

Tri-County

Regional Vocational Technical School

Postsecondary Nursing Programs



Course Catalog/Handbook
2021-2022

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Tri-County Regional Vocational Technical School Postsecondary Nursing Programs
Course Catalog/Handbook

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Acknowledgement of Understanding

Please sign this form and return to your postsecondary nursing program director

Thank you for your cooperation.

I have read the Postsecondary Nursing Catalog and Handbook for Tri-County Regional Vocational Technical School. I understand the material. I have read and agree to abide by the rules and regulations of the program and the policies and procedures of the school.

Signature: _____

Printed Name: _____

Name of Program: _____

Today's Date: _____

Signature: _____

Patricia Munger

PLEDGE

I pledge upon my honor that I will neither give nor receive assistance on any exams or written work.

My actions throughout the program will reflect my own preparation and performance and I take full responsibility for these actions.

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Tri-County Regional Vocational Technical School Mission

Tri-County Regional Vocational Technical School's postsecondary programs operate as part of the Tri-County Regional Vocational Technical School District.

Through a rigorous, holistic and comprehensive program of vocational/technical preparation as well as individual support and guidance, we strive to maximize the potential of each student for successful transition to full time employment and to the pursuit of higher education.

Mission of the Postsecondary Nursing Programs

The Postsecondary Nursing programs at Tri-County Regional Vocational Technical School are designed to prepare the graduate for entry-level positions in the field of nursing.

Philosophy of the Postsecondary Nursing Programs

Tri-County Practical Nursing program maintains full approval by the Board of Registration in Nursing for Massachusetts.

Postsecondary nursing education is a planned sequence of instructional events related to the nursing process, during which students and faculty work together to develop the knowledge and skills consistent with safe, competent, and ethical nursing practice in structured health care settings. The nursing process is a dynamic problem-solving activity, a critical thinking-based approach to meet the needs of individuals for the promotion, maintenance, and/or recovery of good health. Nursing education is a life-long process, which encourages the continuation of self-development and growth of the individual in an ever-changing health care environment.

Practical Nursing
Program Requirements

Students are expected to meet attendance and evidence of health and immunization requirements and maintain a course average of 78%, current certification in Basic Life Support of Health Care Providers, Health Insurance Coverage, and Student Nurse Liability Insurance.

Admission Requirements

Candidates for admission to the practical nursing program are required to:

1. Take a Test of Essential Academic Skills (TEAS) exam Version VI administered at Tri-County. The following minimum individual scores must be attained.

Reading 64.3%
Science 35.4%

Math 46.7%
English 56.7%

2. Upon passing the TEAS Test applicants will complete and submit an application form along with a non-refundable \$25.00 application fee.
3. Provide three references. References are to be professional: either current or former supervisor, employer, or instructor.
4. Submit a 250 word hand written essay.
5. Students must have access to a laptop or desktop computers, access to internet and printer
6. Provide satisfactory evidence of high school graduation or its equivalent. No photocopies will be accepted. For students who attended high school outside of the United States, your High School Diploma/Certificate must be included in your application packet, and your high school transcript must be translated by the:

Center for Educational Documentation (CED)
PO Box 170116
Boston, MA 02117
Tel: (617) 338.7171
<http://www.cedevaluations.com>

Candidates are responsible for all fees and expenses associated with the translation of their transcripts.

7. Candidates must be at least 18 years of age before entrance into the program. Proof of age is required with a birth certificate.
8. Interview with the director of the Practical Nursing Program.
9. Meet all technical standards of the program listed on the following page.
10. Completed applications will be reviewed by the Admission Committee on the last working day of March. Acceptance letters will be mailed in April.

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11. Enrollment in the program is dependent upon the submission of all required documents, fees and Health and Immunization Requirements by August 31. Applicants must submit to a Criminal Offender Record Information (CORI) release at Orientation. Enrollment in the program will be dependent upon the CORI results.
12. Show evidence of compliance with MA Department of Health Immunizations requirements.

Health Record Management and Tracking Service

The Tri-County Practical Nursing Program requires all enrolled students to utilize the health record management and tracking service, Pre-check, for all required health documents. Pre-Check is affiliated with Sentry MD, which does the actual record tracking. The cost to the student for this service is \$29.50 one year program and \$35.00 for two-year program.

All enrolled students must also utilize Pre-Check for their mandatory 10-panel drug screening. The cost to the student is \$42.00/annually. Students will have a wide variety of collection sites available that will provide easy access for drug screening.

Please note that students will not be eligible to enter the program without the required immunizations and health documents.

13. Presentation of a Photo ID
14. Students must have access to a laptop or desktop computers, access to internet and printer

Additional required documentation will be detailed upon acceptance into the program.

Readmission Policy

Students who have withdrawn or been dismissed from the program, must complete the standard admission process and meet the admission criteria for readmission. The student's past performance in the program will be reviewed by the faculty. Outstanding tuition and fees must be paid in full prior to readmission.

Health Requirements

Students must meet all health requirements of the program by providing (upon Acceptance) the following documents by August 1.

1. Proof of Physical Exam within 6 months of the program start date
2. Proof of Immunizations according to the DPH (Department of Public Health):
 - Hepatitis B vaccine (3 doses are mandatory and evidence of immunity)
 - MMR vaccine and evidence of immunity
 - Tdap
 - Negative TB testing (2 step)
 - Varicella vaccine & evidence of immunity
3. Seasonal Flu Shot

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4. Proof of current CPR (Basic Life Support for Healthcare Provider and AED) Certification, America Heart Association or the American Red Cross and must be maintained throughout the entire program
5. Proof of current Health Insurance throughout the entire program
6. Proof of Liability Insurance Policy for student nurse. (nso.com to purchase insurance)

Technical Standards

Students entering the practical nursing program must be able to meet the technical standards required of practical nursing students and must be able to demonstrate the ability to:

1. Read and comprehend textbook material at a minimum of the 11th grade level.
2. Communicate and assimilate information whether spoken, printed, signed or computer voice format in fluent English.
3. Gather, analyze and draw conclusions from data.
4. Stand for a minimum of two (2) hours.
5. Walk for a minimum of six (6) hours, not necessarily consecutively.
6. Stoop, bend and twist for a minimum of thirty (30) minutes at a time and be able to repeat this activity at frequent intervals.
7. Lift 40-pounds or assist with transfer of a person.
8. Determine by touch: hot/cold, wet/dry, hard/soft.
9. Use the small muscle dexterity necessary to perform precision psychomotor skills.
10. Maintain hearing sufficient to respond to spoken words, monitor signals, call bells and vital sign assessment equipment.
11. Identify behaviors that would endanger a person's life or safety and intervene quickly in a crisis situation with an appropriate solution.
12. Remain calm, rational, and decisive and in control at all times, especially during emergency situations.
13. Exhibit interpersonal skills appropriate to professional interactions.
14. Maintain cleanliness and personal grooming consistent with close personal contact.
15. Function without causing harm to self or others while performing nursing care.
16. Maintain vision sufficient for the performance of precision skills and be able to discern color, for example, cyanosis, pallor, jaundice and color changes.
17. Demonstrate emotional stability.
18. Be free of communicable diseases.

*Technical standards must be met with or without accommodations.

Practical Nursing Facilities

Practical nursing instruction is delivered in a lab and classroom setting within the Tri-County Regional Vocational Technical School building. The classroom has a total of 32 student desks with teacher desk and podium. Classroom is equipped with a Smart Board as well as audio/video capabilities for access to various types of multimedia presentations.

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There are ten computer stations available for student use. The nursing simulation lab has five electrical hospital beds with over bed tables and side tables. The lab is equipped with one mannequin and one VitalSim for student practice. The lab also has 3 sinks, eye wash station, cabinet space and 30 student lockers. There is also a locked supply closet that is adjacent to the classroom and lab. The facilities are all located at 147 Pond Street, Franklin, MA.

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Philosophy

The practical nursing program functions in accordance with the philosophy and goals of the Tri-County Regional Vocational Technical School which offers students a unique opportunity for training and skills that will lead to rewarding employment and provide students with a well-rounded education. This will enable graduates to participate as creative and responsible citizens in today's evolving, multicultural and diverse society.

The nursing faculty believes that practical nursing is an integral part of the nursing profession, providing basic therapeutic, restorative and preventative nursing care for individuals in structured healthcare settings who have common, well-defined health problems. The focus of nursing is the client or groups of individuals who are in a constant state of change in response to the environment. Environment is a set of internal and external factors that influence the health and well-being of the individual to maintain or improve health. Environment can positively or negatively affect the lives, health and well-being of individuals, families and communities. We believe, as did nursing theorist, Dorothea Orem, that the art of nursing is practiced by "doing for" the person with a self-care deficit or by "helping him to do for himself." Nursing is also practiced by helping a capable person from the individual's family to learn how "to do for" the individual. Health is a state of well-being viewed as a continuum. The individual has the potential to utilize his/her self-care capabilities to sustain or regain health. Unresolved self-care deficits are the basis for an individual to seek health care.

Practical nursing education is a planned sequence of teaching-learning events utilizing the nursing process, during which students and faculty work together to develop the knowledge and skills consistent with safe, competent, and ethical nursing practice in structured health care settings. The nursing process is a dynamic problem-solving activity, critical thinking based approach to meeting the needs of individuals for the promotion and/or maintenance of health. Nursing education is a life-long process, which encourages the continuation of self-development and growth of the individual in an ever-changing health care environment.

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Conceptual Framework

Term Level Focus

Level I	Level II	Level III
<ul style="list-style-type: none"> • Introduction to the nursing process • Basic Communication • Safe Basic Nursing Care (Wholly Compensatory) • Nursing Role & Principles of Teaching & Learning 	<ul style="list-style-type: none"> • Application of Partially Compensatory Nursing Skills to Adult Clients in Acute Care. 	<ul style="list-style-type: none"> • Demonstration of Supportive-Educative Nursing Care in both Maternal/Newborn and Family Centered Health Care Settings.

Program Level Objective Concepts

- I. Nursing Process
- II. Therapeutic Communication
- III. Skills & Safety
- IV. Role & Responsibility
- V. Teaching & Learning Principles

Term Level Courses

Term I	Term II	Term III
<ul style="list-style-type: none"> • Anatomy & Physiology • Nutrition • Microbiology • Pharmacology I • Fundamentals of Practical Nursing* • Nursing Care of the Well, Older Adults* • Human Growth & Development* 	<ul style="list-style-type: none"> • Concepts of Practical Nursing* • Pharmacology II • Nursing Trends. 	<ul style="list-style-type: none"> • Maternal/Newborn Nursing* • Family Centered Nursing* • Pharmacology III • Advanced Concepts of Practical Nursing* • Management Leadership
*Mental Health Concepts Integrated Throughout the Program		

The concepts below are **integrated threads** throughout the program.

- **Tri-County Practical Nursing Philosophy**
- **Dorothea Orem's Self Care Theory**
- **Nursing Process**

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Mission of the Practical Nursing Program

The Practical Nursing Program at Tri-County Regional Vocational Technical School is designed to prepare the graduate for competent, ethical, entry-level practice in the care of diverse populations with common or stable health care needs in structured health care settings.

Objectives of the Practical Nursing Program

Upon successful completion of the program the student will:

1. Apply the nursing process to the care of culturally diverse clients who have common, well-defined health care needs throughout the lifespan.
2. Use therapeutic communication in all interactions with clients, groups of clients, and members of the interdisciplinary team.
3. Apply principles from the physical, biological and social sciences and nursing theory in the provision of competent nursing care.
4. Manage the nursing care of individuals with common, well-defined health care needs in structured settings in accordance with ethical, legal and professional standards.
5. Implement goal-oriented education plans to promote the health of individual clients or groups of clients.

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Curriculum

Curriculum Plan

COURSE	TERM	Class Hours	Lab Hours	Clinical Hours
Term I 14 Weeks				
Anatomy & Physiology	1	50	5	
Nutrition	1	15		
Microbiology	1	15	5	
Pharmacology I	1	10		
Human Growth & Development*	1	32		
Fundamentals of Practical Nursing*	1	64	60	120
Nursing Care of the Well Older Adult*	1	32		
Subtotals		218	70	120
TERM II 12 Weeks				
Concepts of Practical Nursing*	2	90		204
Pharmacology II	2	15		
Nursing Trends	2	15		
Subtotals		120		204
TERM III 14 Weeks				
A-Maternal/Newborn Nursing*	3	32		12
B-Family Centered Nursing*	3	22		24
Pharmacology III	3	15		
Advance Concepts of Practical Nursing*	3	48		180
Management/Leadership	3	15		
Subtotals		132		216
		Nursing/Lab Hours		Clinical Hours
		418		540
		Science Lab Hrs.		
		122		
Total Program Hrs.				1,080 hours 40 weeks

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Course Descriptions

ANATOMY & PHYSIOLOGY

This course introduces the student to the basic structure and function of the human body. The concept of homeostasis will illustrate the body's ability to adapt to internal and external changes. Understanding normal body processes will enable the student to identify deviations from normal. Medical terminology and commonly ordered laboratory studies will be included.

