. Failure to make up the exam or quiz on the following Monday or Friday will result in the student receiving a 0 grade for that exam or quiz.

All retake exams will be assessed a 10-point deduction. Unless there is mitigating circumstances and /or documentation from a Health Care Provider. A student who fails to make up an exam prior to the next scheduled class will be subject to an additional 10-point deduction. Alternative exams may be given. It is the responsibility of the student to contact faculty to obtain missed class theory content, missing assignments and exams. All quizzes and exams must be taken sequentially.

LAB MAKE UP SESSIONS
Any student who misses a lab must sign up for mandatory lab make up. Any student who misses any components of lab must sign up for lab make up. The lab make-up session will be held monthly at the discretion of the faculty. At the beginning of term I and II, the lab make up sessions will be posted on the PNP bulletin board. The lab make-up session is mandatory in order for the student to progress and to meet the competencies of the PNP. Failure to make up the lab as scheduled may result in the inability to meet the course requirements.

POST QUIZ/EXAM REVIEW SESSIONS
- Post quiz/exam review may not be conducted during class time.
- A student with a failing quiz/exam grade is encouraged to meet with the faculty to review the quiz/exam.
- The post quiz/exam review sessions will be brief and designed to help students understand missed questions and provide rationales for correct answers. Post quiz/exam review is not a time to contest questions or a grade.
- A student with a failing exam grade is encouraged to make an appointment for individual after-school

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appointment with the faculty on that faculty's scheduled day for more in-depth quiz review, notes review and study skills.

- Review of exams are to be reviewed sequentially and before the next exam for that course.
- Exams cannot be reviewed all at once at the end of term before the final exam.
- During post quiz/exam review students are not allowed to bring coats, hats, writing tools, notebooks, backpacks, purses, cell phones, cameras, PDAs, blackberries, smart watches or other electronic devices.
- No extra help session will be awarded to the student.
- All Exam, Test, and Quizzes will not be returned to the student.

GRADE CHALLENGE

After grades are posted, students have 7 days to complete the grade challenge form. After 7 days the grade students will not be able to challenge the grade and the grade will stay as posted. A student will submit in writing on the Grade Challenge form a request to meet with the exam's faculty with the challenge, and a rationale from text, or other classroom material in support. The faculty will review and respond within three (3) business days. The faculty will document the grade challenge with outcomes. The faculty will submit the Grade Challenge form to the PN Coordinator for review. After reviewed by the PN Coordinator, the PN Coordinator will place the Grade Challenge Form(s) in PN Coordinator's Office.

Should the result of the challenge have implications for other student grades adjustments will be made to all grades.

MIDTERM WARNINGS

- Midterm warnings will be provided to all students who are below a 76%on each course.
- Midterm warnings will be completed during the half way point of each term or after at least 2 grades have been entered.
- The faculty will complete a Course Failure form and meet with each student on individual basis.
- Students receiving a mid-term course warning must meet with the faculty to devise a plan for course improvement.
- After meeting with the student, the faculty will submit the completed Course Failure form to PN Coordinator.
- After reviewed by the PN Coordinator, the PN Coordinator will place the Midterm Warning form in the student's record.

PORTFOLIO PROJECT

The Portfolio Rubric will be provided to the students during Term I, II and III. The Portfolio is located in Canvas (Learning Management System) and will be kept electronically in Canvas until the end for the program per faculty approval.

During the program, each student is required to electronically submit documentation in Canvas per the Portfolio Rubric. It is the student's responsibility to maintain the portfolio throughout the program. The Portfolio Rubric will be graded in term III: Trends in Professional Nursing II.

At the end of the program, student can keep the portfolio as a compilation of student work assembled for the purpose of:

- evaluating coursework quality and academic achievement,

- creating a lasting archive of academic work products,
- determining whether students have met student learning outcomes or academic requirements for courses, grade-level promotion, and graduation.

RECORDING CLASSES

Students are asked to speak with the individual faculty to inform them that they would like to record classes. It is within the individual faculty's discretion to allow this request. Recording exam review or final exam preparation sessions is not allowed.

The faculty and the student must complete the Recording Class Form. The student whose signature appears below agrees that the information that is recorded during class is the property of the faculty and that the recorded material will ONLY be used by the student for the purpose of learning the class material. Any other use of the material may result in the student being liable for copyright infringement. The recorded material will only be used by the individual student in a private area.

Students shall be specifically notified if the class they are in will be recorded. Students are advised that any questions or comments of discussions occurring during class may be recorded.

SELF-ASSESSMENT

At midterm and end of each clinical rotation, students will prepare a self-assessment of their ability to meet clinical objectives, identifying their strengths and weaknesses, and areas that they wish to improve. Faculty will guide the students in the self-assessment evaluation process. The student and faculty will meet, review and sign the self-evaluation. One copy shall be returned to the student, and the faculty original will be placed in the student temporary record. Self-assessment, while not graded, is part of the clinical experience and must be completed to receive a satisfactory grade in clinical objectives relating to professional behaviors in clinical evaluation.

PROGRAM EVALUATIONS

At the conclusion of each term, periodically, and the end of the program, the student is asked to complete evaluations relating to the Practical Nursing Program. The student's recommendations for improvement are appreciated, carefully reviewed and input is a valuable to the success of the PNP. If appropriate, recommendations may be incorporated into the PNP. Graduation Evaluations will be emailed to the graduate 6-12 months after graduation.

MATHEMATICS FOR MEDICATION ADMINISTRATION REQUIREMENT

Term I: Medication Abbreviations and Conversion Exam with a 90% in Term I. A student will have 2 opportunities to pass the exam. A student who does not know abbreviations and mathematical conversions for basic oral medication administration will be unable to pass meds and will fail the clinical component of Term I.

Term II: Medication Administration Exam with an 90% in Term II. A student will have 2 opportunities to pass the exam. A student who fails to demonstrate a skill competency on two attempts will fail the clinical component of Term II.

- Nursing Skills Competency for PO, IV, IM, SC and, GT medication administration in the nursing skills lab.
- Upon completion of the Math for Meds requirements: A Mathematics for Medication Administration

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Requirement Form will be maintained for competency.

GRADUATION (MABORN Policy Requirement and ACEN Criterion 3.2)

Students will be considered eligible for graduation upon successful completion of all program requirements:

- A passing grade of 76% or better in all academic courses
- Term III Satisfactory performance of all clinical objectives
- Meets all financial obligations including completion of Student Financial Aid exit counseling
- Return all Blackstone Valley Regional Vocational Technical High School property, including but not limited to: Any of items that belong to BVT, and any books or multi-media items checked out of the Digital Learning Commons.
- Meet Attendance requirements.

Upon completion of the program, graduates will receive a Certificate of Completion from Blackstone Valley Regional Vocational Technical High School, and a nursing pin, purchased by the student. According to 244 CMR 8.01- Graduation means the date the applicant graduated from the nursing education program. The BVT PN Program's date of graduation will be approximately one to two weeks after the last scheduled day of attendance. The graduation ceremony can occur any time after the last scheduled day of attendance. The Certificate of Completion conferred date is the date the certificate is awarded, which can be the same date as the graduation date.

RETENTION/ DISMISSAL

A student may be dismissed from the program at any time for the following reasons, which is not an exclusive list of the potential reasons for dismissal:

- Inability to transfer theory into practice despite remediation
- Demonstrates a consistent lack of understanding of his/her limitations
- Inability to anticipate the consequences of action or lack of action
- Ineligibility for promotion due to course failure
- Consistently failure to maintain communication with faculty and facility nurses and staff about client care
- Dishonesty about client care: examples include, but are not limited to: charting to patient care not given, charting to patient assessments not made, recording data not skillfully obtained
- Lack of Academic Integrity and Unethical Behavior: examples include, but are not limited to plagiarism, cheating on exams or assignments, impaired student practice related to drugs or alcohol.
- Violation of standards and laws regarding patient privacy
- Violation of Social Media statement
- Failure to meet attendance requirement
- Failure to meet the Technical Standards of the Program
- Failure to meet the Mathematics for Medication Administration Requirement
- Nonpayment of tuition and/or fees
- Committing a civil/criminal act as outlined in the BVRVTHS Student Handbook policy (Massachusetts General Laws Chapter 71: Section 37H & 37H ½)

WITHDRAWAL (MABORN Policy Requirement)

A student may withdraw from the program at any time for any reason. It is the responsibility of the student to

complete the withdrawal procedure. At the time of withdrawal, the student is responsible for:

- Notifying the Program Coordinator immediately, both verbally and in writing of their withdrawal from the program
- Meeting with the Program Coordinator
- Meeting all financial obligations
- Meeting with the Financial Aid Coordinator to complete required exit counseling.
- Returning all Blackstone Valley Regional Vocational Technical High School property, including, but not limited to: Any of items that belong to BVT, and any books or multi- media items checked out of the Digital Learning Commons and/or PN Resource Center.
- A student may request to be considered for readmission under the readmission policy

Failure to complete the withdrawal procedure will result in an automatic recording of a failing grade in all courses for the remainder of the term and will be automatically withdrawn from the program. To be considered for readmission the withdrawal procedure must be completed.

READMISSION POLICY (MABORN Policy Requirement)
Students will not be readmitted to the Practical Nursing Program if dismissal was due to performing a civil/ criminal act as outlined in the BVRVTHS Student Handbook policy (Mass General Laws Chapter 71: Section 37H & 37H ½). A student dismissed from the Practical Nursing Program for unsafe clinical practice or unethical behavior is not eligible for readmission.

