

GREATER LOWELL TECHNICAL SCHOOL PRACTICAL NURSE PROGRAM



STUDENT HANDBOOK **ACADEMIC YEAR 2017 – 2018**

**CHRISTINE MESSINA, DIRECTOR OF PRACTICAL
NURSE AND ADULT CONTINUING EDUCATION
PROGRAMS**

978-441-4870 OR CMESSINA@GLTECH.ORG

JOYCE SILK, PN SECRETARY

978-441-4874 OR JSILK@GLTECH.ORG

JENNIFER MACHADO, ADMISSIONS DIRECTOR

978-441-4872 OR JMACHADO@GLTECH.ORG

JACQUELINE CROTTY, FINANCIAL AID DIRECTOR

978-441-4873 OR JCROTTY@GLTECH.ORG



GREATER LOWELL TECHNICAL SCHOOL SCHOOL COMMITTEE

Paul E. Morin – Chairperson – Dracut

Fred W. Bahou, Jr – Lowell

Curtis J. LeMay - Lowell

Raymond J. Boutin – Lowell

George W. O'Hare - Lowell

Joseph M. Espinola – Dracut

George A. Tatseos - Tyngsboro

Kempton P. Giggey - Dunstable

Roger Bourgeois
Superintendent-Director

Practical Nurse Program Faculty

Christine Messina, Director of Practical Nurse Program and Adult Continuing Education,
M.Ed, MSN, RN,
UMass/Lowell, MA; Regis University, CO

Full Time

Lori Evans, BSN, RN, Boston State College, MA
Barbara Hayes, BSN, RN, NECC, MA & Salem State, MA
Kathy Johnson, BSN, RN, Indian River CC, FL & Florida State Univ.

Part Time

Sue Allen, BSN, RN – University of Rochester, NY
Christine Baker, MSN, BSN, RN – UMass/Lowell, Walden University
Valerie Branco, M.Ed, MSN, BSN, RN – Fitchburg State, MA, Framingham State University
April Champa, BSN, RN – Rivier University
Dawn Chandonnet, BSN, RN – Emmanuel, Boston
Diane D'Onfro, MSN, BSN, RN, – St. Vincent School of Nursing, MA & Rivier University, NH
Anna Farrar, BSN, RN – University of Phoenix
Cassandra Fenlon, BSN, RN – Rivier University
Laurie Kinsella, BSN, RN – Rivier University
Kathleen Keough, MSN, RN, – SUNY@ Syracuse, UMass/Lowell, MA & Salem State, MA
Jennifer Knowlton, MSN, RN, – UMass/Dartmouth, MA, University of Phoenix
Jennifer Machado, BSN, RN, – UMass/Lowell, MA
Jennifer Sawyer, BSN, RN – Rivier University

Table of Contents

<u>TOPIC</u>	<u>PAGE</u>
Welcome and Purpose	5
Special Accommodations	5
Nondiscrimination Policy	6
Valor Act	6
Mission Statement, Philosophy	6
Program Student Learning Outcomes	7
Program Technical Standards	8
Program Policies:	
A. Family Educational Rights and Privacy Act	8
B. Maintenance of Records	8
C. Health Information Record	9
D. Code for Nurses	9
E. ANA Code of Ethics	9-10
F. Good Moral Character	10
G. CORI	10
H. Professional Behavior	10
I. Personal Dress and Appearance	11
J. Uniform Policy	11
K. Attendance – Class and Clinical	12
L. Tardiness	13
M. Medical Clearance	13
N. Call-in Procedure	14
O. Excused Leave	14
P. Electronic Equipment	14
Q. Social Media Usage and Maintaining Privacy & Confidentiality	15
R. Financial Aid Information	15-16
S. Refund Policy	16
Educational Policies	
A. Grading	17
B. Promotion Criteria	17
C. Academic & Clinical Evaluations	18
D. Deficiency Notices	18
E. Student Improvement Plan	18
F. Probation	18
G. Appeal/Grievance Policy for Promotional Considerations	19
H. Withdrawal	19

I. Withdrawal – Financial Aid Recipients	20
J. Readmission	20
K. Previously Earned Credit/Transfer Credit	20-21
L. Advanced Placement	21
M. Educational Mobility Policy	21