NUTRITION

This course will include basic nutritional information essential in restoring, maintaining and promoting health throughout the life span. Discussion will include the essential nutrients to sustain growth and maintenance of a healthy body and mind. The nursing process will be used to identify nutritional needs of clients throughout the life span. Cultural influences on diets and nutrition will be included. Special nutritional concerns and their effects on individual clients will be discussed.

MICROBIOLOGY

This course introduces the student to microbiological principles that will establish a foundation for understanding microorganisms and their role in the infectious disease process. These principles will emphasize the importance of maintaining and strengthening the body's defenses against infection and disease. Included in this course will be the role of the licensed practical nurse in health promotion, maintenance and restoration in public health within the community.

PHARMACOLOGY I

This course will discuss the principle components of pharmacology in the safe practice of medication administration. The role and responsibility of the nurse will be emphasized in drug administration. Included will be the medication and nursing intervention commonly used in the elderly population. The impact of cultural diversity and spirituality on an individual's beliefs towards drug therapy will be addressed.

HUMAN GROWTH & DEVELOPMENT

This course will focus on health promotion/maintenance/restoration across the life span. The role of the licensed practical nurse will be explored through assisting clients in maintaining an optimum level of health through the normal stages of growth and development. Techniques used to enhance communication with clients and members of the health care team will also be included. Emphasis will be placed on culturally sensitive teaching-learning methods to assist clients in attaining healthy lifestyles. The teaching-learning needs of clients will be assessed using this process. The grieving process, as a normal subjective response to loss, according to Kubler-Ross will be explored.

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FUNDAMENTALS OF PRACTICAL NURSING

The course, fundamentals of practical nursing, is the introductory nursing course designed to provide the student with a foundation for nursing practice. Included will be the scope of nursing, the various settings for nursing practice, nurse practice acts and the current standards of clinical nursing practice. The student is introduced to basic nursing knowledge and skills necessary to meet individual client needs. Dorothea Orem's Self-Care Nursing Model provides the conceptual framework for the course. The nursing process, principles of hygiene, simple health assessment, safety, comfort measures, medication administration, infection control, therapeutic communication techniques and principles of teaching and learning are introduced. The introduction of mental health content begins with the management of anxiety. Legal responsibilities, ethical nursing practice and client advocacy are also addressed. Clinical experiences are selected to assist the student in the application of basic nursing skills as they relate to the licensed practical nurse in the care of the older adult client in a long-term care setting.

NURSING CARE OF THE WELL, OLDER ADULT

This course introduces the student to all aspects of gerontological nursing and societal influences which affect the well, older adult. Various attitudes and myths as well as personal views toward aging will be explored. The focus will be on normal physiological changes of the older adult as well as psychosocial, economic and ethical/legal aspects of aging. Normal physiological cognitive aspects will be discussed. Erickson's Stages of Development will be included as well as Orem's framework to foster independence. Certain risk factors that predispose the well, older adult to accidents and methods for prevention will be assessed also using the nursing process. The nursing process will be utilized to identify interventions to assist the older adult in meeting self-care needs and rendering risk potential as identified by Dorothea Orem. The activities of daily living skills will be assessed, also using the nursing process. The role of the practical nurse in the health maintenance and health promotion of the older adult will be discussed. Types of elder abuse, causative factors and screening for abuse will be described. The identification of abuse characteristics, outcomes and nursing interventions for nursing diagnosis of elder abuse will also be discussed. Social and community resources available to the elder and caregiver will be identified.

CONCEPTS OF PRACTICAL NURSING

This course, concepts of practical nursing, builds upon the basic nursing skills acquired in fundamentals of nursing. Included in the course framework will be Orem's Self-Care Model, the nursing process and evidence-based theory. Knowledge and skills used to formulate nursing interventions will be utilized to meet the needs of clients with commonly occurring disease processes. Therapeutic communication techniques will focus on anxiety disorders and crisis intervention. Legal and ethical nursing practice, client education, client advocacy and culturally competent care will continue to be addressed. Clinical experiences are selected to assist the student in caring for medical/surgical clients in the acute-care facility.

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PHARMACOLOGY II

This course will expand upon the knowledge and principles of safe medication administration first acquired in pharmacology I. Included will be commonly used medications and nursing interventions used in medication administration for the medical/surgical client. The role and responsibility of the practical nurse continues to be addressed in this essential aspect of client care. Client education will address the needs of a culturally diverse population.

NURSING TRENDS

Nursing trends will include the discussion of the development of nursing as a profession with focus on past, present and future projections. The present health care delivery system will be addressed with emphasis on the nurse as a change agent. Therapeutic client communication and on-going collaboration with the healthcare team will also be included.

MATERNAL/NEWBORN NURSING

This course is designed to assist the student in developing an understanding of prenatal care, labor and delivery, care of the newborn and care of the post-partum family. The nursing process will be utilized to address both the physiologic and psychosocial needs of the maternity client and newborn. Therapeutic communication techniques will focus on the maternal/newborn bonding process and also address post-partum depression. Legal and ethical nursing practice, client/family education, client advocacy and culturally competent care will continue to be addressed. Clinical experiences are selected to assist the student in caring for the maternity client, expectant family and newborn.

FAMILY CENTERED NURSING

This course is designed to assist the student in developing an understanding of family-centered nursing care. The nursing process will be utilized to address both the physiological and psychosocial needs of the pediatric client. Therapeutic communication techniques will focus on addressing behavioral disorders, child abuse/neglect and altered role and relationship patterns. Legal/ethical nursing practice, client and family education, client advocacy and culturally competent care will continue to be addressed. Clinical experiences are selected to assist the student in caring for the pediatric patient.

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PHARMACOLOGY III

This course will build upon knowledge of the safe practice of medication administration acquired in pharmacology II. Included will be the medications and nursing interventions used in the medication administration for the complex medical/surgical client. Nursing process, communication skills, role and responsibility of the practical nurse and client education will continue to be addressed as they relate to safe medication administration.

ADVANCED CONCEPTS OF PRACTICAL NURSING

Advanced concepts of practical nursing builds upon the skills acquired in concepts of practical nursing. Included will be the nursing process, evidence-based practice and Orem's Self-Care Theory as a framework for this course. Knowledge and skills used to formulate nursing interventions will be utilized to meet the needs of clients with commonly occurring disease processes. Therapeutic communication techniques will focus on assisting the client in crisis intervention. Legal and ethical nursing practice, client education, client advocacy and culturally competent care will continue to be addressed. Clinical experiences are selected to assist the student in caring for complex medical and surgical clients in the acute-care setting.

NURSING MANAGEMENT/LEADERSHIP

This course is structured to assist the practical nurse in the process of transitioning from the role of student nurse to graduate nurse. The present health care delivery system will be addressed. Aspects of ethical/legal nursing practice, scope of practice, and current job market will be emphasized. In addition, licensed practical nurse opportunities and educational mobility will be discussed.

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Level Objectives

Program Objective	Level One	Level Two	Level Three
I. Nursing Process	Identify the steps of the nursing process as it relates to the care of a selected adult client.	Apply the nursing process as it relates to the care of selected adult clients and their significant other with defined self-care deficits.	Utilize the nursing process to assist the clients and their significant other in meeting defined, developmental self-care deficits.
II. Therapeutic Communication	Identify basic communication techniques. Identify principles of reporting and documenting.	Discuss communication techniques used with clients. Discuss legal basis of written documentation.	Utilize therapeutic communication techniques with client, families and healthcare team. Utilize essential principles of documentation.
III. Competency Skills and Safety	Identify safety principles in providing client care. Provide safe basic care in expected time.	Select and prioritize nursing interventions that will safely and effectively assist clients in meeting their self-care deficits.	Demonstrate competence in providing safe, organized and therapeutic nursing care.
IV. Role/Responsibility	Examine strengths and areas needing improvement based on faculty and self-evaluation. Maintain client confidentiality.	Apply legal aspects of nursing as it relates to the role of the Practical Nurse.	Demonstrate accountability in all aspects of nursing care.
V. Goal-Oriented Education	Examine principles of teaching and learning.	Select learning needs of clients necessary to resolve self-care deficits.	Demonstrate principles of teaching and learning in assisting clients in resolving self-care deficits.

Developed: 10/04
 Approved: 02/16/05
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 Reviewed: 05/2011

Clinical Evaluation Criteria

Term I Clinical Criteria

- I. Define the nursing process as it relates to the holistic care of selected adult clients.**
 - a. Define the steps of the nursing process.
 - b. Collect and correlate pertinent client data from client database
 - c. Apply principles of interviewing to an assigned client in a health care facility.
 - d. Apply nursing diagnoses from NANDA (North American Nursing Diagnosis Association) to each care plan related to self-care deficit needs.
 - e. Identify and meet the daily needs of the older adult with appropriate nursing care plan.
 - f. Write expected individualized client outcomes and revise nursing care plan.

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II. Recognize therapeutic communication techniques in interactions with clients that are necessary to develop a client database, nursing health history and physical assessment.

- a. Identify and demonstrate appropriate verbal and non-verbal therapeutic techniques and be aware of the various factors influencing the communication process. Recognize barriers to communication that would inhibit the effective nurse-client relationship.
- b. Describe and begin to utilize factors that enhance a trusting relationship with clients. Speak clearly to clients using commonly understood words and convey attentive listening skills during client interaction.
- c. Utilize appropriate medical terminology when communicating with members of the healthcare team.
- d. Identify through assessment, those clients who have special language, sensory, physical or cognitive communication barriers. Begin to employ measures to enhance communication with clients having special communication needs.
- e. Share pertinent client information with appropriate personnel regarding client assignment. Report significant changes in client in a timely manner to both primary nurse and clinical instructor.
- f. Make correct entries on a daily care flow sheet, intake and output chart and vital sign graphic chart. Apply principles of documentation as well as agency policies when charting.

II. Part A. Demonstrate basic, safe nursing interventions to assist adult clients experiencing self-care deficits in long-term care settings.

- a. Gather appropriate information from the client's database and research client's medical condition and established nursing care plan prior to initiating care. Participate in pre-conference with instructor and peers to review nursing care plan for the day. Give nursing care in a gentle manner within a reasonable timeframe. Provide culturally competent and sensitive nursing care.
- b. Apply theory to clinical practice. Demonstrate procedures as taught and relate scientific principles associated with each procedure.
- c. Does not perform procedures independent of the instructor unless directed to do so by the instructor.
- d. Recognize factors that would put the older adult client at risk for injury. Utilize safety precautions when performing nursing care to prevent accidents. Is an advocate for the clients.
- e. Provide a clean, tidy environment that is free from hazards. Utilize special equipment as ordered for client's special needs such as elevated toilet seat, walker, wheelchair, bed alarm. Leave client in safe manner with call bell within reach at all times.
- f. Review and discusses the agency's emergency policies with instructor and peers during orientation to facility.

III. Part B. Recall knowledge from the social sciences to help the client, family and significant others learn how to manage anxiety related disorders.

- a. Identify anxiety level of assigned clients using the nursing process.
- b. Encourage the client to verbalize thoughts and feelings.
- c. Maintain a trusting nurse-client relationship.

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- d. Observe for behavioral changes and report to primary care nurse and faculty.
- e. Implement appropriate nursing intervention to decrease client's anxiety level.
- f. Monitor client's response to nursing interventions to decrease anxiety.

IV. Identify the legal and ethical role of the practical nurse in contemporary nursing practice

- a. Perform nursing care with the understanding of the rights of the client as outlined in the Patient's Bill of Rights.
- b. Maintain client confidentiality at all times. Uphold HIPAA (Health Insurance Portability and Accountability Act) Regulations. Provide privacy when needed in caring for each client.
- c. Demonstrate respect for older adult when providing nursing care. Recognize the need for older adults to continue to assume responsibility for themselves whenever possible. Identify the older adults' need to maintain a sense of purpose and hope in their lives even when faced with healthcare problems.
- d. Perform nursing care under the guidance and supervision of the nursing instructor. Practice under the same standard of skill and competence as the licensed practical nurse.
- e. Identify location of agency procedure and policy book. Review all procedures and policies pertaining to the preparation and performance of safe nursing care and documentation of the client assignment.
- f. Demonstrate the ability to willingly accept responsibility for one's own actions. Acknowledge areas of weakness in clinical practice as identified by the nursing instructor.
- g. Demonstrate insight into own behavior as indicated in written daily anecdotal notes and discussions with peers and nursing instructor during clinical conferences.
- h. Arrive at the clinical area promptly, well-groomed and in proper attire. Is prepared for clinical assignment each clinical day. Demonstrate professional behaviors in all interactions with clients and members of the health care team. Define and upholds the NAPNES (National Association for Practical Nurse Education and Service, Inc.) Code of Ethics.

V. Explain the principles of teaching and learning used when educating adult clients who have self-care deficiencies.

- a. Demonstrate a comprehensive assessment of client's learning needs from the nursing history and physical assessment.
- b. Identify factors that may influence the learning process such as readiness to learn, motivation, reading and comprehension level and barriers to change.
- c. Determine and address individual client learning needs according to priority with client input.
- d. State individual client learning outcomes. Recognize cultural influences in the teaching- learning process.
- e. Evaluate the effectiveness of nursing interventions in the teaching-learning process as evidenced in the nursing care plan.
- f. Utilize principles of documentation in recording all elements of the teaching process to assigned clients.