Students may be readmitted to the program based on the following:
o Written petition to the Program Coordinator of the Practical Nursing Program
o Space available in the program
o A faculty review of the student's past performance in the program and activities since leaving the program.
o An interview with the Program Coordinator and a faculty member
o Updated health records, and submit to a Criminal Offender Record Information Release (CORI), Nurse Aid Registry CPR certification, and any other required documentation.
o A written proposal indicating a detailed plan for successful completion of the program.
o Approval by the Admissions Committee
o Meet all financial obligations.
o Effective, Class of August 2022, Student who failed class(es) in specific term will need to repeat the entire term.

Students who request readmission will be reviewed at the Admissions Committee Meeting. There will be only one opportunity for readmission.

MAINTENANCE OF STUDENT RECORDS
Student records are maintained according to federal law, state law, and school and program policy including, 603 CMR 23.00 and the Family Educational Rights and Privacy Act (FERPA).
The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students

to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

- Parents or eligible students have the right to request that school correct records, which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

  o School officials with legitimate educational interest;
  o Other schools to which a student is transferring;
  o Specified officials for audit or evaluation purposes;
  o Appropriate parties in connection with financial aid to a student;
  o Organizations conducting certain studies for or on behalf of the school;
  o Accrediting organizations;
  o To comply with a judicial order or lawfully issued subpoena;
  o Appropriate officials in cases of health and safety emergencies; and
  o State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

All records are kept private, secured per Maintenance of Records Policy. Permanent Record and Withdrawal

Records kept for 7 years then shred and discard:
(Any documentation in Permanent File is applicable to the individual student file)
- Application
- TEAS Results
- Birth Certificate, Passport, Permanent Resident Card
- Satisfactory evidence of secondary school education or equivalent; High School Official Transcript, GED Official Transcript or equivalent post-secondary official transcript
- Official College Transcript and Syllabi, if applicable.
- In-District Verification/proof of residency, if applicable.
- Proof of Health Insurance
- Transfer Credit Form, if applicable
- Optional TEAS Preparation Classes Registration Form, if applicable

- Letter stating Application and TEAs information received.
- Letter stating Interview
- Letter stating passing TEAS Exam
- Letter stating retake TEAS Exam, if applicable
- BVT-PNP Admission Review for Class Entering
- Admission Rubric
- Letter of Acceptance or Denial to the PN Program
- Student Emergency Information Form
- Information for State Report – Confidential Information
- Student Empowered Digital use and responsibility guidelines signature page.

- PN Student Handbook acknowledge signature page.

- Student Parking Permit Form
- Post-Secondary student form for fitness facility
- Clinical affiliation random drug screening signature page.
- Change of address, if applicable
- Admission Policy and Signature page
- Good Moral Character and Signature page
- Clinical Rotation Policy and Signature page
- Tuition Policy and Signature page
- Technical Standards and Signature page
- Criminal Offender Record Information (CORI Acknowledge Form)-held in Principle's/Main Office Area
- Nurse Aid Registry and Signature page
- Reasonable Accommodations, if applicable

Temporary Record kept for duration enrollment.
(Any documentation in Temporary File is applicable to the individual student file)
- Clinical Evaluations; ALL
- Professional Warning, if applicable
- Record of rewards or outstanding performance and/or certificates, if applicable
- Competency Skills Checklist
- Course failure, if applicable
- Professional warning, if applicable
- Syllabi agreement
- Learning contracts, if applicable
- Recording classes Form, if applicable

Health Records kept for duration of enrollment.
Student Health Records Files
Immunization Requirements specified by the MA DPH

Withdrawal Records – held for 7 years, then shredded and destroyed
(Any documentation in Withdrawal Records is applicable to the individual student file)
- Withdrawal/Dismissal Checklist
- Course Failure Notice
- Professional Warnings, if applicable

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- Dismissal Letter with readmission policy and copy of warning slips for dismissal
- Permanent records
- Temporary records including Health Records Transcripts(Official) – Permanent

Grievances - held for 7 years, then shredded and destroyed

CHANGE OF ADDRESS
Students need to keep contact information up to date at all times. If there is a change in address, emergency contact information, name change, phone number, cell number and/or email address. Student will need to complete a Change of Address Form and submit the document to the PN Administrative Secretary. The Change of Address forms can be obtained in the PN Office.

COPIES
Students will be provided a copy card to use the large copier outside Health Service classroom and the PN Office Area and various location throughout the building. The card is connected to the number of copies made. No copies are permitted in the classrooms. Using printers in the classroom is disruptive to the learning environment and is prohibited. Students will receive a Professional Warning for using printers in the classroom.

REQUEST FOR LETTERS OR DOCUMENTATION
The PN Office has 5 business days to complete letters or documentation requested by the student.

SAFETY
It is the responsibility of each student to know thoroughly and to observe the safety rules of the Practical Nursing Program. Safe practice is emphasized in all practical nursing courses. Safe practice is habit forming and is always noticeable in the work habits of the accomplished worker. Students should be aware of and model nursing professionals who demonstrate safe practice principles. Students will use all safeguards that are provided for their protection. Students who endanger themselves or their classmates by purposely violating safety codes will be subject to immediate dismissal.

In all areas of unsafe practice, students must be held accountable of their performance. For actions or behaviors that threaten or have the potential to threaten the safety of a client, a family member, significant other, another student, a faculty member, or other health care provider, the result can be a clinical failure warning, with a learning contract for improvement, or dismissal from the Practical Nursing Program.

An unsafe practice is defined as:
- An act or behavior of the type which violates 244 CMR 3.00 Registered Nurse and Licensed Practical Nurse and 244 CMR 9.00 Standards of Conduct.
- An act or behavior of the type which violates the Code of Ethics for National Association for Practical Nurse Education and Service (NAPNES).
- An act or behavior which threatens or has the potential to threaten the physical, emotional, mental or environmental safety of the client, a family member, significant other, another student, a faculty member or other health care provider
- An act or behavior (commission or omission) which constitutes nursing practice for which a student is not authorized or educated at the time of the incident
- Any incident in which the student's action has or may seriously jeopardize patient care and/or safety.

Examples such actions include, but are not limited to:

· Errors of omission/commission in patient care
· Any pertinent intervention which places another in danger
· Failure to report changes in patient status promptly
· Omitting information regarding any personal conditions that may jeopardize patient care or about the student's own learning needs.

Unsatisfactory clinical performance which compromises quality of care. <u>Procedure</u>

- When faculty member believes an unsafe situation may or has occurred he/she will immediately remove the student from their assignment. Faculty members are responsible for reporting immediately a change in assignment to the staff member, while maintaining student confidentially. The student must leave the clinical setting in a professional manner, including a handoff report to staff member with faculty present. Failure to do so constitutes immediate dismissal from the program.
- Faculty member will document the situation in an incident report, and anecdotal note.
- The faculty member will notify the Program Coordinator
- The Program Coordinator will meet with both the student and the faculty member to review the unsafe practice situation.
- The Program Coordinator will review the student's clinical performance evaluation(s), academic record, and potential for successful completion of the major in nursing. Based upon this careful and deliberate review, a decision to either:
  1. Allow the student to continue in the program. At that time the student will be given a clinical failure warning. A learning contract will be developed outlining the objectives and performances that must be accomplished. In areas concerning unsafe practice, the learning contract will have a specific timetable for documented improvements, and will remain in effect until program completion.
  2. Dismiss the student from the program. The grade will be recorded as a clinical failure, "F", and the student will be ineligible for readmission.

ACCIDENT/INCIDENT REPORTING

Should you have an accident or incident of any type while in the school or at your assigned clinical practice, you must report immediately to the faculty

The faculty and the student will report to the designated authority of the clinical agency. In the clinical setting, if emergency care is required it will be made available, but the student will incur any medical costs. An Employee First Report of Injury and/or First Aid Report form will be completed by the faculty and the student then submit the Employee First Report of Injury and/or First Aid Report Form to the PN Coordinator. The faculty will notify the PN Coordinator of any incidents. The Employee First Report of Injury and/or First Aid Report Form will be kept on file in the PN Coordinator's Office.

The Principle-Assistant Superintendent and the Assistant Principal will be notified, and will receive copy of the Employee First Report of Injury and/or First Aid Report Form. Failure to report an incident involving a client, faculty or student may be grounds for dismissal from the Program.

Blackstone Valley Regional Vocational Technical High School Practical Nursing Program makes every reasonable effort to provide a safe environment at school. Student accidents while in school should be

reported immediately to the Program Coordinator or faculty member.

In a non-emergency, the student will be responsible for providing transportation. In the event of an emergency, EMS will be activated, and the student will be transported to the nearest facility, which may be at the student's expense. The Employee First Report of Injury and/or First Aid Report Form will be completed by the faculty and the student.

Student exposure to blood-born pathogen or other body fluids will follow OSHA guidelines. If student is stuck by a needle or other sharp, or get blood or other potentially infectious materials in your eyes, nose, mouth, or on broken skin:

- Immediately flood the exposed area with water and clean any wound with soap and water or a skin disinfectant if available
- Flood eyes or other mucus membranes with water
- Report this immediately to your clinical faculty
- Student and faculty will report immediately to designated agency and receive immediate medical attention
- Complete school and agency-required paperwork
- Follow agencies policy for routine testing
- Notify Program Coordinator. Documentation will be kept secured, private and on file in the Program Coordinator's office.
- If emergency response is required (ambulance, police), the #4 emergency entrance is to be used.