Student Information

A. Student Mailboxes	22
B. Graduation	22
C. Student Organization	23
D. Cancellation of Classes	24
E. Parking	24
F. Transportation	24
G. Health and Safety Services	25
H. On the Job Accidents/Incidents	25
I. School Insurance	26

Safety Policies

A. Fire Drill/Evacuation Procedure	26
B. Lockdown Policy	26-27
C. Drug & Alcohol Policy	27
D. Drug Law	27
E. Bullying/Harassment	28
F. Cyberbullying	28
G. Reporting Bullying/Harassment or Retaliation	28-29
H. Campus Crime Awareness/Campus Security	29
I. Crime Statistics	29

Miscellaneous

Curriculum	30
Nightingale Pledge	31
Academic Integrity	32-33
Student Agreement	34

WELCOME

The administration and faculty wish to welcome you to the Greater Lowell Technical School's Practical Nurse Program which is fully approved and satisfies the educational requirements for the Board of Registration of Nursing in Massachusetts and is Accredited by the Commission of the Council on Occupational Education.

This Practical Nurse handbook has been provided to you to give you information regarding policies and rules that are in effect within the program and to ensure that your educational experience will be a positive and successful one. You are responsible for the policies and rules that are written in this handbook. If you have any further questions or if you need clarification, please feel free to ask any of the faculty or administration.

PURPOSE

We believe that nurses are very special people who share their lives with people who require assistance to care for them. The purpose of the Practical Nursing Program is to prepare men and women with the basic knowledge, skills, and attributes needed in nursing in order to assume the responsibilities of this profession with confidence and competence.

The curriculum is purposely designed to evolve from the simple to the complex, including cognitive, affective, and psychomotor skills essential to the entry-level role of Practical Nursing.

Upon completion of this course, the graduate Practical Nurse is eligible to take the licensure examination given by the National Council of Licensure Examinations for Practical Nurses (NCLEX-PN).

This educational opportunity is available to persons who are able to demonstrate the ability to complete the course of studies, regardless of sex, race, color, sexual orientation, disability or religious beliefs.

SPECIAL ACCOMMODATIONS

Greater Lowell Technical Practical Nurse Program seeks to provide reasonable accommodations for all qualified individuals with a disability while adhering to all federal, state, and local laws, regulations and guidelines to provide an equal educational opportunity. It is the applicant's responsibility to request a reasonable accommodation for their disability. Please contact the Program Director at 978-441-4870 for required information.

NONDISCRIMINATION POLICY

The Greater Lowell Technical High School and Practical Nursing Program does not discriminate on the basis of race, color, religious creed, national origin, sex, sexual orientation, age, gender identification, criminal record, disability, retaliation in its programs and activities. In addition, Greater Lowell Technical High School is committed to providing an environment free from sexual harassment.

Students should contact the Director of Guidance and Counseling Services tencarnacao@gltech.org (Title IX/Chapter 622 Coordinator) at 978-441-4955, room 3146 to file a complaint in the event they have been a victim of harassment, discrimination or have experienced a violation of their civil rights.

VALOR ACT

In accordance with the General Laws of Massachusetts [M.G.L. c. 15A §43(a)] the *Valor Act II* protects students enrolled in the Practical Nursing Program from incurring academic or financial penalties as a result of performing military service. A student called to or enlisted in active duty are allowed to option of completing the course(s) at a later date without penalty, or withdrawing from the course(s) with a full refund of fees and tuition paid. If a student chooses to complete the course(s) at a later date and the course(s) is no longer available upon the student's return, the student will be allowed to complete a replacement course for equivalent credit (clock hours) without penalty. If a student chooses to withdraw from the course(s), the student's academic record (transcript) will reflect that the withdrawal was due to active duty military service.

MISSION STATEMENT

Greater Lowell Technical School Practical Nurse Program supports the values and goals of our parent institution.

Greater Lowell Technical School Adult Post Secondary Programs commit to provide students with a dynamic academic and technical education to prepare them with the knowledge, skills and attributes needed to be successful in their chosen profession. We prepare and encourage students to be lifelong learners while realizing and pursuing their individual potential for personal and professional success.

PHILOSOPHY

Greater Lowell Technical School Practical Nurse Program believes our responsibility is to prepare the students to be successful in achieving licensure to gain employment as an entry-level Practical Nurse.