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Term II Clinical Criteria

- I. Define the nursing process as it relates to the holistic care of selected acute care adult clients.**
 - a. Define the steps of the nursing process.
 - b. Collect and correlate pertinent client data from client database.
 - c. Apply principles of interviewing to assigned client in health care needs.
 - d. Apply nursing diagnoses from NANDA to each care plan related to self-care deficit needs.
 - e. Identify and meet the daily needs of the acute care adult with appropriate nursing care plan.
 - f. Write expected individualized client outcomes and revise nursing care plan.

- II. Recognize therapeutic communication techniques in interactions with clients necessary to develop a client database, nursing health history and physical assessment.**
 - a. Identify and demonstrate appropriate verbal and non-verbal therapeutic techniques and is aware of the various factors influencing the communication process. Recognize barriers to communication that would inhibit the effective nurse-client relationship.
 - b. Describe and begin to utilize factors that enhance a trusting relationship with clients. Speak clearly to clients using commonly understood words and convey attentive listening skills during client interaction.
 - c. Utilize appropriate medical terminology when communicating with members of the healthcare team.
 - d. Identify through assessments, those clients who have special language, sensory, physical or cognitive communication barriers. Begin to employ measures to enhance communication with clients having special communication needs.
 - e. Prepare to share pertinent client information with appropriate personnel regarding client assignment. Report significant changes in client in a timely manner to both primary nurse and clinical instructor.
 - f. Make correct entries on a daily care flow sheet, intake and output chart and vital sign graphic chart. Apply principles of documentation as well as agency policies when charting.

- III. Part A. Demonstrate basic, safe nursing interventions to assist adult clients experiencing self-care deficits in acute care settings.**
 - a. Gather appropriate information from the client's database and researched client's medical condition and established nursing care plan prior to initiating care. Participate in pre-conference with instructor and peers to review nursing care plan for the day. Give nursing care in a gentle manner within a reasonable timeframe. Provide culturally competent and sensitive nursing care.
 - b. Apply theory to clinical practice. Demonstrate procedures as taught and related scientific principles associated with each procedure. Do not perform procedures independent of the instructor unless directed to do so by the instructor.

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- c. Recognize factors that would put the acute care client at risk for injury. Utilize safety precautions when performing nursing care to prevent accidents. Be an advocate for clients.
- d. Provide a clean, tidy environment that is free from hazards. Utilize special equipment as ordered for client's special needs such as elevated toilet seat, walker, wheelchair, bed alarm. Leave client in safe manner with call bell within reach at all times.
- e. Review and discuss the agency's emergency policies with instructor and peers during orientation to facility.

III. Part B. Recall knowledge from the social sciences to help the client, family and significant others learn how to manage anxiety related disorders.

- a. Identify anxiety level of assigned clients using the nursing process.
- b. Encourage the client to verbalize thoughts and feelings.
- c. Maintain a trusting nurse-client relationship.
- d. Observe for behavioral changes and report to primary care nurse and faculty.
- e. Implement appropriate nursing intervention to decrease client's anxiety level.
- f. Monitor client's response to nursing interventions to decrease anxiety.

IV. Identify the legal and ethical role of the practical nurse in contemporary nursing practice.

- a. Perform nursing care with the understanding of the rights of the client as outlined in the Patient's Bill of Rights.
- b. Maintain client confidentiality at all times. Uphold HIPAA Regulations. Provide privacy when needed in caring for each client.
- c. Demonstrate respect for acute care adult when providing nursing care. Recognize the need for the acute care adult to continue to assume responsibility for themselves whenever possible. Identify the acute care adult's need to maintain a sense of purpose and hope in their lives even when faced with health care problems.
- d. Perform nursing care under the guidance and supervision of the nursing instructor. Practice under the same standard of skill and competence as the licensed practical nurse.
- e. Identify location of agency procedure and policy book. Review all procedures and policies pertaining to the preparation and performance of safe nursing care and documentation of the client assignment.
- f. Demonstrate the ability to willingly accept responsibility for own actions. Acknowledge areas of weakness in clinical practice as identified by the nursing instructor. Demonstrate insight into own behavior as indicated in written daily anecdotal notes and discussions with peers and nursing instructor during clinical conferences
- g. Arrive at the clinical area promptly, well-groomed and in proper attire. Be prepared for clinical assignment each clinical day. Demonstrate professional behaviors in all interactions with clients and members of the health care team. Define and uphold the NAPNES Code of Ethics.

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- V. Explain the principles of teaching and learning used when educating acute care clients who have self-care deficiencies.**
- a. Demonstrate a comprehensive assessment of client's learning needs from the nursing history and physical assessment.
 - b. Identify factors that may influence the learning process such as readiness to learn, motivation, reading and comprehension level and barriers to change.
 - c. Determine and addresses individual client learning needs according to priority with client input.
 - d. State individual client learning outcomes. Recognize cultural influences in the teaching-learning process.
 - e. Evaluate the effectiveness of nursing interventions in the teaching-learning process as evidenced in the nursing care plan.
 - f. Utilize principles of documentation in recording all elements of the teaching process to assigned clients.

Term III Clinical Criteria

- I. Utilize the nursing process to assist the clients and their significant others in meeting defined, developmental self-care deficits**
- a. Utilize the steps of the nursing process. Describe the nursing process in the care of the prenatal client, pediatric client and family.
 - b. Collect and correlate pertinent client data from client database.
 - c. Apply principles of interviewing to assigned client in health care needs.
 - d. Apply nursing diagnoses from NANDA to each care plan related to self-care deficit needs.
 - e. Identify and meet the daily needs of the client with the appropriate nursing care plan.
 - f. Write expected individualized client outcomes and revise nursing care plan.
- II. Utilize therapeutic communication techniques with client, families and health care team. Utilize essential principals of documentation.**
- a. Identify and utilize appropriate verbal and non-verbal therapeutic techniques and is aware of the various factors influencing the communication process. Recognize barriers to communication that would inhibit the effective nurse-client relationship.
 - b. Discuss therapeutic communication techniques that will enhance maternal/newborn bonding and identify signs and symptoms related to postpartum depression.
 - c. Discuss the therapeutic communication techniques necessary to address the family with altered role and relationship patterns such as pediatric emotional and behavioral conditions, child abuse and family violence.
 - d. Describe and utilize factors that enhance a trusting relationship with clients. Speak clearly to clients using commonly understood words, convey attentive listening skills during client interaction.
 - e. Utilize appropriate medical terminology when communicating with members of the healthcare team.
 - f. Identify through assessment, those clients who have special language, sensory, physical or cognitive communication barriers. Employ measures to enhance communication with clients having special communication needs.

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- g. Prepare to share pertinent client information to appropriate personnel regarding client assignment. Report significant changes in client in a timely manner to both primary nurse and clinical instructor.
- h. Make correct entries on a daily care flow sheet, intake and output chart and vital sign
- i. graphic chart. Apply principles of documentation and agency policies when charting.

III. Part A. Demonstrate competence in providing safe organized and therapeutic nursing care in acute care settings.

- a. Gather appropriate information from the client's database and research client's medical condition and establish nursing care plan prior to initiating care. Participate in pre-conference with instructor and peers to review nursing care plan for the day. Give nursing care in a gentle manner within a reasonable timeframe. Provide culturally competent and sensitive nursing care.
- b. Identify safe, effective nursing care for women during labor and delivery including postpartum care and care of the newborn.
- c. Describe the nursing interventions that incorporate physical development, social and safety considerations in caring for the pediatric client and his or her family.
- d. Apply theory to clinical practice. Demonstrate procedures as taught and relate scientific principles associated with each procedure. Does not perform procedures independent of the instructor unless directed to do so by the instructor.
- e. Recognize factors that would put the client at risk for injury. Utilize safety precautions when performing nursing care to prevent accidents. Act as an advocate for clients.
- f. Provide a clean, tidy environment that is free from hazards. Utilize special equipment as ordered for client's special needs such as elevated toilet seat, walker, wheelchair, bed alarm. Leave client in safe manner with call bell within reach at all times.
- g. Review and discuss the agency's emergency policies with instructor and peers during orientation to facility.

III. Part B. Recall knowledge from the social sciences to help the client, family and significant others learn how to manage anxiety related disorders.

- a. Identify anxiety level of assigned clients using the nursing process.
- b. Encourage the client to verbalize thoughts and feelings.
- c. Maintain a trusting nurse-client relationship.
- d. Observe for behavioral changes and report to primary care nurse and faculty.
- e. Implement appropriate nursing intervention to decrease client's anxiety level.
- f. Monitor client's response to nursing interventions to decrease anxiety.

IV. IV. Demonstrate accountability in all aspects of nursing care.

- a. Perform nursing care with the understanding of the rights of the client as outlined in the Patient's Bill of Rights.
- b. Maintain client confidentiality at all times. Uphold HIPAA Regulations. Provide privacy when needed in caring for each client.
- c. Discuss the legal and ethical concerns in prenatal and newborn nursing care.
- d. Demonstrate respect for acute care adult when providing nursing care.

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- e. Recognize the need for the acute care adult to continue to assume responsibility for themselves whenever possible. Identify the acute care adult's need to maintain a sense of purpose and hope in their lives even when faced with health care problems.
- f. Perform nursing care under the guidance and supervision of the nursing instructor. Practice under the same standard of skill and competence as the licensed practical nurse.
- g. Identify location of agency procedure and policy book. Review all procedures and policies pertaining to the preparation and performance of safe nursing care and documentation of the client assignment.
- h. Demonstrate the ability to willingly accept responsibility for own actions. Acknowledge areas of weakness in clinical practice as identified by the nursing instructor. Demonstrate insight into own behavior as indicated in written daily anecdotal notes and discussions with peers and nursing instructor during clinical conferences.
- i. Arrive at the clinical area promptly, well-groomed and in proper attire. Prepare for clinical assignment each clinical day. Demonstrate professional behaviors in all interactions with clients and members of the health care team. Define and uphold the NAPNES Code of Ethics.

V. Demonstrate principles of teaching and learning in assisting clients in resolving self-care deficits.

- a. Demonstrate a comprehensive assessment of client's learning needs from the nursing history and physical assessment.
- b. Discuss the principles of prenatal health teaching and newborn care.
- c. Identify factors that may influence the learning process such as readiness to learn, motivation, reading and comprehension level and barriers to change.
- d. Determine and address individual client learning needs according to priority with client input.
- e. State individual client learning outcomes. Recognize cultural influences in the teaching-learning process.
- f. Evaluate the effectiveness of nursing interventions in the teaching-learning process as evidenced in the nursing care plan.
- g. Utilize principles of documentation in recording all elements of the teaching process to assigned clients.

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Course & Program Objectives to Demonstrate Program Progression

Fundamentals of Practical Nursing	Nursing Care of the Well, Older Adult	Concepts of Practical Nursing	Advanced Concepts of Practical Nursing	Program Objectives
At the completion of the course the student will be able to:	At the completion of the course the student will be able to:	At the completion of the course the student will be able to:	At the completion of the course the student will be able to:	At the completion of the course the student will be able to:
Define the nursing process as it relates to the holistic care of selected adult clients	Discuss the nursing process as it relates to the safe, effective care of the older adult	Describe the nursing process as it relates to the care of the selected adult clients with partially-compensatory self-care deficits	Use the nursing process in the care of groups of culturally diverse clients with well-defined health care needs throughout the life span	Apply the nursing process to the care of culturally diverse clients who have common, well-defined health care needs throughout the life span
Recognize therapeutic communication techniques in interactions with clients necessary to develop a client database, nursing health history and physical assessment	Define the therapeutic techniques necessary to address the psychosocial issues facing the older adult	Employ therapeutic communication techniques in the interactions with selected adult clients with partially-compensatory self-care deficits and health care team	Establish therapeutic relationships with culturally diverse clients having health deviation self-care requisites	Use therapeutic communication in all interactions with clients, groups of clients and members of the interdisciplinary team
Demonstrate basic, safe nursing interventions to assist adult clients experiencing self-care deficits in long-term care settings	Identify the normal physiological changes associated with the aging process as they relate to the safe, effective care of the older adult	Apply safe nursing interventions in the care of selected adult clients with partially-compensatory self-care deficits	Demonstrate safe nursing practice in the care of groups of culturally diverse clients across the life span with well-defined, health-deviation self-care requisites.	Apply principles from the physical, biological and social sciences and nursing theory in the provision of competent nursing care
Identify the role of the practical nurse in implementing nursing interventions for a safe environment by reducing risk potential	Describe the role of the licensed practical nurse as it relates to all aspects of elder abuse and neglect	Practice the legal and ethical standards applicable to the care of selected adult with partially-compensatory self-care deficits	Integrate the legal, ethical and professional standards of practical nursing in the care of groups of culturally diverse clients across the life span with well-defined, health deviation self-care deficits	Manage the nursing care of individuals with common, well-defined health care needs in structured settings in accordance with ethical, legal and professional standards
Explain the principles of teaching and learning used when educating adult clients who have self-care deficits	Describe nursing interventions that will assist in the health promotion and the health maintenance of the older adult	Formulate a health education plan to meet the needs of culturally diverse clients and their families/significant others	Provide goal-oriented education to culturally diverse clients across the life span with defined, health-deviation self-care requisites	Implement goal-oriented education plans to promote the health of individual clients or groups of clients