VOTER REGISTRATION
A voter registration form is available at https://www.sec.state.ma.us/ovr/.

VALUABLES
Money and/or valuables should not be brought to class or to clinical practice. Blackstone Valley Vocational School District and/or the clinical practice agencies will not be responsible for lost or stolen articles.

STUDENT RIGHTS AND RESPONSIBILITIES (MABORN Policy Requirement)
There is a commitment within the Practical Nursing Program and Blackstone Valley Regional Vocational Technical High School to recognize the legal rights of students and have students for fill the responsibilities.

Students are expected to behave in an orderly and respectful manner at all times. Students must take into account the rights of others as well as the effective operation of the school. The PN Student Handbook and the Blackstone Valley Regional Vocational Technical High School Student Handbook provides information to facilitate the consistent application of the program policies to students.

The PN Student is expected and not limited to: monitor self-progress, meet required assignments according to due dates without reminders, syllabi requirements, academic and clinical schedules, as well as other tools to be successful.

CLASSROOM/CLINICAL BEHAVIORS
Expected Adult Professional Behavior at all times.
As an adult learner, returning to the academic setting, the faculty will expect that you will conduct yourself in the highest standard of adult behavior, always with the standards of nursing professional behavior in mind,

and adhere to all Student Learning Outcomes. Examples of adult professional behaviors, as viewed by faculty, include but are not limited to:

Commitment to the practical nursing program by:
- Reading and adhering to the PN Student Handbook and school policies
- Identifying ethical actions and interpersonal relationships
- Assume the expected role of the student practical nurse
- Demonstrate professional growth by performing satisfactorily in each of the program terms
- Participate in additional programs offered by the practical nursing program
- Following the school calendar
- Following the class schedule

Motivation and Self-Direction to complete program requirements:
- Work with your clinical faculty to communicate your personal goals in the clinical setting
- Keep a personal record of your grades, evaluations and portfolio of work, including clinical care plans and journal entries
- Actively participate in student pre- and post-conference in the clinical setting
- Request a conference with faculty if you feel unclear of your ability to meet clinical objectives
- Sign all evaluations after reading and commenting; return copy to faculty and retain a copy for yourself.

Commitment to citizenship in the practical nursing program:
- Arrive on time
- In the clinical setting, this means prepared for opening communications, instructions and ready to start assignment
- In the classroom, in your seat, prepared for opening communications and instructions.
- Come to class and to clinical prepared: supplies ready (organized the night before), completed assignments, medications researched, nursing care plans begun
- Required classroom, lab and clinical assignments prepared, completed and turned in on time.
- Respect faculty and other students during class time and presentation; Classroom talking is distracting to everyone.
- Food and beverages are not allowed in the nursing lab or during exams and quizzes.
- During quizzes and exams remain in your seat.
- Throughout and at the end of the day, chairs, tables, lab equipment and kitchen area cleaned and need to be stored the proper area.

ADMINISTRATIVE LEAVE
An Administrative Leave is a temporary leave from Practical Nursing Program to investigate of an incident before determining a specific course of action. If the Administrative Leave does not result in dismissal from the program, the PN Coordinator and Faculty will develop a plan to make up classes, clinical (at no cost to the student), and lab.

- The student will meet with the PN Coordinator and a designee to discuss the Administrative Leave.
- The student will complete a written statement before leaving the school
- The PN Coordinator will write a letter to the student the reason for the Administrative Leave and that a thorough investigation will occur to ensure that, the student receives due process regarding the incident.

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- At the end of the investigation, the PN Coordinator and designee will meet to discuss the outcome and what is the course of action.

Note: The investigation may be lengthy to ensure that due process is considered.

PROGRESSIVE DISCIPLINE

A student will enter progressive discipline whenever he/she fails to meet the expectations of the PNP and any violation of the BVT PNP Student handbook and/or violation of the BVT Student Handbook.

Typically, progressive discipline adheres to the following:

- Counseling: Documented in the Faculty Advising Binder, documents verbal counseling and outlines the outcome.
- Professional Warning - student has been counseled regarding the need to improve in a specific area and has failed to demonstrate improvement or performance precludes the opportunity for counseling. A Professional Warning may be implemented to specifically describe to the student how expectations may be met;
- Professional Warning - occurs when the student has already received a 1st Written Warning and new violation arises or unresolved violation continues;
- Professional Warning and Contract for Improvement - follows the 2nd Professional Warning if new violation arises or unresolved violation continues;
- Suspension for two (2) days with Professional Warning- if a new violation arises or unresolved violation continues, or violation of the Contract for Improvement;
- Recommendation for Dismissal – A student has received a 3rd written warning, and/or suspension with new issue or unresolved issues continues to fail to meet the standards of the PNP and does not demonstrate the ability, desire, or willingness to change the behavior.

Although these steps usually follow a progressive discipline, please note that at the discretion of the Program Coordinator to skip any step depending on the seriousness of the situation.

GRIEVANCE (MABORN Policy Requirement and ACEN Criterion 3.2)

The Practical Nursing Program recognizes that students, as citizens, have the right to request address of grievances. Further, the program believes that fostering a respect for lawful procedures is an important part of the adult educational process. Accordingly, a procedure for dealing with individual and group grievances shall be provided, along with the appropriate appeal procedures. It is anticipated that problems and matters of objection can be resolved informally by honest and open dialogue between the student and the faculty of the Practical Nursing Program. Only when such efforts are deemed unsuccessful should the student grievance procedure be initiated.

Purpose:

To define the correct procedure for students to follow in resolving grievances. To secure, at the earliest and most direct level, an equitable solution to the problem for those parties involved with the grievance.

Definitions:

- A grievance shall be defined as a claim allegedly caused by a misinterpretation, violation, or inequitable application of policies of the Practical Nursing Program.

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- Days shall be designated as only school days. Holidays and weekends are not to be considered applicable.

Considerations:
- Failure at any step in the procedure to communicate the decision of a grievance within the specified time limit to the aggrieved person shall permit the aggrieved to proceed to the next step.
- Failure at any step of the procedure to appeal the grievance to the next step within the specified time limit by the aggrieved shall be deemed a final acceptance of the decision rendered at that time.
- No reprisal of any kind shall be taken by any party of participation in the grievance procedure by reason of participation.

Grievance Procedure

1st Level - Faculty of Practical Nursing Program
   a. A student must initiate definite action on a grievance, **in writing,** within five (5) school days following the event or occurrence, which is the basis for such, or the complaint shall be considered invalid (and therefore waived).
   b. The student will meet with the faculty involved, with both attempting to resolve the issue informally and directly.
   c. The faculty shall communicate a decision in writing to the aggrieved student and the Program Coordinator within five (5) school days after receiving the complaint.

2nd Level - Coordinator of Practical Nursing Program
   a. If the grievance is not resolved at 1st Level, the aggrieved student may appeal a grievance to the Program Coordinator **in writing,** within five (5) school days upon receiving the written decision of the faculty member.
   b. The student will submit a written document outlining:
   · Specific dates and events
   · The faculty involved
   · The faculty's response
   · The unsatisfactory nature of the proposed resolution
   c. The student and Program Coordinator shall first confer on the grievance with a view to arriving at a mutually-satisfactory resolution.
   d. The Program Coordinator will meet with all parties involved in order to resolve the grievance.
   The Program Coordinator shall communicate her/his decision in writing to the aggrieved student within five (5) school days after receiving the complaint.

3rd Level - Principal
   a. If the grievance is not resolved at 2rd Level, the aggrieved student may appeal the decision to the Principal **in writing,** within five (5) school days after the decision of the coordinator has been delivered.
   b. The Principal shall meet and confer with the aggrieved student with a view to arriving at a mutually-satisfactory resolution.
   c. The Principal shall communicate his decision in writing to the aggrieved student within five (5) school days after receiving the appeal. **The Program Coordinator and the faculty will receive written notification of the principals' decision.**

4th Level - Superintendent-Director

a. If the grievance is not resolved at 4th Level, the aggrieved student may appeal to the Superintendent-Director **in writing,** within five (5) school days after the decision of the Principal has been delivered.

b. The Superintendent-Director shall meet with the aggrieved student with a view to arriving at a mutually-satisfactory resolution.

c. The Superintendent-Director shall communicate his decision within ten (10) school days after receiving the appeal. **The decision by Superintendent-Director shall be final.**

HARASSMENT/BULLYING POLICIES

HARASSMENT POLICY

The Blackstone Valley Regional Vocational Technical High School is committed to equal employment and educational opportunity for all employees, students and members of the school community, without regard to race, color, religion, sex, gender identity, national origin, age, sexual orientation, pregnancy or pregnancy related condition, or disability, in all aspects of employment and education.

The Blackstone Valley Regional Vocational Technical High School is also committed to maintain a school and work environment free of harassment based on race, color, religion, sex, national origin, gender identity, age, sexual orientation, or disability. The School District expects all employees and members of the school community to conduct themselves in an appropriate and professional manner with concern for their fellow employees and the students.

Harassment on the basis of race, color, religion, sex, national origin, gender identity, age, sexual orientation, pregnancy or pregnancy related condition, or disability in any form will not be tolerated. Such harassment includes unsolicited remarks, gestures or physical contact, display or circulation of written materials or pictures derogatory to either gender or to racial, ethnic, religious, age, sexual orientation or handicapped individuals or groups.