Greater Lowell Technical School Practical Nurse Program actively engages in partnerships with healthcare sites within the community, not only through clinical affiliations, but also through advisory board membership.

Greater Lowell Technical School Practical Nurse Program believes that this educational opportunity is available to individuals who are able to demonstrate the ability to complete the course of studies, regardless of sex, age, race, national origin, color, sexual orientation, disability or religious beliefs.

PROGRAM STUDENT LEARNING OUTCOMES

The Greater Lowell Practical Nurse will:

1. *Patient Centered Care*
Provide holistic care that recognizes an individual's preferences, values and needs and respects the patient or designee as a full partner while providing compassionate, coordinated, age appropriate, safe and effective care.
2. *Professionalism*
Demonstrate personal accountability for the delivery of standard-based nursing care consistent with legal, ethical, and humanistic principles in order to influence the behavior of individuals or groups of individuals in a way that will facilitate the achievement of shared goals.
3. *Quality Improvement*
Collect data to monitor the outcomes of care and use data to continuously improve the quality and safety of health care systems and its practice.
4. *Informatics and Technology*
Use information and technology to communicate, manage knowledge, mitigate error, and support decision making.
5. *Communication*
Interact with clients, families, colleagues, and interdisciplinary health care team, fostering mutual respect and shared decision making, to enhance client satisfaction, health outcomes, and team collaboration.
6. *Safety*
Minimize risk of harm to patients and designees through both system effectiveness and individual performance.
7. *Evidence-Based Practice*
Identify the value of using clinical expertise, critical thinking, and consideration of client's or designee's preferences, supported by the best current evidence to make practice decisions.

Upon completion of Term III, the student must meet the above Student Learning Outcomes in order to graduate.

PROGRAM TECHNICAL STANDARDS

In order to successfully complete the Nursing Program, certain physical and behavioral capabilities are required in course work and as part of your clinical experience. All nursing students must be able to satisfy these standards with or without a reasonable accommodation. All students signed a copy of the technical standards during their interview process.

These include:

1. Communication (Verbal and Non-Verbal)
2. Auditory Ability
3. Visual Ability
4. Physical Strength (Gross Motor Control)
5. Manual Dexterity (Fine Motor Movement)
6. Behavioral/Mental Performance

PROGRAM POLICIES

A. Family Educational Rights and Privacy Act (FERPA)

General Information

The Family Educational Rights and Privacy Act of 1974, also known as the Buckley Amendment, helps protect the privacy of student records. The Act provides for the right to inspect and review education records, the right to seek to amend those records and to limit disclosure of information from the records. The Act applies to all institutions that are the recipients of federal funding. FERPA is a general law that governs and protects your rights to your individual educational records. As a student over the age of 18 years, or enrolled in a postsecondary institution, your primary rights under FERPA are:

- Your right to review and inspect your educational records;
- Your right to have your educational records amended or corrected;
- Your rights to control disclosure of certain portions of your education records.

B. Maintenance of Records

Enrolled student

Enrolled student admission files are kept throughout the student's enrollment.

Copies of admission data, transcripts, and evaluation reports are kept in the file, which is maintained by the Director and the secretary of the program. The health records will be maintained in a locked cabinet to maintain HIPAA confidentiality.

Graduated students

Upon graduation, the student will receive their clinical evaluations and health records. **The application and transcript** will be placed in locked file cabinets and will be maintained indefinitely. Files have been maintained since the inception of the program in 1965.

Withdrawals/failures

The records of students who have withdrawn or failed will remain in the school files **for a period of 7 years. Students may pick up their medical records at the time of dismissal from the program.**

C. Health Information Record

After acceptance into the program, students will receive a “Health Information Record”. This record must be completed prior to attendance in any of the clinical facilities. The health information including **ALL** immunizations must be complete prior to the clinical orientation. Failure to have a complete record submitted will require that the student be absent from the clinical area until the record is complete. This absence(s) will be considered the responsibility of the student and will cause a clinical absence(s), which will need to be made up at the end of the year. The policy regarding “Attendance” (page 12) will be applicable to this absence(s).

D. Code for Nurses

The Code, adopted by the NFLPN in 1961 and revised in 1979, provides a motivation for establishing, maintaining and elevating professional standards. Each LP/VN, upon entering the profession, inherits the responsibility to adhere to the standards of ethical practice and conduct as set forth in this Code.