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Course & Program Objectives to Demonstrate Program Progression

Pharmacology I	Pharmacology II	Pharmacology III		Program Objectives
At the completion of the course the student will be able to:	At the completion of the course the student will be able to:	At the completion of the course the student will be able to:		At the completion of the course the student will be able to:
Identify pharmacological principles in the safe practice of medication administration	Apply the nursing process as it relates to medication administration for the medical/surgical client	Demonstrate the application of the nursing process in medication administration for the complex medical/surgical client		Apply the nursing process to the care of culturally diverse clients who have common, well-defined health care needs throughout the life span
Discuss the nursing process as it relates to pharmacology	Discuss effective, therapeutic communication techniques in medication administration to a culturally diverse population	Apply effective, therapeutic communication techniques in medication administration to a culturally diverse population		Use therapeutic communication in all interactions with clients, groups of clients and members of the interdisciplinary team
Identify medication and nursing intervention commonly used in the elderly population	Apply the essential steps in safely administering medications to the medical/surgical client	Demonstrate the application of the essential steps in the safe administration of medications to the complex medical/surgical client		Apply principles from the physical, biological and social sciences and nursing theory in the provision of competent nursing care
Identify the licensed practical nurse's role in the administration of drug therapy as it relates to the Nurse Practice Act	Discuss the legal and ethical implications of the licensed practical nurse's role in medication administration	Explain the legal and ethical implications of the licensed practical nurse's role in medication administration		Manage the nursing care of individuals with common, well-defined health care needs in structured settings in accordance with ethical, legal and professional standards
Discuss the impact of cultural diversity and spirituality on an individual's health care beliefs regarding drug therapy	Discuss client/family teaching in the management of all aspects of self-administered medications upon discharge	Demonstrate the application of a client/family teaching plan related to all aspects of self-administered medications upon discharge		Implement goal-oriented education plans to promote the health of individual clients or groups of clients

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Course & Program Objectives to Demonstrate Program Progression

Maternal/Newborn Nursing	Family Centered Nursing	Nursing Trends	Management/Leadership	Program Objectives
At the completion of the course the student will be able to:	At the completion of the course the student will be able to:	At the completion of the course the student will be able to:	At the completion of the course the student will be able to:	At the completion of the course the student will be able to:
Describe the nursing process in the care of the prenatal client	Describe the nursing process in the care of the pediatric client and family	Discuss the historical influences affecting the nursing process	Utilize management skills in the nursing process	Apply the nursing process to the care of culturally diverse clients who have common, well-defined health care needs throughout the life span
Discuss therapeutic communication techniques that will enhance maternal/newborn bonding and identify signs and symptoms related to post-partum depression	Discuss the therapeutic communication techniques necessary to address the family with altered role and relationship patterns. (i.e. pediatric emotional and behavioral conditions, child abuse and family violence)	Identify the importance of therapeutic client communications in nursing care	Discuss types of conflicts and strategies for conflict resolution	Use therapeutic communication in all interactions with clients, groups of clients and members of the interdisciplinary team
Identify safe, effective nursing care for women during labor and delivery including post-partum care and care of the newborn	Describe the nursing interventions that incorporate physical development, social and safety considerations in caring for the pediatric client and his or her family	Relate the benefits of coordinated nursing care in evidenced based practice	Apply management skills in safe competent care	Apply principles from the physical, biological and social sciences and nursing theory in the provision of competent nursing care
Discuss the legal and ethical concerns in prenatal and newborn nursing care	Discuss the legal/ethical concerns that influence decisions in the care of the pediatric client and his/her family	Discuss nursing as a profession in today's society	Identify professional and career opportunities	Manage the nursing care of individuals with common, well-defined health care needs in structured settings in accordance with ethical, legal and professional standards
Discuss the principles of prenatal health teaching and newborn care	Discuss the teaching and learning principles that will assist the pediatric client and family in maximizing health promotion and health maintenance	Discuss the current trends in teaching and counseling in client care	Prepare strategies to enhance client teaching and learning	Implement goal-oriented education plans to promote the health of individual clients or groups of clients

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Absentee Policy

Students must attend the required number of hours of class, laboratory and clinical practice to meet the time requirements of the program. Students who do not meet attendance requirements will be ineligible to receive a certificate of completion from the program. This policy is effective even if theory and clinical grades are passing. (See Attendance Policy, below). Students must call the school (508-528-5400 Ext. 117) by 7:30 a.m. each time they are absent on class days. Students must inform their clinical instructor of their absence **before** the start of the scheduled clinical day as directed by their clinical instructor. Students must also call and leave a message with the program secretary indicating their absence from clinical practice. A **no call/no show** for a scheduled clinical day is a serious matter that will result in a meeting with the clinical instructor and program director to determine eligibility to remain in the program. A student who is a no call/no show for clinical on two (2) occasions will be dismissed from the program.

Accommodations

To request accommodations while attending the nursing program, the student with a disability as defined by the Americans with Disabilities Act, must provide the program director with a current written report, completed by a qualified diagnostician, identifying the disability and the need for accommodations.

Upon graduation from the program, the student will be able to request an NCLEX-PN (National Council Licensing Exam-Practical Nursing) accommodation form that will request specific accommodations while taking the NCLEX-PN exam. This form and the required supporting documentation must be submitted in a sealed envelope attached to the graduate's Massachusetts Nurse Licensure by exam application and mailed to Professional Credential Services, Inc.

Attendance Policy

Students are required to attend all class, laboratory and clinical practice as scheduled. **Dental, medical or other personal appointments should not be scheduled during class or clinical hours** unless absolutely necessary.

The Massachusetts Board of Registration in Nursing (BORN) requires the Practical Nursing Program to have 1,080 hours of classroom, laboratory and clinical time within a 40-week day or 80 week evening schedule.

The Tri-County Practical Nursing Program is an intense program that is structured to meet the mandatory requirements stated above within the time allotted for each program.

Please note that the practical nursing program follows the same schedule as the high school except for half days. Half days on the high school calendar are scheduled full days for the practical nursing program unless otherwise stated.

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Should the superintendent-director cancel classes for any reason, classes and clinical practice are also cancelled for the program and these days will be made up at the end of the scheduled program year.

Attendance requirements:

- Attend a minimum of 98% of class, lab and clinical practice hours throughout the program. Note: Clinical days missed will be calculated based on the scheduled hours of the clinical period missed. (Example: A scheduled 9 hour clinical period shall count as 1 ½ days absence based on our standard of a 6 hour day.)
- Students will be issued a summary of their hours of absence at the end of each term or when necessary. Attendance (including tardiness or leaving early) is calculated on a cumulative basis. Students are responsible for all material presented in the classes from which they are absent by obtaining lecture notes from a classmate.
- Students needing to make up hours must do so before the end of the term in which the absences occurred.
- If a student does not attend class for 5 (five) consecutive days, they will be withdrawn from the program at the digression of the Director of Practical Nursing.

Clinical/Lab Make-Up Time Policy

Clinical/lab make-up time is required to be made up on an hour for hour basis. Make up time must be scheduled with the program director and/or the practical nursing faculty. Students who have been scheduled for make-up time will adhere to the following criteria.

- Clinical performance must be satisfactory prior to clinical make-up experience.
- Achieve academic grade of 78% or above in all nursing courses at the time of make-up.
- Scheduled make-up time is dependent upon faculty and facility availability.
- Student will assume all costs related to make-up time which includes faculty compensation and expenses. Compensation is \$50.00 per hour and will be scheduled on Saturdays.
- Students needing to make up hours must do so before the end of the term in which the absences occurred.

Tardy Policy

Classes begin promptly at 8:00 a.m. Students who arrive late will be required to remain in the lab area and be seated quietly until the next scheduled class begins. Tardiness or leaving early is defined as arriving after 8:00 a.m. or leaving before 2:30 p.m. unless otherwise directed by instructor. All students are required to log their time of arrival each class day on the clip board at the front desk.

Failure to sign in will be recorded as an absence for the day. Students are also required to indicate the time when they leave early. All hours missed will be counted toward the cumulative absence record.

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Extra Help Policy

All instructors are required to be available until 2:45 p.m. each classroom day. Additional office hours for each instructor are posted in the classroom and at the reception desk. Instructors are also available by appointment. The program director will also have office hours posted and be available by appointment. Please be respectful of the faculty's time by making an appointment with the program secretary.

Exam Policy

Exams must be taken on the day they are given by the instructor. Any student who is not present for a scheduled exam will receive an automatic deduction of ten (10) points from the exam unless excused with a doctor's note. Example, the highest possible score would then be 90% for the exam. NOTE: A doctor's note is an excused absence but does not excuse the student from making up the hours missed.

1. In the event that students are tardy on an exam day, the student must take the exam as soon as they come into school. A 10 point deduction will be taken for tardiness greater than 15 minutes after the exam has begun.
2. It is the responsibility of the student to obtain missed class theory content and handouts from a classmate. All exams must be taken before the final exam for a course is given.
3. Exam results will be given to individual students by the instructor within 3 days of taking an exam.
4. During the program, students will have the opportunity to re-take any two quizzes only if a grade is below 78%. (A different quiz will be given in the subject.) There will be NO re-take on the mid-term or final exam.

Failure to make up an exam on the day the student returns to class will result in a grade of 50% for the missed exam. NO EXCEPTIONS. Students will not be reminded by the instructor to take a missed exam. IT IS THE RESPONSIBILITY OF THE STUDENT TO REQUEST TO TAKE A MISSED EXAM UPON THEIR RETURN TO CLASS.

Math Requirement

A math assignment to be completed before the first day of classes. An assessment exam is given the first day of classes to identify students who may need extra help. Remediation is offered throughout the term. Term I-students are required to pass a medication administration exam with an 80% grade prior to administration of medication in the clinical area. Those who score below 80% on the first exam will be given an opportunity for remediation followed by two additional attempts to pass a similar exam. A student who falls below 80% on all attempts will fail the clinical component of the term and will not be allowed to continue in the program. Terms II and III-students are required to pass a medication administration exam with a 90% grade prior to administration of medication in the clinical area.

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Those students who score below 90% on the first exam will be given an opportunity for remediation followed by two additional attempts to pass a similar exam. A student's grade that falls below 90% on all attempts will fail the clinical component of the terms and will be dismissed from the program.

Math for medication administration is incorporated into the curriculum throughout the year. Contract must be signed and returned to the director of the practical nursing program.

Grading Policy

Final course grades will be issued to students at the end of each term. A copy of student's final transcript will be kept on permanent file in the director's office.

1. A minimum final grade of 78% is required to pass each course. Final grades will be calculated according to the weight of each exam as stated on the syllabus.
2. Numerical grades will be used to indicate students' achievement in theory.
3. A pass/fail grade will be used for the clinical practice grade. Clinical grade is based upon student's clinical performance and clinical written assignments.
4. **Clinical Warning:** A student who is failing clinical practice will receive a clinical warning. The student will receive a plan for remediation and will have weekly meetings with the clinical instructor to monitor remediation progress. Student must remediate deficiencies as indicated by their clinical instructor in order to pass the clinical component of the term. NOTE: Clinical absences will affect nursing course grade.
5. **Academic Warning:** A student who is failing the theory component of a course will be notified in writing in time to remediate theory content. The student will be given a plan for remediation and will have weekly meetings with the course instructor to monitor remediation progress.

Satisfactory Academic Progress (SAP)

Students are expected to maintain their progress in three specific areas: attendance, theory and clinical experience.

In order to maintain Satisfactory Academic Progress students need to maintain the GPA requirement at all times and remain within the 95% attendance threshold. Students that fall below these levels are required to be placed on a plan for remediation.

Program	Total Clock Hours	Minimum grade for each course
Practical Nursing	1080	78%

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Promotion Policy

Promotion to the next term is achieved only with a passing grade of 78% or higher in every course and a pass grade in clinical practice. Student must also be in good standing with tuition payments.

Tuition payments are to be up-to-date in order to be promoted to the next term. Students who are ineligible for promotion for these reasons will be dismissed from the program.

Graduation Policy

The student who has met all obligations of the program, which include complete payment of tuition, passing grade of 78% or higher in each academic course and has met all of the clinical and classroom required attendance per program policy.

Students who successfully complete the program will be presented with a certificate of completion on graduation day from the Tri-County Regional Vocational Technical School Practical Nursing Program.

The graduate, who then demonstrates good moral character, as required by Massachusetts General Law C112 S-74, 74A, 76 80B and Board Regulations at 244 CMR 8.00 and has paid testing and license application fees is eligible to take the (National Council Licensure Examinations for Practical Nurses) NCLEX-PN exam.

NCLEX-PN Review Course

A mandatory NCLEX-PN Review course is scheduled at the end of the program. The fee is part of the program tuition.

NCLEX-PN Examination Results

After graduation, the graduate is eligible to take the NCLEX-PN exam for licensure. Official NCLEX-PN report results are kept in the program director's office.

Student Records Policy

Records for enrolled, withdrawn and dismissed students for the current class will be kept and maintained in the program director's office in a locked file. Records will include student name, address, admission date, course titles, grades, clinical evaluations, program hours, application form, a copy of final tuition statement, application essay, TEAS (Test of Essential Academic Skills) Pre-Admission Exam results, high school transcript or GED (General Equivalency Diploma) scores, references, interview questionnaire, official post-secondary transcripts, physical exam results, proof of health insurance, proof of student nurse liability policy.