Any violation of this policy should be brought to the attention of the Title IX Coordinator or the Superintendent, or his/her designee, as soon as possible, who will conduct an investigation and take appropriate action. Any employee or member of the school community found to have engaged in harassment shall be subject to sanctions, including but not limited to, warning, suspension or termination, subject to applicable procedural requirements.

BULLYING PREVENTION (M.G.L. c. 71, s. 370)

Translation Requests - If you would like a translation of the District's Bullying & Intervention Plan, please contact the Office of the Principal at 508-529-7758 x3063.

Blackstone Valley Regional Vocational Technical High School (BVT) is committed to providing all students with a safe learning environment that is free from bullying and cyberbullying. This commitment is an integral part of our comprehensive efforts to promote learning, and to prevent and eliminate all forms of bullying and other harmful and disruptive behavior that can impede the learning process. Central to the safe learning environment established at BVT is the understanding that it is everyone's responsibility to act respectfully, to model exemplary behaviors, and to challenge offensive behaviors when they occur. No student shall be subjected to harassment, intimidation, bullying or cyberbullying.

BVT has adapted the Model Bullying Prevention and Intervention Plan required under M.G.L. c. 71, s. 370 to create the BVT Bullying Prevention and Intervention Plan. The BVT Plan is available for public perusal on the BVT Website. In addition, BVT students, parents/guardians, staff, administration and the BVT

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School Committee receive a copy of the Plan at the start of each school year.

M.G.L.c. 71, § 37O defines **bullying** as the repeated use by one or more students of a written, verbal, or electronic expression or a physical act or gesture or any combination thereof, directed at a target that:
Causes physical or emotional harm to the target or damage to the target's property;

   i.   places the target in reasonable fear of harm to himself or herself or of damage to his or her property;
   ii. creates a hostile environment at school for the target;
   iii. infringes on the rights of the target at school; or
   iv. materially and substantially disrupts the education process or the orderly operation of a school.

Cyberbullying is bullying through the use of technology or electronic devices such as telephones, cell phones, computers, and the Internet. It includes, but is not limited to, email, instant messages, text messages, and Internet postings. See M.G.L. c. 71, § 37O for the complete legal definition of cyberbullying. Within the law and for the purposes of this policy, whenever the term bullying is used it is to denote either bullying, or cyberbullying.

The BVT Bullying Prevention and Intervention Plan addresses the vital issues needed to effectively and decisively address bullying within the BVT school community. Those issues, which are mandated by law and clearly delineated in the BVT Plan are: Training and Professional Development, Access to Resources and Services, Academic and Non-Academic Activities; Policies and Procedures for Reporting and Responding to Bullying and Retaliation; Collaboration with Families, Prohibition Against Bullying and Retaliation, the Pertinent Definitions and the Relationship of the Bullying Statute to Other Laws.

Included within the BVT Plan are the following reporting resources: A Bullying Prevention and Intervention Report/Response MAP, a Bullying Prevention and Intervention Incident Reporting Form, and a Bullying Prevention and Intervention Plan in a Nutshell.

The BVT Bullying Prevention and Intervention Plan is the BVT Bullying Prevention Policy, and as such it is subject to be reviewed and updated at least biennially, under the direction of the Assistant Superintendent-Director/Principal.

DEFINITIONS PERTINENT TO THE BVT BULLYING INITIATIVE
Several of the following definitions are copied directly from M.G.L. c. 71, § 37O, as noted below. BVT may have added specific language to these definitions to clarify them, but has not altered their meaning or scope. The BVT Plan also includes additional definitions that are aligned with BVT policies and procedures:

Aggressor is a student or staff who engages in bullying, cyberbullying, or retaliation.

Bullying (See definition above)

Cyber-bullying (See definition above)

Harassment at BVT is synonymous with the definition of bullying from M.G.L. c. 71, §37O for the purposes of disciplinary action, with the exception of sexual and criminal harassment which are governed by state and federal law.

Hostile environment, as defined in M.G.L. c. 71, § 37O, is a situation in which bullying causes the school

environment to be permeated with intimidation, ridicule, or insult that is sufficiently severe or pervasive to alter the conditions of a student's education.

Intimidating Behavior at BVT is use by one or more students of a written, verbal, or electronic expression or a physical act or gesture or any combination thereof, directed at another student, that makes that student feel fearful and/or uncomfortable at school or that causes an interruption in the educational process. Intimidating behavior as a code within the BVT Code of Conduct is intended to identify behavior that goes beyond student on student disrespect and suggests that the behavior has the potential to fall into the category of bullying. For the purposes of the BVT Code of Conduct, three or more incidents of intimidating behavior equate to bullying as defined in M.G.L. c. 71, §37O.

Progressive Discipline is a behavioral management approach which utilizes a system of levels of predetermined consequences for specific offenses to maintain a safe and secure school environment. The hallmark of progressive discipline at BVT is a balance of preventative measures, respect, and common sense disciplinary values. BVT administrators and staff strive to maintain a disciplinary process which is both fair and consistent and protects the rights of all members of the BVT school community. Central to the BVT progressive discipline approach is the understanding that the disciplinary process is a dimension of the learning environment within our school. It is everyone's responsibility to act respectfully, to model exemplary behaviors, and to challenge offensive behaviors when they occur.

Retaliation is any form of intimidation, reprisal, or harassment directed against a student who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying.

Round table discussions are gatherings of target(s), aggressor(s) and their parents/guardians with the principal and/or his designee, select school personnel, and the school resource officer to address bullying and cyberbullying incidents with the purpose of de-escalation of the situation and prevention of further incidents. Participation by target(s) is voluntary.

Staff includes, but is not limited to, the following: educators, administrators, counselors, school nurses, cafeteria workers, custodians, bus drivers, athletic coaches, advisors to extracurricular activities, support staff, or paraprofessionals.

Student on Student Disrespect is a single incident of disrespect (e.g. name calling, using profanity, pushing/shoving) that occurs between two or more students. This type of incident does not create a consistently hostile environment or power imbalance in and of itself. Repeated incidents of student on student disrespect between the same students could be deemed as bullying.

Target is a student against whom bullying, cyberbullying, or retaliation has been perpetrated.

FIGHTING, BULLYING, ABUSIVE BEHAVIOR OR DISCRIMINATION
Fights, bullying, and abusive or discriminatory behavior toward another student will result in an administrative response consistent with due process and the Guide to Progressive Discipline. Any behavior that has criminal implications will be reported to the Upton Police. Students may be disciplined for these behaviors that occur outside of school when the incident(s) adversely affects school order or if the behavior outside of school are such that it prevents students from accessing the curriculum or school offerings

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consistent with state and/or federal guidelines. Students who encourage or incite other students to engage in these behaviors may be subject to an administrative response consistent with due process and the Guide to Progressive Discipline.

CRIMINAL HARASSMENT (M.G.L. c. 265, section 43A)

a) Whoever willfully and maliciously engages in a knowing pattern of conduct or series of acts over a period of time directed at a specific person, which seriously alarms that person and would cause a reasonable person to suffer substantial emotional distress, shall be guilty of the crime of criminal harassment and shall be punished by imprisonment in a house of correction for not more than two and one-half years or by a fine of not more than $1000, or by both such fine and imprisonment. Such conduct or acts described in this paragraph shall include, but not be limited to, conduct or acts conducted by mail or by use of a telephonic or telecommunication device including, but not limited to, electronic mail, internet communications or facsimile communications.

b) Whoever, after having been convicted of the crime of criminal harassment, commits a second of subsequent such crime, or whoever commits the crime of criminal harassment having previously been convicted of a violation of section 43, shall be punished by imprisonment in a house of correction for not more than two and one-half years or by imprisonment in the state prison for not more than ten years.

SEXUAL HARASSMENT

Sexual harassment is defined as unwanted, sexual attention from peers, subordinates, supervisors, customers or anyone the victim may interact with in order to fulfill job or school- related duties. The harassment may be verbal or physical in nature and may be directed at either males ,females or non-binary students.

Information, counseling or complaints relating to this form of harassment should be referred to the Assistant Superintendent/Principal (See Grievance Procedure). In accordance with this, students engaging in such activity will be subject to disciplinary action.

Under certain circumstances, sexual harassment may constitute child abuse under Mass. Law,
G.L.   c. 119 - 51A. Blackstone Valley Regional Vocational Technical High School shall comply with Massachusetts laws in reporting suspected cases of child abuse.

TEEN DATING VIOLENCE PREVENTION

Teen dating violence prevention (TDVP) is designed to de-escalate the incidents of interpersonal violence and harassment. Through education, sound implementation, and effecting swift and consistent resolutions, attitudes and behaviors can be changed. Ultimately, the pattern of coercive control, that one person exercises over another, can be broken.

GUIDELINES (TDVP)

Areas of school responsibility are:

- To promote and maintain a school environment free from harassment.
- Educate all students about what harassment is and their responsibilities under law and the regulations of Blackstone Valley Regional Vocational Technical High School.
- Intervene and respond appropriately when acts of harassment or unwanted behaviors are observed, reported, or disclosed;
- Implement a continuous schedule of programs to heighten awareness to reduce the incidents of harassing behaviors.

DISCIPLINARY ACTION STATEMENT (TDVP)

Blackstone Valley Regional Vocational Technical High School administration will decide upon the disciplinary action that is appropriate as defined in the Guide to Progressive Discipline.

HAZING

MGL Chapter 269 (Sections 17 - 19) prohibits the practice of hazing. A copy of the law is provided to each

student at the beginning of each school year in their school information packet. The copy which the students receive defines hazing and addresses the failure to report hazing.