1. Know the scope of maximum utilization of the LP/VN as specified by the nursing practice act and function within this scope.
2. Safeguard the confidential information acquired from any source about the patient.
3. Provide health care to all patients regardless of race, creed, cultural background, disease, or lifestyle.
4. Uphold the highest standards in personal appearance, language, dress, and demeanor.
5. Stay informed about issues affecting the practice of nursing and delivery of health care and, where appropriate, participate in government and policy decisions.
6. Accept the responsibility for safe nursing by keeping oneself mentally and physically fit and educationally prepared to practice.
7. Accept responsibility for membership in NFLPN and participate in its efforts to maintain the established standards of nursing practice and employment policies which lead to quality patient care.

**National Federation of Licensed Practical Nurses, 2003.*

E. ANA Code of Ethics

ANA’s Code of Ethics for Nurses states that nurses are required to “create an ethical environment and culture of civility and kindness, treating colleagues, co-workers, employees, students, and others with dignity and respect.” Similarly, nurses must be afforded the same level of respect and dignity as others (ANA, 2015a). Thus, the nursing profession will no longer tolerate violence of any kind from any source. All nurses and employers in all settings, including practice, academia, and research must collaborate to create a culture of respect, free of incivility, bullying, and workplace violence. Best practice strategies based on evidence must be implemented to prevent and mitigate incivility, bullying, and workplace violence; to promote the health, safety, and wellness of registered nurses; and to ensure optimal outcomes across the health care continuum. This position statement, although written specifically for registered nurses and

employers, is also relevant to other health care professionals and stakeholders who collaborate to create and sustain a safe and healthy interprofessional work environment. Stakeholders who have a relationship with the worksite have a responsibility to address incivility, bullying, and workplace violence.

F. Good Moral Character

The Massachusetts Board of Registration in Nursing protects the health, safety and welfare of the citizens of the Commonwealth by licensing qualified Licensed Practical Nurses who possesses the knowledge, skills and abilities needed to provide safe, competent nursing care. The Board publishes and regularly updates the Good Moral Character Licensure Requirement Information Sheet. Each applicant for initial nurse licensure by examination must comply with the “Good Moral Character” requirement specified at G.L. c. 112, secs. 74, 74A, 76 and 80B. Each initial applicant has the burden to demonstrate compliance with the *Licensure Policy 00-01: Determination of Good Moral Character Compliance*. Additional information can be found at <http://www.mass.gov/eohhs/docs/dph/quality/boards/nursing-good-moral-policy.pdf>.

G. CORI

During the interview you were notified that a CORI (Criminal Offender Record Investigation) was going to be completed on each student. The Superintendent-Director is the designated CORI recipient for the school. If the findings are significant and this finding would prevent attendance in clinical facilities used by this program, the student will be required to leave the program. The clinical facilities requiring the CORI information will make the final determination as to the student’s ability to attend their clinical facility in order to complete the program. The CORI results will be viewed only by the Superintendent-Director of Greater Lowell Technical School and the designated CORI representative of each facility. No other person will be allowed to view this confidential information. If changes in an acceptable CORI occur during the course of the program which requires dismissal, no tuition refund will occur.

It is the responsibility of each student to be aware of any potential problems that might have occurred in their past that may jeopardize continued attendance in this program and ability to gain licensure in the State of Massachusetts.

H. Professional Behavior

Your appearance, speech and behavior are a reflection of our Practical Nurse Program. We expect each student to exhibit professional behavior and demonstrate respect and adherence to the rules of each affiliating agency at all times, including all HIPAA and confidentiality policies. In addition, students will adhere to all smoking, eating and parking policies of the Greater Lowell Technical School and of **each affiliating agency**. Any student not adhering to car parking policies will be dismissed for the day and incur a clinical absence. Cell phone use is prohibited in all patient care areas. Further restrictions regarding cell phones may apply according to clinical agency policies.

I. Personal Dress and Appearance

Personal cleanliness and hygiene are essential. Being neat and well groomed at all times is imperative. Use of deodorant is expected at all times. No fragrances are allowed. While in uniform, hair must be kept off the collar and away from the face. Discretion shall be used in make-up application. To be in compliance with our clinical agency policies, visible tattoos might require covering.