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Proof of current healthcare provider CPR certification is required. Upon withdrawal or dismissal, the date and reason for such, will be kept in the student file. Complete files will remain in the program director's office for the duration of six (6) months after graduation. Thereafter, the file will be purged and only pertinent information will be kept. The file containing minimum data will then be placed in the graduate records file. Results of CORI (Criminal Offender Record Information) will be kept in the superintendent-director's office for a period of three years.

Graduate Records Policy

The permanent graduate records are kept and maintained in the program director's office in a locked file for a period of five (5) years. Thereafter, the records will be securely stored for perpetuity. The permanent file contains minimum data necessary to reflect the student's educational process.

The records for graduates will include student name, address, admission date, course titles, grades, program hours, date of graduation and clinical evaluations. The file will also include final grade, final clinical evaluation and date of graduation. A copy of all medical records will also be maintained in the file. While a student is actively enrolled in the program, health forms are maintained in the student's file in the director's office.

Graduates may pick up their medical records at the time of graduation or dismissal from the program. If students do not pick up their records within six weeks after graduation or dismissal, the records will be destroyed.

Lockers

Lockers are available for student use. Lockers are provided for non-perishable items only, such as books, jackets and personal items. Each locker must have a combination lock supplied by the student and the student must give the combination to the secretary. Lockers will be emptied on the last day of final exams and will then be inspected by faculty. Any items left in lockers, lab or classroom will be held until June 30th. After that date, items will be given to charity or thrown away.

Health Insurance

It is a requirement of all affiliating agencies and the practical nursing program that students have current health insurance coverage. Should a student sustain an injury or become ill, and need medical attention, the student is financially responsible for any medical expenses not covered by their insurance plan. Students are responsible for notifying the program secretary of any changes in their health insurance coverage. The State of Massachusetts requires that all residents carry health insurance and provides options for health care.

Liability Insurance

A professional practice liability policy must be purchased prior to clinical practice and is mandatory for all practical nursing students. This policy must be purchased through the

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agency that is indicated by the Practical Nursing office. Policy and provider information is available at the Practical Nursing office. Students are responsible for obtaining their own liability insurance coverage. Please do not send form and check to the school.

(Evening students must purchase liability insurance prior to the first clinical rotation in January. They must also renew their liability insurance for the second year of the program.)

Clinical Site Assignments

The selection of clinical learning sites for student experiences is based upon meeting identified course objectives, the knowledge and skill level of the student, the activity of the client population and the availability of the site.

It may be necessary to arrange the schedule to accommodate the facilities' needs. Individual requests for clinical sites cannot be accommodated. Students will not be assigned to a clinical facility if the facility is their present place of employment.

Practical nursing day and evening students may be required to attend clinical rotation during times other than their normal school hours due to clinical site availability.

No accommodations, for any reason, will be made for students who consistently are unable to arrive at the clinical facility at the scheduled time.

Clinical Site Addresses

Clinical Site	Address	Comments:
Blaire House of Milford Adult Day Care	20 Claflin Street, Milford, MA 01757	With Instructor
Blackstone-Millville high School	175 Lincoln Street Blackstone, Ma 01504	Contact: School nurse
Encompass Health Rehabilitation Hospital of Braintree	250 Pond Street Braintree, Ma 02184	With Instructor
Encompass Health Rehabilitation Hospital at Framingham	125 Newbury Street Framingham, Ma 01701	With Instructor
Franklin Public Schools	355 East Central Street, Suite 3 Franklin, Ma 02038	Contact: School nurse
Genesis Healthcare	10 Memorial Drive Milford, MA 01757	With Instructor
Hasbro Children's Hospital	593 Eddy Street Providence, RI 02903	With Instructor Field Trip
Head Start-Brockton-Shelton Head Start	370 Howard Street Brockton, MA 02302	Contact: Advocate for site
Head Start-Norton	77 East Main Street Norton, MA 02766	Contact: Advocate for site
Head Start-Norwood	275 Prospect Street Norwood, MA 02062	Contact: Advocate for site
Hopedale Schools	Hopedale, Ma 01747	Contact: School nurse
Oakland Grove Health Care Center	560 Cumberland Hill Road Woonsocket, RI 02895	With Instructor
Shriner's Burn Center	51 Blossom Street Boston, MA 02114	Field Trip
WIC - Attleboro	95 Pine Street	Contact: Dietician

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	Attleboro, MA 02703	
WIC - Taunton	One Taunton Green Taunton, MA 02780	Contact: Dietician

Practical Nursing Facilities

Practical nursing instruction is delivered in a lab and classroom setting within the Tri-County Regional Vocational Technical School building. The classroom has a total of 32 student desks with teacher desk and podium. Classroom is equipped with a Smart Board as well as audio/video capabilities for access to various types of multimedia presentations. There are ten computer stations available for student use. The nursing simulation lab has five electrical hospital beds with over bed tables and side tables. The lab is equipped with one mannequin and one VitalSim for student practice. The lab also has 3 sinks, eye wash station, cabinet space and 30 student lockers. There is also a locked supply closet that is adjacent to the classroom and lab. The facilities are all located at 147 Pond Street, Franklin, MA.

Tuition and Fees

Day Program

Application Fee (<i>non-refundable</i>)	\$25
*In-District Tuition (<i>day program only</i>)	\$7,550
*In-State Tuition	\$12,800
Out of State Tuition	\$13,900
Student Fee (<i>non-refundable</i>)	<i>(due by first day of class)</i> \$1265

Evening Program

Application Fee (<i>non-refundable</i>)	\$25
*In-State and In-District Tuition	\$12,800
Out of State Tuition	\$13,900
Student Fee (<i>non-refundable</i>)	<i>(due by first day of class)</i> \$1265

* Must be up to date on existing approved payment programs prior to progressing to the next term.

*In-district tuition is applicable to the day program only for residents in the following towns: Franklin, Medfield, Medway, Millis, Norfolk, North Attleboro, Plainville, Seekonk, Walpole, Wrentham and Sherborn.

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*To qualify for in-district or in-state tuition, proof of residency will be confirmed with two of the following: valid Massachusetts driver's license, signed lease agreement or mortgage statement or a current employment pay stub. Driver's address on license must be the same as on pay stub or lease agreement or mortgage statement. Upon acceptance a \$100.00 registration fee is required to hold applicant's seat. This fee shall be applied to the cost of tuition.

When class commences, In-District & Out of District Tuition cannot be changed

The student fee includes the cost of ATI on-line testing package, laboratory kit and graduation expenses. (*Graduation attire not included.*)

Tuition for all Tri-County Postsecondary programs is subject to change for the upcoming school year.

There is a \$20 fee for any returned checks.

Payment Schedule

Once accepted into the program to secure enrollment, all students must pay a registration fee of \$100.

DAY STUDENTS

A tuition deposit of 50% is required by July 15. The remaining balance is required before the 1st day of classes unless the student chooses to enroll in the Payment Plan. Student fee is due on or before the first class.

EVENING STUDENTS

YEAR 1: A tuition deposit of 1/4 of tuition is required by July 15. 1/2 is required before the first day of classes unless student chooses to enroll in the Payment Plan. Student fee is due on or before the first class.

YEAR 2: 3/4 tuition is required by July 15. Tuition must be paid in FULL before the first day of class unless the student is enrolled in the Payment Plan.

Additional Expenses

Students incur additional expenses for items such as, uniforms, books, supplies, equipment, NCLEX test fee, license, and optional NCLEX review. Living and transportation expenses related to school attendance or clinical rotation are the responsibility of each student.

The list below outlines the most common additional student expenses that are not covered by the tuition and fees and is meant to serve as an estimate only.

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Textbooks	\$ 1,100
School Uniforms	\$200
Student Nurse Liability Insurance	\$40
Health Record Management Service Fee	\$29.50-\$35
Drug Testing fee	\$42.00/annually
Graduation uniform	\$50-\$100
EHR Tutor (Electronic Medical Record)	\$65
CED (translation of foreign H.S transcripts, if necessary)	\$90
Clinical parking fees (approx.)	\$50
NCLEX-PN exam fee	\$200
Nurse License Application	\$230

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Refund Policy

Refunds are processed upon written notice of withdrawal from the program. Students will submit a notice of withdrawal form (Appendix C). Refunds are processed automatically. Should a student withdraw from the program, the student will retain:

100% of required tuition deposit minus \$100.00 withdrawal fee, if the withdrawal notice is received on or before the first day of classes.

60% of required tuition deposit minus \$100.00 withdrawal fee, if the withdrawal notice is received before the end of the first week of classes.

40% of required tuition deposit minus \$100.00 withdrawal fee, if the withdrawal notice is received on or before the end of the 2nd week of classes.

No refund will be given after the second week of classes.

If the school, for any reason cancels the program, all fees and tuition shall be returned.

Dress Code

Clinical Dress Code

While in the clinical setting, all students are required to wear the practical nursing student uniform, and will adhere to the following dress code:

Uniforms

The uniform must be worn at clinical practice and other times when representing the Tri-County Regional Vocational Technical School Practical Nursing Program. Uniforms should be clean and ironed and include a name pin and identification badge. White hose/socks and white leather shoes are required. Acceptable shoes; all leather white sneakers; Not acceptable; clogs or cros.

Undergarments should not be visible through the uniform. Sweaters are not to be worn during delivery of patient care. Only a short sleeved white t-shirt may be worn under scrub top if necessary for warmth.

NO GUM CHEWING/NO SMOKING while in uniform. Students should not wear uniforms after clinical for any outside activities.

Equipment

Equipment shall include safety glasses, bandage scissors, pen, flashlight, stethoscope, blood pressure cuff and calculator for administration of medications. Lab kit is provided as part of student fee.

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<i>Hair</i>	Hair should be neat, clean, and off the collar with no hair on the face. Hair is to be kept short or tied back if hair is shoulder length or longer.
<i>Beards & Mustaches</i>	Facial hair should be short and neatly trimmed. Preferably the face should be clean-shaven.
<i>Jewelry</i>	A watch with a second hand is a requirement; a wedding band is acceptable. For those who have pierced ears, one small stud in each ear is permissible. Clip-on, hoop, or multiple studs are not allowed. PLEASE NOTE: Other rings, bracelets, necklaces, and jewelry in pierced body parts are not acceptable in the clinical setting. <u>NO tongue, lip or nose rings</u> . Also, tattoos need to be covered when possible.
<i>Make-up</i>	Professional appearance must be maintained. Excessive make-up in the judgment of the faculty is not appropriate.
<i>Fingernails and polish</i>	Fingernails should be short, clean and neatly manicured. Clear polish is permissible; however, no polish is preferred. Students may not wear artificial nails or nail extenders.
<i>Fragrances</i>	Perfumes and after shave must not be used.

Students who do not adhere to the above clinical dress code will be asked to leave the clinical area and will be recorded as absent for that day.

Classroom Dress Code

<i>Classroom Attire</i>	Street clothes are worn in the classroom and in the skills lab. Attire for the classroom should be <u>conservative and professional</u> . Items such as short shorts, miniskirts, tank tops, and drawstring lounging pants or pajama bottoms are not allowed. Shirts that reveal the midriff are not appropriate. Proper dress includes no visible undergarments. It is expected that students attend classes in neat, casual, conservative attire. Flip flops and slippers are not appropriate for the classroom or lab. When on field trips you are representing the school and appropriate dress is expected. NO JEANS.
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Student Association

The purpose of class organization is to provide for student participation in the following two areas:

1. In those areas where the school activities concern the entire student body.
2. In those areas which are of concern to the class.

Student Association Bylaws

Article 1. Officers of Each Class and Elections

- Section I: Officers of the student association shall be president, vice president, treasurer, secretary, student faculty member, and student advisory member.
- Section II. The practical nursing class shall elect officers during the month of November.
- Section III. Nominations for officers shall be conducted according to established procedure.
- 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 remainder of the program and up to graduation.

Article II. Duties of Officers

- 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. Appoint members to all standing committees.
- Section II. Vice President
1. Assume the president's duties in his/her absence.
 2. Carry out activities as may be delegated by the president.
- Section III. Treasurer
1. Responsible for collection of class dues and payment of bills.
 2. Open an account with the Tri-County Business Office for the practical nursing class if necessary.
 3. Maintain an accurate account of receipts and disbursements to report at every meeting.
 4. Submit a written report to the president and the class at every class meeting.
- Section IV. Secretary
1. Notify members of meetings.

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2. Keep minutes of every meeting and report minutes at next meeting.
3. Submit a written report to the president and the class at every class meeting.
4. Act as corresponding secretary.

- Section V. Student representative to Practical Nursing Faculty Committee
1. Attend monthly Practical Nursing Faculty Committee meetings.
 2. Present student concerns to faculty.
 3. Report issues discussed at faculty meeting to the class.

- Section VI. Student representative to Practical Nursing Advisory Committee
1. Attend Practical Nursing Advisory Meetings.
 2. Present student suggestions and/or requests to the Practical Nursing Committee and evaluate the strengths and/or weaknesses of the practical nursing program.
 3. Report issues discussed at Practical Nursing Advisory meetings to the class.