These copies are also issued to every student group, student team or student organization which is part of the BVT School District.

Section 17. Whoever is a principal organizer or participant in the crime of hazing, as defined herein, shall be punished by a fine of not more than three thousand dollars or by imprisonment in a house of correction for not more than one year, or both such fine and imprisonment.

The term "hazing" as used in this section and in sections eighteen and nineteen, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

Notwithstanding any other provisions of this section to the contrary, consent shall not be available as a defense to any prosecution under this action.

Section 18. Whoever knows that another person is the victim of hazing as defined in section seventeen and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine of not more than one thousand dollars.

STUDENT BASED COMPLAINTS AND GRIEVANCES

The BVT School Committee recognizes that there may be conditions in the school system that are in need of improvements and that students should have some means by which their concerns may be effectively expressed, considered, and dealt with fairly. Such means, if well-conceived and understood in advance, can do much to maintain harmonious relationships among the schools and the students and community.

The traditional "open door" policy in the public school system will be continued. Students—and their parents and/or guardians—who believe that the students have received unfair treatment in the form of disciplinary action will have the right to appeal. Any applicable provisions of the Massachusetts General Laws or federal law will be followed by school officials in conducting hearings and reviews of student grievances. In general, appeals procedures will begin with the authority imposing the penalty (for example, Assistant Superintendent-Director/Principal or teacher) and may ultimately be referred to the Superintendent-Director and on to the School Committee, which possesses the ultimate authority for discipline in the school system.

Every attempt will be made to seek a satisfactory solution to any legitimate grievance in a friendly and informal manner. In order to keep such discussions within a practical size, no more than six student representatives will be permitted to participate with the Assistant Superintendent- Director/Principal, staff members, or School Committee members who may be involved.

SIMULATION/LABORATORY MANUAL

There is a Simulation/Laboratory Manual that will be provided to students during Technology Night.

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STUDENT IDENTIFICATION BADGES

All students and faculty will be issued identification badges (I.D.) at the beginning of each school year. I.D. Badges are to be worn at all times and visible, and during school-sponsored trips.

Students who do not have an I.D. badge at the clinical setting are to be sent home. Lost I.D. badges must be reported to the Practical Nursing Office. A $3.00 fee will be charged for replacing an I.D. badge.

CELL PHONES, CAMERAS AND ELECTRONICS

During school, cell phones and smart watches or electronic devices must be on courtesy mode (meaning on silent or vibrate) and stowed in school bag. All electronic devices can only be out during dinner break and the evening break. Electronic devices can only be used in the classroom area during the specified periods. Students may not carry their cell phones in their pockets during clinical. Cell phones and smart watches in clinical should be on courtesy mode (meaning on silent or vibrate) and stowed in school bag. Students will follow the cell phone policy for all assigned clinical agencies. Cell phones and smart watches or electronic devices that are heard during class time may result in a written Professional Warning. Cell phones heard during an examination or quiz may result in a Professional Warning and a 5-point deduction from quiz or exam grades. Student cannot wear smart watches or electronic devices during quizzes, or exams.

Family members should be aware that it is inappropriate to contact a student nurse in the clinical setting except in an emergency. Family members should have access to student's classroom and clinical schedules. If a family member needs to contact a student, and is unable to wait until the end of his/her assigned shift because of an emergency, they will need to speak to the faculty on the floor the student is assigned and a message will be relayed to the student.

Using all electronic devices or any other means to upload and post images of Program documents, including but not limited to take home exams, practice exams, and/or take home assignments, is strictly prohibited and may result in dismissal from the program

SOCIAL MEDIA (MABORN Policy Requirement)

Protect patient privacy: Students may not take pictures of patients. Healthcare data that identifies a patient is not to be removed, or transmitted from the clinical site. Patient care and/or information may not be discussed on social media in any form. Lab values and other assessments may be recorded as long as no patient names or identifying numbers are connected to the data.

Professional conduct: Students are not permitted to engage in personal business while performing as a clinical student without faculty permission. This includes voice calls, texting, or Internet browsing for nonclinical information.

Professional conduct: All nursing students are required to maintain client privacy according to agency, school, state and federal laws and policies. A student may be dismissed from the nursing program at any time if found to use social media to post a personal discussion concerning patients or residents.

Massachusetts Board of Registration in Nursing – July 2012: Use of Social and Electronic Media by Nurses

Web-based communication platforms and applications such as email, text messaging, personal blogs, online

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chat rooms, networking forums, and photo and video-sharing sites are playing an increasingly prominent role in health care (1, 2). Nurses and other health care providers as well as health care organizations and professional nursing associations use Facebook®, MySpace®, LinkedIn®, Twitter and other forms of social and electronic media to promote patient and consumer health and education, enhance communication with patients, foster collaborative relationships and facilitate continuing professional education (1, 2, 3 and 5).

Social and electronic media venues are also used by nurses to share challenging or emotional workplace experiences, to encourage and support colleagues, and to seek advice from what can ultimately be a wide ranging audience of Internet users (2). However, the inappropriate or malicious use of social and electronic media venues poses a risk to patient safety and can negatively impact the effectiveness of the health care team (1, 2, 6 and 7).

When using any type of social and electronic media, whether for a professional or personal purpose, every nurse licensed by the Massachusetts Board of Registration in Nursing (Board) must consider professional practice concepts that include, but are not limited to: privacy, confidentiality, dignity, respect, professional boundaries and trust of the profession. The Board reminds all licensed nurses that they should be aware of, and consider and comply with the Board's regulations whenever using social and electronic media. These regulations require a nurse to:

- safeguard a patient's dignity and right to privacy (*244 CMR 9.03 [17]: Patient Dignity and Privacy*); safeguard patient information from any person or entity, or both, not entitled to such information and to share appropriate information only as required by law or for the protection of the patient (*244 CMR 9.03 [16]:Patient Confidential Information)*;
- establish and observe professional boundaries with respect to any patient with whom he or she has a nurse/patient relationship and to continue to observe professional boundaries with his or her former patients who may be vulnerable by virtue of emotional status, age, illness, or cognitive ability *(244 CMR 9.03 [24]: Professional Boundaries);*
- comply with M.G.L. c. 112, §§ 74 through 81C, as well as with any other laws and regulations related to licensure and practice. This includes the Health Insurance Portability and Accountability Act (HIPAA) and the Massachusetts Fair Information Practices Act (FIPA) and their corresponding regulations as applicable to health care providers and other federal and state laws concerning the protection of confidential or personal information *(244 CMR 9.03 [6]: Compliance with Laws and Regulations Related to Nursing);*
- engage in the practice of nursing in accordance with accepted standards of practice *(244 CMR 9.03 [5]: Adherence to Standards of Nursing Practice);* and
- be responsible and accountable for his or her nursing judgments, actions, and competency *(244 CMR 9.03 [9]: Responsibility and Accountability).*

In addition, other applicable Board regulations specify that a licensed nurse will not:
- abuse, neglect, mistreat, abandon, or otherwise harm a patient *(244 CMR 9.03 [15]: Patient Abuse, Neglect, Mistreatment, Abandonment, or Other Harm);*

- have sexual contact with any patient with whom he or she has a nurse/patient relationship or with any former patient who may be vulnerable by virtue of emotional status, age, illness, or cognitive ability *(244 CMR 9.03 [23]: Sexual Contact);* and
- initiate or maintain a nurse/patient relationship that is likely to adversely affect the nurse's professional judgment *(244 CMR 9.03 [25]: Relationship Affecting Professional Judgment).*

To assist nurses in appropriately using social and electronic media, the National Council of State Boards of Nursing, in its _White Paper: A Nurse's Guide to the Use of Social Media_ (2011), has identified the following guidelines:

- First and foremost, nurses must recognize that they have an ethical and legal obligation to maintain patient privacy and confidentiality at all times.
- Nurses are strictly prohibited from transmitting by way of any electronic media any patient-related image. In addition, nurses are restricted from transmitting any information that may be reasonably anticipated to violate patient rights to confidentiality or privacy, or otherwise degrade or embarrass the patient.
- Do not share, post or otherwise disseminate any information, including images, about a patient or information gained in the nurse-patient relationship with anyone unless there is a patient care related need to disclose the information or other legal obligation to do so.
- Do not identify patients by name or post or publish information that may lead to the identification of a patient. Limiting access to postings through privacy settings is not sufficient to ensure privacy.
- Do not refer to patients in a disparaging manner, even if the patient is not identified.
- Do not take photos or videos of patients on personal devices, including cell phones. Follow employer policies for taking photographs or video of patients for treatment or other legitimate purposes using employer-provided devices.
- Maintain professional boundaries in the use of electronic media. Like in-person relationships, the nurse has the obligation to establish, communicate and enforce professional boundaries with patients in the online environment. Use caution when having online social contact with patients or former patients. Online contact with patients or former patients blurs the distinction between a professional and personal relationship. The fact that a patient may initiate contact with the nurse does not permit the nurse to engage in a personal relationship with the patient.
- Consult employer policies or an appropriate leader within the organization for guidance regarding work related postings.
- Promptly report any identified breach of confidentiality or privacy.
- Be aware of and comply with employer policies regarding use of employer-owned computers, cameras and other electronic devices and use of personal devices in the work place.
- Do not make disparaging remarks about employers or co-workers. Do not make threatening, harassing, profane, obscene, sexually explicit, racially derogatory, homophobic or other offensive comments.