While in the classroom, the student shall adhere to the Greater Lowell Technical High School Student Handbook (which is available online) policy regarding dress code. Some of the regulations include; banning of hats and/or hoods, shirts must be worn to cover the torso, shorts/skirts must be 3" or less above the knee, and tube tops/halter tops and backless shirts/dresses are prohibited.

Greater Lowell requires that all students have a school picture ID visible at all times while in the building.

J. Uniform Policy

The uniform is worn only on duty in the clinical area, designated school days, specified functions or while traveling to and from these areas. A complete uniform consists of:

1. Designated uniform – laundered and ironed. No elasticized or knit bottom pants allowed.
2. Identification badge (of affiliating facilities, when applicable).
3. Clean white shoes or white hard soled sneakers. No colored stripes will be allowed on sneakers; plain white nylon stockings with skirts or white socks with pants. No open back clogs or canvas shoes are allowed.
4. Watch with second hand.
5. Black pen.
6. Uniform lab coat is allowed. No sweaters are allowed in the clinical areas.
7. Jewelry is limited to two smooth bands and one pair of plain stud earrings. Multiple studs are not allowed.
8. No facial or tongue ornamentation is allowed. Clear or flesh-colored plastic plugs will be required for enlarged ear lobe piercings.
9. Clear, white or pale colored nail polish is allowed. Nail length must be kept trim for patient safety and hygiene purposes. No acrylic nails or overlays are allowed.
10. Bandage scissors and stethoscope.
11. No unnatural artificial hair coloring allowed.

If the uniform policy is not strictly followed, the student will be dismissed from the clinical site and will incur a clinical absence which will need to be made up.

Student uniforms will not be worn at any other times than designated by this school policy.

Violation of any of these policies may result in termination.

K. Attendance

Classroom

This forty (40) week program is designed to fulfill the hourly requirements of the Massachusetts State Boards of Registration in Nursing Education guidelines.

You are required to sign in prior to scheduled program hours and sign out when you leave the campus. This is the school's official check of who is in the building. This is also used to document your clock hour attendance for financial aid. **NO ONE MAY SIGN YOU IN, FOR ANY REASON.**

Attendance (including tardiness or leaving class early) is calculated on a cumulative basis. There is no opportunity to make up missed class time. It is the prerogative of the instructor to lower a student's grade in cases of tardiness or absences. This policy will be addressed in your course syllabi.

If any pattern or increased incidences related to attendance occur, you will be called in front of the faculty and risk possible probation or dismissal.

It is recognized that students are adults and should be able to determine when, if ever, they need to be absent. (Medical, optical and dental appointments **MUST** be scheduled for after-school hours.) Therefore, students should be very careful about taking time off for minor, even if for valid reasons. In the course of a year almost everyone has an illness or urgent situation that may not be foreseen or avoided. Students should make every effort to attend all classes and clinical experiences so that when such an unavoidable occasion arises, missed classroom attendance points will not be negatively accrued.

Clinical

Because of the time limitations, an accumulative of eighteen hours (3 days) of clinical absences will cause automatic probation status. A written contract with specific terms of probation will be instituted. **After an accumulation of more than thirty hours (5 days) of clinical absences, the student will be automatically dismissed from the program.** If 3 clinical absences accrue consecutively, a doctor's note will be required to return.

Students will not be allowed to be dismissed from clinical for any reason except illness, without specific permission from the Director of Practical Nurse and Adult Continuing Education Programs. **All** clinical hours must be made up with an instructor in the clinical area after completion of the school year. The students will be required to pay \$12.00 (twelve dollars) per hour to complete the clinical make-up time. Payment for clinical make-up time will be paid to the school prior to the scheduled make-up time. If the scheduled make-up clinical day is missed, the student will be required to pay for a clinical instructor at their per-diem rate of pay.

Absences in excess of **5** consecutive school days without notification to the school will result in automatic termination.

L. Tardiness

Class

Entering class after the information has begun to be presented is very disruptive to the continuity of the presentation for both the class and instructor. Students are expected to wait until the beginning of the next period to enter class. Frequent loss of class content may also result in poor academic performance. Each instructor will be allowed to determine evaluation criteria and policy related to entering class late. Students are expected to notify the instructor if they are to be tardy for class.