Article III. Dues and Standing Committees

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

- Section II. Standing Committees can include:
- Fundraising Committee (All fundraising activities must be pre-approved by Tri-County School Administration)
 - Class Dinner Committee
 - Class Gift Committee
 - Graduation Committee

Developed: 12/16/04
Approved: 2/16/05
Reviewed:
Revised:

General Information

Advanced Placement Criteria

No advanced placement is available due to the specific number of hours required to complete the program.

Alcohol and Drug Policy

The use or possession of alcohol or illegal drugs on school or affiliated properties is prohibited and will result in dismissal from the program.

Blood/Body Fluid Exposure Policy

Students who are exposed to blood or body fluids by either a needle stick injury or by direct contact with blood or body fluids are to adhere to the following protocol:

1. Report the incident immediately to your clinical instructor or classroom faculty. If in the clinical area your patient will have to be reassigned to another student.
2. For a puncture/laceration:
 - Encourage bleeding
 - Wash/clean the area with soap and water
 - Apply sterile bandage to area
 - For mucous membrane exposure (eyes, nose, and mouth), saline or water flush for 5 to 10 minutes.
3. Report immediately to the nearest emergency room and follow the procedure that is in place for blood/body fluid exposure per emergency physician.
4. If in the clinical area, follow any additional directions that your clinical instructor and the infection control nurse deem necessary.
5. Assist faculty member with filling out incident report for health care facility and accident report for Tri-County nurse's office.
6. Follow-up with primary care physician.

Classroom and Clinical Assignment Policy

Classroom Assignment Policy

- Assignments are to be submitted on the day they are due and at the beginning of the day by placing the assignment in the appropriate instructor's mailbox.
- If a student is absent on the day that an assignment is due, the assignment will be accepted as late upon the student's return. A late assignment will receive a five (5) point deduction for every day that it is late. NO Exceptions.

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- “It’s Learning: is an on-line program that is utilized by the Practical Nursing Program as a means of providing students with course assignments and additional course materials. Students will need to have off-campus internet access to complete these assignments. Although this program is available on computers at Tri-County and through public access to the internet, it is mandatory that all students have internet access at home in order to access this material and submit assignments on time.

Clinical Assignment Policy

Clinical assignments must be handed in to the clinical instructor every week. Students who fail to submit their clinical written assignments on time will receive a clinical warning and may be subject to clinical failure and dismissal from the program.

“Shadow Health” is a Digital Clinical Experience that allows students to engage in open-ended conversations to gather subjective data and practice patient-centered communication online. Students are required to complete this clinical assignment to enhance their physical assessment skills with a virtual patient during Term I. They will then be required to complete “focused” clinical assignments on virtual patients with specific medical problems during Term II.

Classroom and Clinical Behavior

Classroom Behavior:

Instructors expect classroom behavior to include:

- Arriving on time.
- Cell phones and other electronic devices must be turned off or on silent mode during class; texting is prohibited during class. If a student witnesses a violent act or what appears to be a medical emergency they may use their cell phone to report the incident to the main office at 508-528-5400 ext. 105/103. Emergency phone calls may be received by students at 508-528-5400 x: 117.
- Paying attention to the classroom presentation; not talking to classmates unless working on in-class projects or there is a break time; not leaving the classroom except at break time.
- Food or drinks are not permitted in the classroom. A coffee break and a lunch break are provided each day.
- Being prepared for class and clinical before it begins.
- Remaining in your seat during exams and quizzes.
- Replacing chairs in the lab area and cleaning tables and sink area after use.
- Respecting that instructors have a lunch break and prep time before classes. Please restrict your questions to your pre-arranged appointment or during class if appropriate.

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- Being considerate of those in the class who may have environmental or food allergies.
- The use of personal electronic recording devices in the classroom is only permissible with the expressed consent of faculty.
- Gossip, foul language, boisterous behavior is unacceptable.

It is not appropriate to conduct personal business during school hours or use school property for personal matters. School property includes photo copy machine, fax machine, phone, etc. Please do not make these requests of the secretary.

Handouts are given to students nearly every day. Please have a fellow student obtain an extra one for you if you are absent. If you lose a handout, obtain one from a classmate and make a copy on your own. There are no copying facilities for students in the school.

Network printer is for student use, however, please limit printing to 10 pages per student per day.

Clinical Behavior

- Clinical Lab at the school is for instructional purposes only. Area must be cleaned and sanitized at all times.
- Arrive on time and prepared for clinical assignment.
- Uniforms must be neat, clean and proper shoes must be worn.
- Call clinical instructor at least ½ hour prior to the beginning of the clinical day if you are going to be absent or late. Also, leave a message with the program secretary.
- Do not call the unit to which you are assigned.
- Behave in a professional manner and be courteous to all clinical site staff, classmates and instructors.
- Gossip, foul language, boisterous behavior is unacceptable, unethical and inappropriate.
- Confidentiality of patient information is mandatory.
- Never perform nursing skills without the instructor's supervision or permission.
- The use of personal electronic devices is prohibited.
- Studying for exams at clinical is an inappropriate use of clinical time.

Failure to adhere to these policies may result in dismissal from the Program.

Contact Information

Tri-County Regional Vocational Technical School	Main Telephone: 508-528-5400
	Main Fax: 508-528-6074
Director of Adult Education Telephone:	508-528-5400, X111
Postsecondary Administrative Assistant:	508-528-5400 X117

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Postsecondary Fax:	508-528-3698
Practical Nursing Director:	508-528-5400, X143
Practical Nursing Day Instructors:	508-528-5400, X144
Practical Nursing Evening Instructors:	508-528-5400, X117

*Please call this extension when calling to report your absence or if you will be tardy.

Drug Testing Policy

Some Health Care Facilities affiliated with the Tri-County Practical Nursing Program require that students be subject to a drug test or screen prior to their clinical experiences. A failed drug screen or refusal to submit to a drug screen will make the student ineligible for clinical placement at the facility. All drug screening will be at the student's expense.

Educational Mobility Statement

The faculty of the nursing programs promote those activities which encourage upward mobility related to a nursing career ladder.

Emergency Drills

Tri-County conducts emergency drills regularly to develop safety practices that will assist students to move quickly and in an orderly manner to pre-designated safety areas during an emergency. Each classroom and shop area posts clearly visible directions to emergency exits. In order that everyone may hear any verbal directions during emergency drills, students should exit the building quietly.

Exemptions

No course exemptions are available. Enrolled students must complete all science and nursing courses as prescribed by the program curriculum.

Faculty Guidance and Counseling Policy

The faculty believes that guidance is the process of assisting the individual learner to utilize a point of view, gain self-awareness and acclimate to the school. Counseling is the method which facilitates the process of guidance.

The objective is to motivate the learner's behavior in personal education, recreational and vocational adjustments to practical nursing. The learner will:

1. Examine expected group and individual behavior by:
 - a. Reading and adhering to the nursing student handbook policies.
 - b. Identifying ethical actions and interpersonal relationships.
 - c. Assume the expected role of the student practical nurse.

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2. Explore the role of the practical nurse by performing satisfactorily in Terms I, II and III.
3. Participate in the scholastic program at Tri-County by:
 - a. Following the school practical nursing program calendar.
 - b. Following the class schedule.
 - c. Keeping a personal diary of grades, evaluations and portfolio of work, including clinical journal articles.
4. Participate in instructor-student conference by:
 - a. Attending instructor-student conferences.
 - b. Requesting a conference when necessary.
 - c. Signing all evaluations after reading and commenting and retaining a copy for your files.

Financial Aid

Federal Financial Aid for practical nursing students is available to qualifying students through the Federal Financial Aid System. Federal Financial Aid is not available for Nursing Assistant. Currently, the only Financial Aid funds available for students attending Tri-County are PELL Grants. Student loans through the Federal Financial Aid System are not available for programs at Tri-County.

Students enrolled or planning to enroll in either the full-time day or evening practical nursing program can find out if they qualify by filling out a FAFSA form which can be done at www.fafsa.ed.gov. It is necessary to enter Tri-County's school code, which is 041220 to have pertinent information automatically forwarded to us.

For more information about Federal Financial Aid, visit: <http://federalstudentaid.ed.gov>

To fill out the FAFSA form, visit: <http://www.fafsa.gov>

For more information about Financial Aid at Tri-County please visit our Postsecondary Education webpage (<https://www.tri-county.us/adult-education/postsecondary-programs/>) and look under "Additional Information"

Grievance Procedure

Definition: a grievance shall mean a complaint by a student that there has been a violation, misinterpretation, or inequitable application of any policies regarding the postsecondary programs.

Adjustment of grievance

1. Level 1 Program Faculty

- a. Students who may have a complaint are encouraged to confer with the program faculty member or members involved with the grievance within five school days following the knowledge of the act or condition which is the basis of the complaint.

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- b. The student and faculty shall first confer on the grievance to arrive at a mutually satisfactory resolution.
- c. The faculty member shall communicate his/her decision to the aggrieved student in writing within five school days after receiving the complaint.

2. Level 2 Director of Program

- a. If the grievance is not resolved at Level 1, the aggrieved student may appeal the grievance to the director of the program within five school days following lack of resolution of Level 1. If there is not a program level director the student may proceed to the next level.
- b. The student and director shall first confer on the grievance with a view to arriving at a mutually satisfactory resolution.
- c. The director shall communicate his/her decision in writing to the aggrieved student within five school days after receiving the complaint.

3. Level 3 Director of Adult Education

- a. If the grievance is not resolved at Level 2, the aggrieved student may appeal the decision to the director of adult education within five school days after the decision of the director of the program (or faculty if there is no program director) has been delivered.
- b. The director of adult education shall meet and confer with the aggrieved student with a view to arriving at a mutually satisfactory resolution.
- c. The director of adult education shall communicate his/her decision in writing within five school days after receiving the appeal.

4. Level 4 Superintendent-Director

- a. If the grievance is not resolved at Level 4, the aggrieved student may appeal to the superintendent-director within five 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/her final decision within ten school days after receiving the appeal.

Students have the right to forward complaints, questions, or problems with the school that have not been resolved to their satisfaction to the Council on Occupational Education (COE) 7840 Roswell Road Building 300, Suite 325 Atlanta, GA 30350 Tel. 880-917-3898 / Fax 770-396-3790.

Honor Code

The honor code requires a student to act in an honorable manner in all the relations and phases of school activities. Lying, cheating, stealing, or breaking one's word of honor under any circumstances are each considered violations of the honor code. A student who is seen or heard breaking the honor code may be issued an honor code violation. Student will be interviewed by the program director and the director of continuing education to determine

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facts of the incident. Facts will be reviewed and student will be notified of his/her status in the program.

All students are required to sign a pledge (*page 7*) on the first day of classes stating that they will adhere to the honor code. Violation of the honor code can lead to dismissal from the program.

Incidents or Accidents

1. Incident involving client: The student will immediately notify the clinical practice, supervising faculty member. A form will be filed and the circumstances surrounding the incident reviewed. A copy will be obtained and attached to the school incident report form. These reports will be filed in the student's folder.

Please note: Students should not carry out any interventions. Failure to report an incident involving a client may be grounds for dismissal from the program.

2. Personal injury accident: Any student who has an accident of any type while in the school or on a field trip, should report this immediately to the faculty member present. Emergency care will be made available, but the student will incur any medical costs.

Monthly Payment Plan

This payment program is available only to students enrolled in either practical nursing program.

Tri-County has contracted FACTS to offer our postsecondary practical nursing students a payment plan option to help make tuition payment a little less stressful for themselves and their families. This payment plan offers two different monthly payment options -- either automatic withdrawal from a bank account or automatic payment through a credit card. (Please note that there is an additional convenience fee charge for each credit card payment.) Students have the option of paying their tuition balance in full or of spreading the payments over either nine or ten months. Completing a simple online form is all it takes to enroll in this plan. There is a one-time \$50 non-refundable enrollment fee for this service, and no additional interest is charged or fees assessed if payments are received on time. For more information about the FACTS Payment Plan at Tri-County please visit our Postsecondary Programs Page (<https://www.tri-county.us/adult-education/postsecondary-programs/>) and look under "Additional Information"

Please note that students who have not paid the entire tuition balance on or before the first day of class must enroll in the FACTS program to set up a payment plan.

Network and Internet Acceptable Use Policy for Students

The district expects that all students use computers and computer networks in a responsible, ethical and respectful manner. This policy intends to clarify these expectations. Violations of this policy may result in a loss of computer privileges and if appropriate, legal action.

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The district will cooperate with local, state or federal officials conducting an investigation related to any allegedly illegal activities conducted through the Tri-County computer network. Further, any work on school computers generates an electronic record that may be subject to public disclosure.

Nondiscrimination Policy

The Tri-County Regional Vocational Technical School District is an equal opportunity employer and coeducational high school and does not discriminate because of race, color, sex, gender identity, religion, national origin, sexual orientation, or disability in its employment policies; in the enrollment of students or in eligibility for programs and activities in compliance with Title VI of the Civil Rights Act of 1964, Title IX of the 1972 Educational Amendments, and Section 504 of the Rehabilitation Act of 1973. This policy applies to all policies with no exceptions.