- Do not post content or otherwise speak on behalf of the employer unless authorized to do so and follow all applicable policies of the employer.

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7. Spector, N. (2010). Boundary violations via the Internet. *Leader to Leader*. Retrieved 10/21/11 from www.ncsbn.org/L2L_Spring 2010.pdf.

All students must adhere to the Social Media policy and the Massachusetts Board of Registration in Nursing – July 2012: Use of Social Media and Electronic Media by Nurses.

Any information posted on any social media or networking site is a breach of professional conduct which may result in disciplinary action up to and including dismissal form the PNP.

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DRESS CODE

Students will follow the dress code and clinical attire prescribed by the practical nurse program and affiliating clinical agencies.

Uniforms:
- The clinical uniform will be worn at all times when representing Blackstone Valley Regional Vocational Technical High School Practical Nursing Program.
- Uniforms will be clean, pressed and worn with the school identification badge.
- White socks and/or hose
- White leather shoes or sneakers are required. Open-toe shoes are not allowed.
- No open toe shoes allowed in the nursing lab should be safe for nursing lab practice.
- Undergarments are not to be visible through the school uniform. Only white or purple long sleeve shirt may be worn under uniform. No colored undergarments other than white or neutral color.
- If uniforms become faded and/or discolored, a student may be required to purchase additional replacement uniforms.
- Fleece jackets are to be worn when outside the patient care areas.
- Absolutely no chewing gum and/or chewing tobacco is allowed.
- While in the classroom students will adhere to the dress policy of the Blackstone Valley Regional Vocational Technical High School. Additionally, street clothes worn in the classroom will be conservative.
- Students are expected to participate in lab practice and classes: therefore, short skirts, short shorts, tank tops, hoodies, sweats, caps and hats are not appropriate and not to be worn. Clothing resembling sleepwear will not be allowed including slippers.

A Blackstone Valley Regional Vocational Technical High School Practical Nursing Program student nurse uniform is representative of the practical nursing program. As such, it cannot be worn while at a workplace other than a clinical assignment. Should a student withdraw or be dismissed from the program, the uniform patch or any identification that suggests a connection with the BVRVTHS Practical Nursing Program must be removed if the uniform is worn.

Equipment:
Student will arrive prepared for clinical with I.D. badge, bandage scissors, pen, penlight, stethoscope, blood pressure cuff, calculator, Kelly clamp, watch, gait belt, clinical paper work and term care plan.

Hair:
- Hair should be neat, clean and off the collar with no hair hanging over the eyes.
- Hair should be tied back, no loose strands, and secured.
- Facial hair should be short and neatly trimmed.
- Excessive or extreme makeup is not allowed.

Jewelry:
- The only jewelry allowed in clinical is a simple wedding band.
- All watches must have a second hand. Digital or all other types of watches are not allowed.
- Wrist watches that are heavy or more jewelry are not allowed.
- One pair of stud earrings is permissible. Based on safety concerns, dangling hoops, clip-on earrings,

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wrist or neck jewelry are not allowed.
- Any raised jewelry that may cause harm to the client or the student will be removed during clinical.

Piercings:
- Visible facial piercings are not allowed.
- Tongue piercings are not allowed.

Nails:
Based on recommendations from Joint Commission National Patient Safety Goals recommendations and the Center for Disease Control that healthcare personnel providing direct care patients may not wear artificial nails, plastic press on nails or nail wraps. All students will adhere to this program's polices and affiliating clinical agencies regarding nails and nail polish:
- Fingernails should be kept short, clean, healthy natural nails tips less than 1/4-inch long.
- If nail polish is worn, it should be a clear or neutral color and no dark colors.
- Nail polish should appear freshly applied, no chips or worn off nail polish.
- Artificial nails, press on nails or nail wraps are not allowed.

Fragrances:
Fragrances can be an airway irritant; for the client, staff and classmates' safety, heavy perfumes, aftershaves, scents are not allowed in the classroom or clinical setting.
A student may be dismissed from the clinical setting and the day recorded as absent if a strong fragrance is detected by any faculty or staff member.

Tattoos:
Students will follow the policies of affiliating clinical agencies for visible tattoos.

ACADEMIC INTEGRITY AND CIVILITY (MABORN Policy Requirement)
Academic Integrity and ethical practice is an essential component of a BVT PNP education that embodies commitment and demonstration of honest and moral behavior in an academic setting.

Academic Integrity requires a student to act honorably during every aspect of school activities. Students are required to sign the Academic Integrity Pledge upon receipt of the PN Student Handbook.

The academic integrity includes every quiz, exam, assignment and computerized assessment that is part of the program requirements. Academic Integrity extends beyond academic honesty to include lying, stealing, breaking one's word of honor under any circumstances. Students are expected to assume the responsibility for Academic Integrity in respect to themselves, fellow students, faculty and the school. Violation of the Academic Integrity will result in dismissal from the program.

Academic Integrity Pledge:
"I pledge upon my honor that I will not give or receive unauthorized aid in completing assigned work to meet program requirements, nor will I present someone else's work as my own.
My performance throughout the program is reflective of my own preparation and work.
I take full responsibilities for my actions."

Civility

BVP PN Students are expected to adhere to common set of ethical standards and principles. All students are required to follow the definition: civility by authentic respect for others required time, presence, engagement, and intention to seek common ground and common goals. Civil behavior that shows respect towards another person, make that person feel valued and contributes to mutual respect, effective communication, team collaboration (as defined and adapted from ANA, *Civility starts with you*).

Students are a model of civil and ethical behavior at all times.

Failure to follow the expectations of the Civility may result in disciplinary action including program dismissal as outlined in this Student Handbook

PLAGIARISM AND CHEATING

In general, plagiarism is defined as the presentation of someone else's work in whatever form – copyrighted material, notes, film, artwork, reports, statistics, bibliographies, references, and the like as one's own, and failing to acknowledge the true source. Quoting word for word, or almost so, or taking other ideas and passing them off as one's own constitutes plagiarism. In practical terms, plagiarism could include: buying a term paper, or copying another person's paper, even if she or he gives you permission.

Cutting and pasting information from the Internet into your own paper without properly identifying it as a quotation and properly attributing the source.

Using someone else's concept and presenting it as if it is your own original creativity, without acknowledging the source of the idea. While some acts of plagiarism are obvious attempts to deceive, like buying or using another's assignment, others result from sloppy work or failure to follow instructions acknowledging or crediting a source.

Paraphrasing is summarizing a source so that you have rewritten the material in your own words but maintained the original author's ideas. When you paraphrase, you do not need to put thewords in quotation marks, but you do need to properly attribute the original source. Paraphrasing does not mean simply changing one or two words, or leaving out a sentence, while the rest remains the same. Even if you identify the original author, but have used faulty paraphrasing that retains too much of the original, the result is inadvertent plagiarism.

Cheating is defined as the giving or attempting to give or receive unauthorized information or assistance during an examination or completing assigned projects.

If a student is unclear as to their actions in completing any assignment constitutes plagiarism or cheating, he or she should consult with their faculty prior to submitting work. Plagiarism and cheating are serious breaches of academic honesty and just cause of dismissal from the program.

While being tested any faculty has the authority to:
- Verify student by identification badge
- Request a student(s) change seats
- Remove student(s) from the test area
- Replace the present test with a new test

- Change the testing times

Faculty will consult with the Program Coordinator if they believe a violation or misconduct has occurred. A student will have an opportunity to meet with the faculty and the Program Coordinator. If the Program Coordinator determines that cheating or plagiarism has occurred, a penalty will be assigned based on the level of the offense. Penalties may take the form of the following sanctions with no opportunity for makeup.

- The grade of 0 for the work assignment in question
- The grade of 0 for the exam in question
- The grade of 0 for the course
- Potential Dismissal from the program

QUIZ/EXAM ADMINISTRATION POLICY

- One (1) or two (2) pencils or pens will be allowed on the student desk
- Book bags, purses will be closed and secured. These items will be stored on in the back of the room or designated area. Items can be gathered at the end of the exam.
- Faculty can assign seating for all quizzes and exams
- White board, marker will be distributed, as needed, at the start and must be passed in to the faculty at the end of the exam.
- Basic calculators will be provided by faculty's if needed for an exam. Students may not use their own calculators.
- No eating or drinking is allowed during an exam. No water when computers are used.
- Bathroom trips are not allowed.
- Quizzes and/or exams may be timed.
- No electronic devices/ of any type will be worn during an exam.
- Computerized testing may be used as a testing platform. Students are not allowed to use personal computers for testing.
- At the faculty discretion, test, exam or quizzes may be timed.

A student leaving the testing area may not return. Students are advised to carefully listen to exam instructions, be clear of the instructions, and check their work for completion before leaving the testing area. Incomplete or missed work will be graded as incorrect answers. Students arriving late for an exam will enter the back of the classroom, and be given the exam without allowance for extra time. If a student is late by 10 minutes or more: the student will not be allowed to take the exam that day and will have to adhere to the make-up times and policy for the exam.

HEALTH INSURANCE

All students are required to maintain health insurance coverage while enrolled in the Practical Nursing Program. Students are financially responsible for any medical expenses resulting from illness or injury during the program. Proof of insurance is a condition of acceptance into the Practical Nursing Program.

LIABILITY INSURANCE

A Professional Practice Liability Policy must be purchased prior to the start of the program, and maintained through the duration of the program. Information about Liability Insurance will be distributed to students at New Student Orientation. Students will purchase Liability Insurance on their own. The Liability Insurance

Policy must state "LPN/LVN Student" or will not be valid. Student must submit the Certificate of Liability to the PN Office.