Clinical

Arrival later than 30 minutes to the clinical area will result in an absence for that day. Each clinical instructor will make the determination regarding the circumstances that created the tardiness. Prior calling regarding potential tardiness and frequency of tardiness will be variables considered by each clinical instructor. Tardiness will be monitored; accrued hours may necessitate the need for clinical make-up time. After three (3) clinical tardies, a student must come before the faculty to discuss their difficulty with being on time and an improvement plan will be instituted to address this issue.

M. Medical Clearance

Students who have been treated or/and hospitalized or for any condition that is a change to the individual's health status, and/or renders the individual contagious and/or incapable of performing nursing student responsibilities, must submit health clearance from an appropriate Health Care Provider who was/is rendering treatment, prior to resuming program activities.

The documentation from the Health Care Provider must include a signed and dated statement that the student is free of any health impairment which is of potential risk to students, patients, faculty, and other personnel and which might interfere with the safe performance of his/her nursing student responsibilities, including habituation or addiction to depressants, stimulants, narcotics, alcohol, or other drugs or substances that may alter the individual's behavior.

Following treatment and/or hospitalization, should the Health Care Provider identify a condition(s) that would limit the student's ability to participate in the PN program and perform nursing activities, the Health Care Provider must stipulate that the condition(s) does not pose a risk to safe nursing practice and identify any limitations, rationale for, and duration of the specific limitations.

Please note that the clinical agencies with which the program is affiliated may have standards that are different than those above. The clinical agencies may at any time deny the student's participation in clinical activities until such time as the student meets the standards of the affiliating agency.

N. Call-In Procedure

If you are unable to report to the clinical area because of illness, you are responsible for calling the Nursing Instructor and the nursing unit to which you are assigned in the affiliating agency **one (1) hour prior to clinical**. Each instructor will inform you of the specific telephone numbers. Acquiring the name of the person who received the call and what time the call was made shall be the responsibility of the student. Being late for reporting to the clinical area also requires the same call-in procedure. Texting is not an acceptable form of communication with an instructor.

Failure to utilize the clinical call-in procedure for tardiness will necessitate being dismissed for the day and the student will be charged an absence. Failure to call-in absent (no call-no show) or calling in absent after the appropriate time (one hour prior to clinical) will cause automatic probationary status, appearance before the faculty, and possible dismissal. Texting a peer to inform the instructor of an absence will be considered as a failure to call-in (No call – No show).

O. Excused Leave:

Students will be granted:

1. Funeral Leave: up to three (3) days at any one (1) time in the event of death of a student's spouse, child, son-in-law, daughter-in-law, parent, father-in-law, mother-in-law, sibling, brother-in-law, sister-in-law, grandfather, grandmother, or other member of the immediate household. In extenuating circumstances the Director may grant other or longer funeral leave.
2. Jury Duty: students chosen for jury duty will be required to submit official documentation from the court. Long term service may interfere with meeting the objectives of the program and will be evaluated on an individual basis.

P. Electronic Equipment:

The use of cell phones for academic purposes is allowed at the discretion of the individual instructor. Texting during class or clinical is strictly forbidden. Use of a phone for the purpose of photography or videography is strictly forbidden in any clinical area, which is a HIPAA violation. Access for emergency information is available during these times by alternate means. During the class time you may leave the emergency number: 978-441-4875. This extension connects directly to the classroom and should be used for emergencies only. In non-emergency circumstances; 978-441-4874 (Joyce Silk – Division Secretary) may be used to leave a message that will be provided to you. Within the clinical facilities, students should leave the specific facility phone number and extension for child care providers or others who might need to contact you in case of an emergency. It is expected that only **EMERGENCY** phone calls use these measures. The classroom phone and phones within the clinical facilities may never be used for personal calls unless permission is granted by an instructor or the Director. Failure to follow this policy may place the student on probation and be reflected in their evaluations.