Parking

Day students are assigned parking spaces in the rear parking lot of the school. Evening students may park in any of the school parking lots after 2:30 p.m. Vehicle drivers who park in an unauthorized place without proper authorization will be subjected to disciplinary action.

Photo Identification

All students are required to wear or have in their possession a Tri-County photo ID card. Students who lose their ID card will be required to purchase a replacement card for a of \$10.00

In certain situations where wearing the photo ID would present a safety problem, the instructor will inform the student on the proper placement of the ID. Failure to wear the student ID will result in disciplinary action. Student IDs are used to further ensure school safety.

Plagiarism, Cheating and Copyright Policy

Plagiarism, in general, is defined as the presentation of someone else's work in whatever form, copyrighted material, notes, film, artwork, reports, statistics, bibliographies, and the like, as one's own, and failing to acknowledge the true source. Quoting word for word, or taking other ideas and passing them off as one's own constitutes plagiarism.

Cheating is defined as the giving or receiving or attempt at giving or receiving unauthorized information or assistance during an examination or completion of assigned projects.

Copyright can be defined as a set of exclusive rights granted by law to the creator of original work (music, films, photographs, literature, etc.). These rights allow content creators to protect their work and determine how that work is used or distributed. Copyright infringement is the unlawful use of material protected by copyright law. Copyright infringement carries legal consequences which may be pursued by the copyright holder.

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The minimum damage for sharing copyright material is \$750. Additional information regarding copyright is available on the tri-County website.

If students are unsure whether a specific course of action would constitute plagiarism, copyright infringement or cheating, they should consult with the instructor in advance. Plagiarism, copyright infringement and cheating are serious breaches of academic honesty.

While being tested, an instructor has the authority to:

- Verify student badges of identification
- Reassign seats
- Remove student(s) from the test area
- Replace the present test with a new test

Any change in testing times due to suspicions of violation(s) of the Honor Code (Cheating Plagiarism Code) will be completed at the convenience of the instructor. If cheating, copyright infringement or plagiarism is determined, penalties vary with the degree of the offense and may take the form of the following sanctions:

- The student may receive a grade of 0 for the work in question.
- The student may receive a failing grade for the course.
- Dismissal from the program.

Records Policies

Student Records Policy

Access to student files will be handled in accordance with the Family Educational Rights and Privacy Act (FERPA). Tri-County's complete FERPA statement is available on its website. Records for enrolled, withdrawn and dismissed students for the current class will be kept and maintained in the program director's office in a locked file. Upon withdrawal or dismissal, the date and reason for such shall be kept in the student file. Complete files will remain in the program director's office for the duration of six (6) months after graduation. Thereafter, the file will be purged and only pertinent information will be kept. The file containing minimum data will then be placed in the graduate records file.

Graduate Records Policy

The graduate records are kept and maintained in the program director's office in a locked file for a period of five (5) years. Thereafter, the records will be stored securely for perpetuity.

The permanent file contains minimum data necessary to reflect the student's educational process. The records for graduate students will include student name, address, admission date, grades, program hours, and clinical evaluations. Upon graduation the file will also include, final grades, and date of graduation. A copy of all medical records will be returned to students.

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Retention Policy

Students may be asked to withdraw, or be dismissed from the program by the program director and/or the continuing education director for any of the following reasons:

1. Student is ineligible for promotion.
2. Student fails to follow ethical/legal/safe care practices in the clinical setting and/or classroom.
3. Student fails to meet the attendance requirements.
4. Student is guilty of improper conduct (e.g. use of illegal drugs, alcohol, hazing, profanity, sexual harassment during school time and/or clinical hours).
5. Student did not maintain academic/clinical standards or violated integrity guidelines.
6. Student's health (physical and/or mental) interferes with academic and/or clinical learning (judgment of faculty and director).
7. Other reasons determined by a committee of faculty to be just cause.
8. Failure to meet the technical standards of the program.

Safety

Safety is habit forming and is always noticeable in the work habits of the accomplished worker and is protection against serious accidents. Good safety habits are intended as protection against serious accidents and prevention of loss of time and money.

It is the responsibility of each student to know and thoroughly observe the safety rules of the school. Students must make proper use of all safeguards that are provided for their protection. Students who endanger themselves or their classmates by purposely violating the safety code will be subject to instant dismissal. Proper dress code must conform to the safety regulations of the postsecondary nursing program. Students are to report all injuries to an instructor immediately.

Safety in the Nursing Simulation Lab

The Nursing Simulation Lab must be maintained as a safe, clean and neat environment for students and faculty at all times. Students will not be allowed to practice any injections on fellow students, family members, and visitors or on themselves. Students will be able to practice injections using the Simulation Lab mannequin and on special practice pads for this purpose. Appropriate footwear is required for lab experience. No student should wear high heels in the lab area.

All practice syringes and sharps of any kind must be disposed of in the required red sharps containers that will be available during practice. When filled, these containers will be securely closed and given to the appropriate school personnel for disposal per protocol.

In the event of a student accident, a signed and dated accident report must be completed immediately and given to the school nurse. The director of the practical nursing program will

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distribute a copy to the director of continuing education, and superintendent-director. A copy of the accident report will be kept in the student's file in the nursing director's office.

In case of emergency, all students are required to fill out an adult health and emergency information form which is kept on file in the director's office and in the school nurse's office.

School Closing

Tri-County Regional Vocational Technical School serves students from eleven towns. As an independent district, Tri-County renders cancellation decisions that apply to Tri-County students, regardless of their town of residence. Local radio and TV stations will broadcast announcements when school is closed or has one or two-hour delayed openings. Whenever possible, the school will provide announcements of delayed openings or school closings to the following:

WBZ-TV	WCVB-TV	WHDH-TV	WPRI-TV	WBZ Radio	WPRO Radio
Channel 4	Channel 5	Channel 7	Channel 12	AM 1030	AM 630

Security

All doors to the school building are locked. Students must park their vehicles at the end of the back parking lot and enter the school with photo ID/pass card at designated area. Students who leave the building during class hours must re-enter through access points utilizing their photo ID/pass card. This practice is for safety of all who are in the building.

Sexual Harassment, Bullying & Hazing Policy

See Appendix for the complete Massachusetts Anti- Hazing Law

It is the policy of the Tri-County Regional Vocational Technical School District to provide a learning and working atmosphere for students, employees and visitors that is free from sexual harassment, bullying, hazing, and intimidation. These terms are referenced herein as "harassment." Such action may occur due to actual or perceived characteristics, including, but not limited to, race, color, religion, ancestry, national origin, sex, socioeconomic status, homelessness, academic status, gender identity or expression, physical appearance or sensory disability, or by association with a person who has or is perceived to have one or more of these characteristics.

It is a violation of this policy for any administrator, teacher or other employee, or any student to engage in or condone harassment in school or to fail to report or otherwise take reasonable corrective measures when they become aware of an incident of harassment.

This policy is not designed or intended to limit the school's authority to take disciplinary action or to take remedial action when such harassment occurs out of school but has a connection to school, or is disruptive to an employee's or student's work or participation in school related activities.

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Reports of cyber bullying by electronic or other means, occurring in or out of school will be reviewed and, when a connection to work or school exists, will result in discipline.

It is the responsibility of every employee, and student to recognize acts of harassment and take every action necessary to ensure that the applicable policies and procedures of this school district are implemented.

Any employee or student who believes that he or she has been subjected to harassment has the right to file a complaint and to receive prompt and appropriate handling of the complaint. Further, all reasonable efforts shall be made to maintain the confidentiality and protect the privacy of all parties, but proper enforcement of this policy may require disclosure of any or all information received.

The continuing education director/designee shall be responsible for assisting employees and students seeking guidance or support in addressing matters relating to any form of harassment.

Definitions—Sexual Harassment Prohibited

“Sexual harassment” means unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal, written, electronically transmitted, or physical conduct of a sexual nature, including but not limited to unwelcome comments, touching, written notes, pictures/cartoons or other inappropriate conduct, such as leering, whistling, brushing up against the body, commenting on sexual activity or body parts or any other activity that constitutes sexual harassment.

Harassment has the effect of creating an intimidating, hostile, or offensive work or learning environment that takes place under any of the following circumstances:

1. When submission to such conduct is made explicitly or implicitly, a term or condition of employment, instruction, or participation in school activities or programs;
2. When submission to or rejection of such conduct by an individual is used by the offender as the basis for making personal or academic decisions affecting the individual subjected to sexual advances; or
3. When such conduct has the effect of unreasonably interfering with the individual’s work, attendance at school or participation in academic or curricular activities.
4. When such conduct has the effect of creating an intimidating, hostile, or offensive work or learning environment.

Definitions—Bullying Prohibited

Bullying may take a variety of forms. It is unacceptable in a school or work environment. As a result no student or employee shall be subjected to harassment, intimidation, bullying, or cyber bullying in any public educational institute:

1. “Bullying and cyber bullying” means unwelcome written, electronic, verbal or physical acts or gestures where a student or employee feels coerced, intimidated, harassed or threatened and under the circumstances (1) may cause a reasonable

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person to suffer physical or emotional harm, (2) may cause damage to another student's or employee's property, or (3) may cause a disruptive or hostile school environment. The behavior must interfere with an employee's ability to perform his or her duties or with a student's academic performance or ability to learn, or interfere with a student's ability to participate in or benefit from services, activities, or privileges:

- a) That are being offered through the school district; or
 - b) During any educational program or activity; or
 - c) While in school, on school equipment or property, in school vehicles, on school buses, at designated school bus stops, at school-sponsored activities, at school-sanctioned events.
2. Through the use of data, telephone or computer software that is accessed through a computer, computer system, or computer network or any public educational institute.
 3. As used in this Section, "electronic communication" means any communication through an electronic device including a telephone, cellular phone, computer or pager.

Definitions—Hazing Prohibited

The term "hazing" shall mean any conduct or method of initiation, even if consented to, 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.

1. Such conduct shall include, but is not limited to, 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 person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.
2. Whoever knows that another person is the victim of hazing and is at the scene of such activity, shall, to the extent that such person can do so without danger or peril to himself or others, report such activity to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such behavior shall be subject to discipline.

See Appendix A for the complete Massachusetts anti-hazing law.

Complaints of Harassment

If any Tri-County employee or student believes that they are the victims of harassment, the employee or student has the right to file a complaint with the school district, either orally or in writing. For further information about these guidelines or help with any form of harassment, consult:

Director of Guidance
Tri- County Regional Vocational Technical High School Guidance Office
147 Pond Street, Franklin, MA 02038

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Or

Patricia Munger, Practical Nursing Director,
Tri-County Regional Vocational Technical School
147 Pond Street, Franklin, MA 02038

These individuals are also available to discuss any related concerns and to provide information about our policy on harassment and our complaint process.

Guidelines for Investigating Harassment Claims

In school systems, harassment may take many forms and cross many lines. The situation may be an instance of staff member to staff member, staff member to student, student to staff member, or student to student. Guidelines for dealing with any charge of harassment are as follows:

1. By law, harassment is defined by the victim's perception in combination with objective standards or expectations. What one person may consider acceptable behavior may be viewed as harassment by another person. Therefore, in order to protect the rights of both parties, it is important that the victim make it clear to the harasser that the behavior is objectionable.
2. In all charges of harassment, the victim should describe in writing the specifics of the complaint to ensure that the subsequent investigation is focused on the relevant facts. Oral and anonymous complaints will be reviewed but are inherently difficult to investigate and may not be procedurally fair; as a result no disciplinary action shall be taken on anonymous complaints unless verified by clear and convincing evidence. All other complaints will be reviewed based on a preponderance of evidence standard.
3. Any school employee that has reliable information that would lead a reasonable person to suspect that a person is a target of harassment, bullying, or intimidation shall immediately report it to the continuing education director/designee. The continuing education director/designee shall document any prohibited incident that is reported and confirmed, and report all incidents of discrimination, harassment, intimidation, bullying or cyber bullying and the resulting consequences, including discipline and referrals, to the superintendent's office as they occur.
4. A good faith report from a staff member renders the staff member immune from discipline for making a report and is considered to have been made in the course of the staff member's employment for purposes of M.G.L. c. 258. As a result, the school district shall indemnify staff members from any cause of action arising out of a good faith report of harassment of the district's subsequent actions or inaction in connection thereto.
5. Instances of harassment (student to student, staff member to student, student to staff member, and staff member to staff member) should be reported to the continuing education director/designee.
6. Once a charge of harassment has been made, including charges of mental, emotional or physical harassment as well as threats to a person's safety or position in the school or work environment, the following course of action should be taken. (a) The

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continuing education director/designee should investigate the charge through discussions with the individuals involved. In situations involving allegations against a staff member, he/she should be informed of his/her rights to have a third party present at the time of the discussion. It is important that the situation be resolved as confidentially and as quickly as the circumstances permit. (b) If the harasser and the victim are willing to discuss the matter, the continuing education director /designee will hold a resolution meeting. During this discussion, the offending behavior should be described by the victim and administration, a request for a change in behavior should be made, and a promise should be made that the described behavior will stop. If circumstances do not permit a face-to-face meeting, the administration will present the victim's position. Follow-up verification procedures will be explained. Failure to comply after a resolution meeting will result in appropriate discipline.