Students will not be permitted to attend clinical or classes without proof of Liability Insurance. Failure to acquire and maintain liability insurance for the duration of the program will result in dismissal from the program.

HEALTH RECORDS

The Health Record documents must be provided prior to the start of the PN Program.

Failure to summit these documents within the stated period will result in the candidate being removed from the program and the next qualified candidate offered acceptance into the practical nursing program.

All Health records must be maintained for the duration of the program.

All students are responsibility to maintain their health records for the duration of the program.

Failure to be out of compliance with health records may result being unable to attend class or clinical.

All Health Clearance and Immunizations are in accordance with the regulatory requirements of the Massachusetts Board of Registration in Nursing, the candidate for admission (*the applicant*) must provide satisfactory evidence of compliance with the immunization requirements specified by the Massachusetts Department of Public Health (DPH) (ref: 244 CMR 6.04(3)(a)1).

Note: The DPH immunization requirements may change, if this occurs the student will be notified. If a student fails to meet the additional requirements per DPH prior to the start of the program, the student will not be able to start the program and may be deferred to the next year.

Health Requirements:

All Titers, physical, flu, TB must be within a year of starting the PNP Program (August to August).

Health Requirements:

o   Health Clearance Form- completed within one year of start of the program.

o   MMR - Titer must be within a year of starting the Practical Nursing Program.

o   Varicella - Titer must be within a year of starting the Practical Nursing Program.

o   Hepatitis B - Titer must be within a year of starting the Practical Nursing Program If titer is low- the 2 dose Hep B vaccine is recommended followed by a titer.

o   Tdap – within 10 years

o   TB –
   If history of positive TB then a Negative chest X-ray **with** Q- Inferon, T-Spot or equivalent blood test
   OR
   Q- Inferon, T-Spot or equivalent blood test within a year of starting the   Practical Nursing

o   Influenza – proof of annual influenza prior to the start of the Practical Nursing Program (within a year of

starting the program).

o   Meningococcal Vaccine – if you are under the age 21- prior to the start of the program.

o   Covid Card- Copy of covid card with complete vaccination(s).

o   CPR – Proof American Heart Association or American Red Cross- prior to the start of the program.

o   Liability Insurance- prior to the start of the program

BOOKS
The students may purchase text books directly from the provider company. eBooks, if applicable, will be available directly from the provider company. The text books will be reviewed at New Student Orientation. Students are responsible for books and resources listed on the Textbook List for the cohort.

MEALS
Students will need to bring food from home. Students need to provide their own storage for food during class times. There is use of microwaves. Students may not leave the building at break times. Food may be consumed in designated areas only.

At clinical sites, food may be consumed in designated areas only, Students may not eat on the clinical unit and not eat food provided by clients at the clinical site.

PARKING
Students are not allowed to park vehicles on school property unless they have been issued a parking permit. Practical Nursing Students are subject to the student parking polices of the school.
Parking permits will be issued to a student as an individual conditional privilege. Retention of the conditional privilege is dependent upon each student's complete and total adherence to school rules and regulations. Revocation will occur automatically whenever rules pertaining to parking permits are violated in any way whatsoever. Any member of the administration staff may revoke a permit. There should be no expectation of privacy relative to vehicles parked on school property. Students must apply for a parking permit through the practical nursing program Administrative Secretary. Parked vehicles must be locked at all times.

Upon arrival to school, students are to enter school through the rear of the building. The rear door will be unlocked from 3:00 p.m. - 4:00 p.m. After that time the student must arrive in the front of the building. Propping the rear door for another student is not allowed. Parking is located behind the school near the 300 wing.

STUDENT HANDBOOKS
Student Handbooks will be received and discuss the PN Student Handbook at New Student Orientation. The PN Student Handbook will change on an annual basis and changes will be reviewed with the students.

TRANSPORTATION
Students are responsible for transportation to and from the school and clinical sites as well as any parking fees. Student may be subject to mandatory carpooling at specific clinical sites.

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ALCOHOL, TOBACCO, AND DRUG USE BY STUDENTS PROHBITED

A student shall not, regardless of the quantity, use or consume, possess, buy or sell, or give away any beverage containing alcohol; any tobacco product, including vapor/E-cigarettes; marijuana; steroids; any controlled substance, and/or any related paraphernalia. The School Committee prohibits the possession, use, or consumption by students of alcohol, tobacco products, or drugs on school property or at any school function. Additionally, any student, regardless of age, who is under the influence of drugs or alcoholic beverages prior to, or during, attendance at, or participation in, a school-sponsored activity, will be barred from that activity and subject to disciplinary action.

Any student reporting to a clinical agency and found to have tobacco odor on uniform, clothing, or hair, by a clinical faculty or agency staff, will receive a written warning, and will be sent home. The day will be considered a clinical absence.

STUDENT SERVICES

AFTER SCHOOL APPOINTMENTS

Faculty will be available for after school help. Students may seek extra help after school hours by completing an Afterschool Appointments Form and submitting the Afterschool Appointments Form to the individual faculty or the PN Coordinator The student must identify the reason for the after school appointment (i.e. review an exam, review theory content, ask questions regarding notes, practice lab skills, counseling/academic advising or other reason). The Program Coordinator is available for after school appointments. Students are strongly encouraged to attend the scheduled extra help sessions identified on each term calendar. Students receiving a course failure notice may be required to attend extra help sessions. Other after school appointments or extra help sessions may be available on Mondays or Fridays based upon faculty availability.

GUIDANCE

The post-secondary guidance counselor is available to meet with students on a mutually agreed upon date and time. A student who feels in need of guidance may consult the Program Coordinator or any of the faculty's in the Practical Nurse Program. If a student prefers, an appointment may be made with the post-secondary guidance counselor. The post-secondary guidance counselor may assist the practical nursing students with strategies to maintain academic success, career counseling, and suggestions for contacting outside agencies. The post-secondary counselor will meet with the student at a mutually agreed upon time, by appointment.

FACULTY ADVISOR

Each Practical Nursing student will be assigned a faculty advisor. Faculty advisors can offer assistance with academic and clinical concerns, career plans, NCLEX-PN preparation, and other issues that may occur during the program. Students are encouraged to meet with their advisor before midterm and at the end of the term. Students may make an appointment with their advisor using the advisor's assigned email address, or by a note in the assigned faculty mailbox. Students with an emergent issue should contact the Program Coordinator by calling into the Practical Nursing Office, or by email.

FACULTY OFFICE HOURS

Faculty office hours will be posted at the beginning of each term based upon faculty teaching schedule. Office hours will be posted on the Faculty Office Area Door and on the PN Bulletin Board in Health Services.

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PLACEMENT ASSISTANCE

Employment opportunities may become available within the community either before or after graduation. Faculty advisors can offer assistance in career plans, resumes, interviewing process, and transitioning to the role of a nurse. Employment opportunities are posted on the Career Placement bulletin board located in Health Services classroom, or via email. Be advised that placement assistance does not guarantee job placement or employment.

DIGITAL LEARNING COMMONS

The BVT Digital Learning Commons will be open for use from7:45 am to 3:00 pm and is open for use to all Practical Nursing Students. The BVT Digital Learning Commons website has District Town Library Links.

All students are provided a laptop to be used on site with ID and password for access to on line resources. PN students can bring in their own devices and are able to connect to the BVT wireless to access on line resources. All students can sign onto the BVT-BYOD Wi-Fi using their username and password.

PN students can access the BVT Digital Learning Commons off site.
There is online access through the BVT website with Alexandria Center Catalog and not limited to: Media Center Online Subscription Databases such as EBSCO Research Database, ABC-Clio Social Studies Database, and Newsbank Access World News available and accessible to PN students.

The PN Office area will have limited holdings for faculty and student resources and not limited to: reference materials, and resources specific to nursing.

STUDENT GOVERANCE

STUDENT BY-LAWS

A Student Association of the Blackstone Valley Regional Vocational Technical High School Practical Nursing Program exists and a copy of its by-laws are available to each student as a written document, as well as on the program Canvas platform under Student News. If an officer is determined not be fulfilling officer duties, the seat will be considered vacant and motion for removal will be made. A vote by the student body will replace or have another Student Governance Officer take his/her seat.

The purpose of the class organization is to provide for all students to participate in:
1. School activities that concern the entire student body.
2. Program activities which are of concern to class.

BY-LAWS
Article I. Officers of Each Class and Election

Section I.   Officers of the Student Association, class division, shall be President, Vice-President, Treasurer, Secretary, and student representative to faculty committee, and student representative to advisory committee.

Section II.   The Practical Nursing class shall elect officers during the first term of school.

Section III.   Nominations for offices shall be conducted according to a procedure established by the

class. A nomination committee will be appointed for the sole purpose of assisting with candidate selection.

Section IV.   Voting shall be by written ballot.

Section V.   Newly elected officers shall take office upon election.

Section VI.   The term of office shall be for the duration of the 60-week program.

<u>Article II. Duties of Officers</u>

Section I.   President
1. Schedule all class meetings.
2. Prepare agenda for all class meetings.
3. Preside at all class meetings.
4. Delegate duties
5. Shall appoint members to all standing committees.
6. Resides over representation of the class for issues, concerns and/or input.

Section II.   Vice President
1. Assists with the President's duties in his/her absence.
2. Carry out activities as may be delegated by the President.
3. Resides over representation of the class for issues, concerns and/or input.