7. If after a resolution meeting with the involved parties, the continuing education director/designee determines that further disciplinary action must be taken, the following could occur: (a) In instances involving student to student or student to staff member harassment, the student may be subject to discipline including but not limited to counseling, suspension, and in appropriate cases expulsion. (b) In instances involving staff member to student and staff member to staff member harassment, findings will be reported to the superintendent for further action. Personnel action may also be initiated at this point, consistent with the applicable law and collective bargaining agreement. (c) In all cases a referral to law enforcement will be considered by the continuing education director or superintendent based on circumstances. School officials will coordinate with the police department to identify a police liaison for harassment cases.

Retaliation

Retaliation in any form against any person who has made or filed a complaint relating to harassment is forbidden. If it occurs, it could be considered grounds for dismissal of staff personnel and/or removal from the educational setting for a student. A referral to law enforcement may be made.

Confidentiality

Reports of harassment should be kept completely confidential, consistent with necessary investigation procedures, with the goal of protecting the victim and stopping the behavior.

Compliance with the requirements Of Title IX and Chapter 622

Any student may report any action he/she deems harassment to any teacher, counselor, school nurse or any administrator. No employee or student will suffer retaliation or intimidation as a result of using the internal complaint procedure.

Any student who believes that he/she is the victim of sexual harassment or any other form of harassment should make a complaint immediately to the director of guidance, who is the coordinator of Title IX/Ch. 622.

State and Federal Remedies

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Any person wishing to file a claim/concern or seeking assistance outside of the district may do so with the Department of Elementary and Secondary Education Program Resolution System (PRS). That information can be found at: <http://www.doe.mass.edu/pqa>, emails can be sent to compliance@doe.mass.edu or individuals can call 781-338-3700. Hard copies of this information are also available at the Superintendent's office.

In addition, any person who believes he/she is the victim of sexual or other form of harassment may file a formal complaint with either or both of government agencies set forth below. Using the school complaint process does not prohibit a student or employee from filing a complaint with these agencies. Each of the agencies has a brief window of time for filing a claim (EEOC-180 days; MCAD-6 months).

1. The United States Equal Employment Opportunity Commission (EEOC)
1 Congress Street 10th floor
Boston, MA 02114
617-565-3200
2. The Massachusetts Commission against Discrimination (MCAD)

Boston Office:

One Ashburton Place, Room 601
Boston, MA 02108
617-727-3990

Springfield Office:

424 Dwight Street, Room 220
Springfield, MA
413-739-2145

3. Office for Civil Rights/E
5 Post Office Square, 8th Floor
Boston, MA 02109-3921
617-289-0111
Ocr.boston@ed.gov

Students with Disabilities Act

**THE REHABILITATION ACT OF 1973—SECTION 504: ITS IMPACT ON
STUDENTS WITH DISABILITIES**

Subpart E of Section 504 is applicable to all postsecondary educational programs and activities which receive federal financial assistance. In brief, schools offering postsecondary programs must be free from discrimination in their recruitment, admissions, and treatment of students. Reasonable accommodations in the academic program must be made by the educational institution to insure maximal participation by all students with disabilities. Under the provision of Section 504, a school may not:

1. Limit the number of students with disabilities admitted.

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2. Make pre-admission inquiries as to whether or not an applicant is disabled. (An exception is permitted if the institution is trying to overcome the effects of prior limitations on enrollment of disabled students, and an applicant is willing to provide information about his/her disability.)
3. Use admissions tests or “criteria that inadequately measures the academic level of visually impaired, hearing impaired, or otherwise disabled applicants” because special provisions were not made for them.
4. Exclude a student with a disability from any course of study solely on the basis of his/her disability.
5. Counsel students with disabilities toward a more restrictive career than non-disabled students, unless such counsel is based on strict licensing or certification requirements in a profession.
6. Measure student achievement using modes that adversely affect disabled students such as the barring of tape recorders from the classroom. Auxiliary aids must be permitted in the classroom when they will help to ensure full participation by students with disabilities.

Student Rights

Tri-County is publicly committed to a policy of non-discrimination against any person on the basis of race, color, sex, religion, national origin, handicap, or age.

Tri-County has an obligation to maintain the educational process in an orderly fashion. All members of Tri-County Regional Vocational Technical School are bound by the Statement of Rights and Responsibilities, which is contained in the Tri-County Student Handbook and is as follows:

The U.S. Federal and Massachusetts Constitutions, statutes, and court decisions ensure each high school student certain rights. However, these rights have limitations. The school reserves the right to limit forms of expression to the extent that they:

- Disrupt the work and discipline of the school in a material or substantial way.
- Incite other people to disrupt the work or discipline of the school or disobey the law.
- Are obscene.
- May violate the civil rights of another member of the school community, such as racial or ethnic name-calling, insults or taunts.
- Are false, and if a reasonable person may view them as slanderous or libelous.

The rules and regulations at Tri-County Regional Vocational Technical School guarantee the equal rights of students and teachers to live and learn in a clean and safe environment. To this end, teachers may make additional requirements for the conduct of their individual classes. Teachers will explain these requirements to students and post them in appropriate classroom areas.

Under federal law, students have a number of rights concerning their records at Tri-County Regional Vocational Technical School, one of which is the right to inspect and review all of the material in their files. Student records are confidential.

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Access to information contained in the student's record is prohibited to all but necessary faculty members unless student consents to such access by others.

Tri-County Regional Vocational Technical School has standards of academic conduct. It is a student's responsibility to know and fulfill all graduation requirements.

Students may appeal certain perceived unfair acts of an academic or non-academic nature. Grievance procedures are outlined herein.

Student Photographs/Student Work

From time to time, members of the Tri-County staff may take pictures of students or may engage professional photographers to take such pictures. Tri-County may use these photographs, as well as student's work on the school's website, in school publications, in newspapers or other publications, to promote Tri-County and its programs, or to highlight the accomplishments of individual students. Students requesting that their pictures not appear in such publications must notify the director of the program in writing, of their request. (Form provided in Appendix B) If Tri-County receives no notice from a student, it will assume that the student has given permission to the school to use his or her likeness.

Student Support Services

Health Services

1. The services of a nurse are available to any student in case of sudden illness or accident. First aid will be administered when necessary.
2. First aid is immediate, temporary care. The nurses do not treat illness or accidents that have occurred outside of the school's jurisdiction.
3. An emergency health form will be given to each student at orientation. This form must be filled out completely and returned no later than the first day of classes. This form must include the name of an adult who would assume responsibility for the student in an emergency. The information contained on the form should be updated throughout the year by the student.

Guidance Services

A student who feels in need of guidance for any reason may consult the director of the program or any of the instructors in the practical nursing program. All matters will remain confidential. An appointment must be made with instructor.

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Tobacco Policy

Effective September 1, 1989, state law forbids anyone to use tobacco on public school grounds. Smoking poses a significant health and safety risk. Accordingly, Tri- County Regional Vocational Technical High School does not permit the smoking or use of tobacco products on school property or at school sponsored events.

Enforcement

The principal and assistant principal at Tri-County will serve, at the discretion of the local enforcing authority, as deputized enforcement officers at Tri-County RVTHS and therefore have the authority to enforce this policy.

- First offense: \$100.00 fine and recommendation for participation in a smoking cessation program.
- Second and subsequent violations will result in a \$100.00 fine.

Fines are payable as specified in the notice of violation at the:

Franklin Town Clerk's Office
355 East Central Street
Franklin, MA 02038

Authority

This policy is intended to be consistent with Massachusetts General Laws, Chapter 71, Section 2A and Section 37H; Massachusetts Board of Fire Prevention Regulations 527 CMR; and MA general Laws, Chapter 148, Section 10B

Penalties and Fines

In compliance with penalties prescribed within Massachusetts General Laws, Chapter 71, Section 37H, violators will be subjected to the actions and fines described therein.

Transcripts

An official transcript will be prepared for graduates upon request. The graduate must request the transcript by filing out the transcript request form that is posted to the school website and allow one week for preparation. A fee of \$2.00 per transcript must accompany the transcript request.

Transfer Policy

Due to the specific course curriculum and required hours of the program, students may not transfer credits for courses previously taken at other institutions.

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- Day program students may transfer into the evening program with prior approval from the continuing education director.
- Due to the pace of the daytime scheduled hours, practical nursing evening students are unable to transfer to the day program.
- Transfer of students into or out of the nursing assistant program is not permitted.

Withdrawal Policy

A student may elect to withdraw from the program at any time for any reason. Upon withdrawal, the student will notify the director of the program and submit a completed withdrawal form to the director of continuing education. The date of withdrawal will be the last date of attendance. (Form in Appendix C.)

Appendix A - Anti Hazing Law, M.G.L. Chapter 269 Sections 17-19

Section 17. Hazing; organizing or participating; hazing defined

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 like 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. Failure to report hazing

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.

Section 19. Issuance of copy of Sections 17 to 19 to students and student groups, teams and organizations; file report with education and higher education boards

Each institution of secondary education and each public and private institution of postsecondary education shall issue to every student group, student team, or student organization which is part of such institution or is recognized by the institution or permitted by the institution to use its name or facilities or is known by the institution to exist as an unaffiliated student group, student team, or student organization, a copy of this section and sections seventeen and eighteen; provided, however, that an institution's compliance with this section's requirements that an institution issue copies of this section and sections seventeen and eighteen to unaffiliated student groups, teams or organizations shall not constitute evidence of the institution's recognition or endorsement of said unaffiliated student groups, teams or organizations. Each such group, team, or organization shall distribute a copy of this section and sections seventeen and eighteen to each of its members, plebes, pledges, or applicants for membership. It shall be the duty of each such group, team, or organization, acting through its designated officer, to deliver annually, to the institution an attested acknowledgement stating that such group, team, or organization has received a copy of this section and said sections seventeen and eighteen, that each of its members, plebes, pledges, or applicants has received a copy of sections seventeen and eighteen, and

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that such group, team, or organization understands and agrees to comply with the provisions of this section and sections seventeen and eighteen. Each institution of secondary education and each public or private institution of postsecondary education shall, at least annually, before or at the start of enrollment, deliver to each person who enrolls as a full time student in such institution a copy of this section and sections seventeen and eighteen. Each institution of secondary education and each public or private institution of postsecondary education shall file, at least annually, a report with the board of higher education and in the case of secondary institutions, the board of education, certifying that such institution has complied with its responsibility to inform student groups, teams, or organizations and to notify each full time student enrolled by it of the provisions of this section and sections seventeen and eighteen and also certifying that said institution has adopted a disciplinary policy with regard to the organizers and participants of hazing, and that such policy has been set forth with appropriate emphasis in the student handbook or similar means of communicating the institution's policies to its students. The board of higher education and, in the case of secondary institutions, the board of education shall promulgate regulations governing the content and frequency of such reports, and shall forthwith report to the attorney general any such institution which fails to make such report.

Appendix B – Faculty

Practical Nursing Faculty

Day Program		Evening Program	
Patricia Munger, MS, RN Program Director	X143	Patricia Munger, MS, RN Program Director	X143
Tara Lane, BSN, RN Instructor	X144	Lisa Ferrigno, MSN, RN Instructor	X144
Lisa Ferrigno, MSN, RN Instructor	X144		

Appendix C - Withdrawal Form

Date: _____

Name: _____

Program: _____

Reason for Withdrawal:

Signature: _____

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TRI-COUNTY REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT

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2021-2022 CALENDAR

Sept 2	Teacher Orientation
Sept 7	All Grades Report
Sept 30	Grades 10 & 12 Parent Orientation **
Oct 1	Early Release
Oct 5	Grades 9 & 11 Parent Orientation **
Oct 6	Early Release
Oct 11	Columbus Day
Oct 21	Career Day
Oct 22	Career Day
Oct 28	Grade 8 Open House **
Nov 4	Program Advisory**
Nov 11	Veterans' Day
Nov 24	Early Release (day before Thanksgiving)
Nov 25-26	Thanksgiving Recess
Dec 1	Early Release
Dec 3	End of Trimester 1
Dec 23	Early Release
Dec 24 -Dec 31	Winter Holiday Vacation
Jan 6	Grade 9 Parent Night/Shop Selection **
Jan 11	Parent/Teacher Conf/Afternoon and Evening **
Jan 17	Martin Luther King Day
Feb 4	Early Release
Feb 21-25	Winter Vacation
Mar 11	End of second Trimester
Mar 16	Early Release
Apr 7	Early Release
April 15	Good Friday
Apr 18-22	Spring Vacation
May TBD	Program Advisory**
May 6	Early Release / PROM
May 27	Last Day for Seniors
May 30	Memorial Day
June 5	Graduation
June 10	Early Release & End of Third Trimester
June 16, 17 & 21	Final Exams TBD
June 20	Juneteenth
June 21	Last Day of School

MCAS Class of 2023 and 2024 Retest

November	ELA
November	Math
February	Biology
March	Math
March	ELA

MCAS Class of 2024

March	ELA
May	Math

MCAS Class of 2025

June	Biology
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SkillsUSA Competitions-2022

February	District II
February	Districts
April	States
June	Nationals

● Holiday/No School

▲ Early Release 10:44 AM

** Evening Event

⊛ No School Weather delay or early rel

School Committee Approved

June 16, 2021