Section III. Treasurer

1. Responsible for collection of class dues and payments of bills.
2. Maintains the student account through the Business Office.
3. Maintain an accurate account of receipts and disbursements to report to the Administrative Secretary.
4. Provide a Treasurer's Report at Student Governance Meetings.

Section IV.   Secretary
1. Notify members of meetings.
2. Keep minutes to every meeting and report at next meeting.
3. Forward minutes to the faculty.
4. Submit a written report and post within 7 days after the class meeting.
5. Act as correspondence secretary.

Section V.   Student Representative to Practical Nursing Department Meetings
1. Must Attend = Practical Nursing Department Meetings.
2. Present student concerns and recommendations to Faculty.
3. Report to the class issues and agenda items discussed at Department Meetings.
4. Reports back to the Student Governance on issues and agenda items discussed at the Department Meetings.

Section VI.   Student Representative to Practical Nursing Advisory Committee
1. Elect (2) two members who must attend Practical Nursing Advisory Meetings.
2. Present student suggestions and/or requests to the Practical Nursing committee and to assist in identifying strengths and/or weaknesses of the Practical Nursing Program.
3. Report to the class issues and agenda items discussed at Practical Nursing Advisory Meetings.

   4. Report back to the Student Governance on issues and agenda items discussed at the Advisory Board Meetings.

Article III. Dues and Standing Committees

Section I.   Dues are assessed as determined by each class. Once dues are assessed payment is required to be eligible to receive a certificate of graduation. Any expenditure of class funds requires a class vote.

Section II.   Meetings
               Student Governance Officers are allowed time and opportunity for student meetings at Evening Announcements, during breaks and/or remotely.

Section III.   Standing Committees may include and not limited to:

               Fundraising Committee
               Yearbook Committee
               Class Dinner Committee
               Class gift Committee
               Graduation Committee

EMPOWERED DIGITAL USE AND RESPONSIBILITY GUIDELINES (ACEN Criterion 3.2)

BVT recognizes the need for students to be prepared to contribute and excel in a connected, global community. To that end, the district provides ongoing student instruction that develops digital citizenship skill sets for using technology as a tool. Information and communication technology are an integrated part of our curriculum across subjects and grades in developmentally appropriate ways. These are aligned with the Massachusetts Curriculum Frameworks and standards, including seeking knowledge and understanding; thinking critically and solving problems; listening, communicating, and interacting effectively while promoting student engagement and preparation for competing in a global environment. The following are guidelines and procedures to support empowered digital use and access to digital resources.

Use of the district´s technology devices, including personal devices while using district online resources, Internet, learning and data systems, and social media sites shall be utilized in a manner consistent with the district´s educational mission. Thereby, demonstrating respect for the use of a shared resource, software and intellectual property rights, ownership of information and system security. Expectations for staff or student appropriate behavior and communication apply to use of the district´s technology devices, including personal devices while using district online resources, Internet, learning and data systems, and social media sites. Any use of the district´s technology devices, including personal devices while using district online resources, Internet, learning and data systems, and social media sites that is contrary to this policy or applicable guidelines is unacceptable and prohibited.

Responsibilities of Users
 User includes anyone who uses the District's computer resources at any time. Students will be supervised by a staff member when accessing District technology resources on site.
   - All digital devices, software, and networks shall be used for educational purposes and activities. The use of student-owned personal technology equipment shall be at the discretion of supervising staff members. Users shall report inappropriate or wasteful use of technology immediately.
   - Users will respect themselves and others when using technology.
   - Users shall give acknowledgement to others for their ideas and work. Plagiarism and inappropriate use of

copyrighted material, illegal downloading of any type including but not limited to graphic and music files is strictly prohibited. The District assumes no liability for such behavior since it has taken reasonable steps to adhere to all applicable copyright laws. All such liabilities rest solely with the abusing user.

- Users are required to have written permission from the Assistant Superintendent Director/Principal or their designee and all students or staff involved in order to post or share work, images, and/or videos created on BVT property or at an off-site BVT sponsored event.
- Users are expected to abide by all District policies when using District resources whether working at BVT or at an off-site location.

Privacy

- An individual's personal information that could identify the student or others (including home/mobile phone numbers, last names, photographs, mailing addresses, and passwords) and that of others shall be kept private. Student/Staff data will be protected and shared only with authorized personnel.
- Users should have no expectation of privacy using district technology resources or personal equipment connected to the district's network. The district reserves the right to disclose any electronic message to law enforcement officials or third parties as appropriate. All material that is electronically stored by use of the school's computer equipment is the property of the BVT School District.
- BVT reserves the right to monitor and respond to all uses identified by the network administration.

Email

- Student and employee District e-mail accounts are intended for use school-related activities. Employees and students should only use their District e-mail account for school-related communications.
- Users should have no expectation of privacy relative to e-mail. E-mail is considered to be the property of the District and is therefore subject to periodic monitoring and review. District email is a matter of public record; always remember that District e-mail may be required to be disclosed or used in investigative or legal proceedings.

Restrictions and Guidelines

The following actions are prohibited, will be reported to school administration, and may result in disciplinary or possible legal action:

- Using the school's logo, likeness or any school photographs or other property that belongs to the school on a web site, social networking site, personal site or other public venue, without expressed permission from the Superintendent-Director or their designee.
- Configuring of computer equipment for wired or wireless connection to the school's network by means other than the school's wireless guest network.
- Using personal resources to establish a hot spot providing internet access bypassing the district's firewall filtering capabilities.
- Going beyond authorized access, making deliberate attempts to disrupt system performance or destroy data (by spreading computer viruses or by any other means), installing any software on school computers or engaging in other illegal activities.
- The making of any video or audio recording of students or staff without the prior expressed permission of the supervising staff member. This includes but is not restricted to copying tests or other protected, sensitive or secure material. Unauthorized recordings are forbidden on campus and at off-site school-sponsored activities.
- Using school resources, including BVT wireless access on personal equipment, for unethical, harmful, obscene, illegal, or mischievous purposes, or for actions that disrupt the learning environment or orderly operation of the school.

Violations of the Policy and Guidelines

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Include, but are not limited to, the following conduct:

- Revealing one's password to anyone else, using anyone else's password, or pretending to be someone else when sending information over the computer network. (Passwords and IDs are provided for each user's personal use only and should not be shared with anyone.)
- Using profane, obscene, vulgar, threatening, defamatory, abusive, discriminatory, bullying, harassing or otherwise objectionable or criminal language in a public or private message.
- Threats to any person or organization.
- Violating copyright laws or plagiarism. (Users should assume that all materials available on the Internet are protected by copyright.)
- Sending "spam, chain letters" or "broadcast" messages to lists or individuals or subscribing to "listserves" or "newsgroups" without prior permission.
- Seeking, accessing, or downloading material that is not relevant to assignments or coursework. • Using technology for non-educational purposes or activities.
- Attempting to harm, modify or destroy data or work of another user.
- Attempting to gain unauthorized access to system programs or technology, including attempts to override any firewalls or filters established on the network.
- Vandalizing school technology or online resources by causing physical damage, reconfiguring the computer system, or destroying data.
- Failing to log off the technology device at the request of a staff member. • Using the BVT technology or online resources for political campaigning purposes, including attempts to influence ballot questions or to promote or oppose a candidate for public office.
- Using the BVT technology or online resources for commercial purposes. Users may not create web pages or use network services to advertise or sell products or services and may not offer, provide, or purchase products or services through the BVT network, unless approved as a school assignment or project.
- Using the technology or online resources in a way that would violate any law, policies of the BVT Student Handbook such as accessing, creating or transmitting websites or messages that are pornographic or obscene, threatening, discriminatory or meant to harass.
- Receiving or transmitting information pertaining to dangerous instruments such as bombs or other explosive devices, automatic weapons or other firearms, or other weaponry.

Artificial Intelligence
Students are prohibited from using any artificial intelligence technologies during exams, assessments, or any other type of academic evaluation, unless explicitly permitted by the instructor. Additionally, students may not use AI technologies to complete assignments or projects, unless they have received prior approval from their instructor. For the purposes of this policy, artificial intelligence technologies are defined as any software, tools, or devices that can simulate or replicate human cognitive processes, such as natural language processing or machine learning

Limits of Liability
The BVT Regional School District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The school will not be responsible for any damages, such as loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by negligence, errors or omissions. Use of any information obtained via on-line services is at the user's risk. The BVT Regional School District specifically denies any responsibility for the accuracy or quality of information obtained through these services.

Penalties and Violations
A violation of the Empowered Digital Use and Responsibility Guidelines may result in suspension or restriction of technology and violations may result in the suspension of online resource access (other than directly supervised access

during classroom instruction). May also result in other disciplinary actions consistent with the disciplinary policies in the BVT handbook and the Guide to Progressive Discipline and could also result in prosecution where applicable. BVT will cooperate fully with local, state, and federal law enforcement officials in any investigation relating to any illegal activities conducted through the BVT's technology or online resources.

STUDENT EMPOWERED DIGITAL USE AND RESPONSIBLITY GUIDELINES SIGNATURE PAGE

1. Student Section

Student Name (print):_____Grade: _____

I have read the Technology Empowered Digital Use and Responsibility Guidelines and policies relating to the District's Web Site. I agree to follow the rules contained in these policies. I understand that if I violate the rules, my access can be terminated and I may face other disciplinary measures. Loss of computer access may jeopardize the student's ability to perform class and vocational assignments.

Student Signature:

_____

Date:_____/_____/_____

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