Q. Social Media Usage and Maintaining Privacy and Confidentiality:

The use of social media and other electronic communication is increasing exponentially with growing numbers of social media outlets, platforms and applications, including blogs, social networking sites, video sites, and online chat rooms and forums. To understand the limits of appropriate use of social media, it is important to have an understanding of confidentiality and privacy in the health care context. Any patient information learned by the nurse during the course of treatment must be safeguarded by that nurse. Such information may only be disclosed to other members of the health care team for health care purposes. Federal law reinforces and further defines privacy through the Health Insurance Portability and Accountability Act (HIPAA). HIPAA regulations are intended to protect patient privacy by defining individually identifiable information and establishing how this information may be used, by whom and under what circumstances. The definition of individually identifiable information includes any information that relates to the past, present or future physical or mental health of an individual, or provides enough information that leads someone to believe the information could be used to identify an individual. Breaches of patient confidentiality or privacy can be intentional or inadvertent and can occur in a variety of ways. Nurses may breach confidentiality or privacy with information he or she posts via social media.

Refer to <https://www.ncsbn.org/347.htm> for more information.

Any breach of privacy, confidentiality or professionalism will result in probation (see pages 18) or possible dismissal from the program.

R. Financial Aid Information:

1. Withdrawal – Financial Aid Recipients:

When a financial aid recipient withdraws or is terminated before the 60% point of the program's scheduled hours, the school is required to perform a return of funds calculation on the financial aid that had been awarded. The 60% point is at 659 scheduled hours. Up until the 60% point in the program, a student has earned only a portion of the financial aid that had been awarded, based on the scheduled hours as of the withdrawal or termination date. The effect of this policy is that even if you have a financial aid award that covers your institutional costs, you will have a balance with Greater Lowell Technical School if he/she withdraws. If you have any questions regarding this regulation, please contact the Financial Aid Director.

2. Financial Aid –Satisfactory Academic Progress Policy

Federal regulations require Greater Lowell Technical School to establish and apply reasonable standards of satisfactory progress for the purpose of the receipt of financial assistance under the programs authorized by Title IV of the Higher Education Act.

In order to be making satisfactory academic progress toward a certificate, students must maintain specific grade averages and are expected to complete their program within 150% of the published length of the program. Satisfactory academic progress is measured at the end of each Term. In order to maintain

satisfactory academic progress and advance to the next Term, a student must meet the following requirements:

1. A minimum of 77% in each nursing course and 73% in non-nursing courses.
2. Successful completion of all clinical objectives presented at the beginning of each course.

If a student does not meet the above stated requirements, she/he is terminated from the program. A student who has been terminated can apply for advanced placement for the following academic year.

When a student is re-admitted into the program, the student is placed on Financial Aid Warning. A student on Financial Aid Warning is still eligible to receive financial aid, but if the student does not successfully complete the warning term, the student will be denied financial aid.

When a student is denied financial aid due to not meeting the academic progress guidelines, the student may appeal this decision to the Financial Aid Director. The appeal must be in writing and must indicate the extenuating circumstances that caused him/her to not meet the minimum requirements, and also what the student is planning on doing differently in the future to improve their academic performance. The Financial Aid Director reviews the appeal and determines whether the student's eligibility can be reinstated. If the appeal is approved, the student is placed on Financial Aid Probation. The student is advised, in writing, of the decision.

S. Refund/Withdrawal Policy

Students who withdraw from the Practical Nursing Program must give written notice as per the Refund/Withdrawal Policy, determined by the Director of Practical Nurse and Adult Continuing Education Programs. Refunds on tuition will be made on the following basis:

- on or before the first class, tuition, seat reservation, student fee will be refunded 100%, less \$100 for processing costs;
- during the first week of the program, August 22, 2017-August 29, 2017, 70% of tuition will be refunded;
- during the second & third week of the program, August 30, 2017-September 12, 2017, 30% of the tuition will be refunded;
- after September 12, 2017, tuition **will not** be refunded.

Please be aware that the refund percentages apply to the full tuition costs of the program, **not** a refund of the amount you have paid. In addition, the seat reservation fee of \$900 is refundable, less \$100.

Refunds, when due, are made without requiring a request from the student and will be made within 45 days.

A student who withdraws may become ineligible for Federal Student Aid and thus is responsible for his or her tuition obligation.

EDUCATIONAL POLICIES

A. Grading:

Course grades will be determined by each instructor in charge of each course. Specific grading criteria will be documented in each course outline and presented during the first class. It is expected that all tests will be taken on the date and time that they have been scheduled. If a test is missed:

- When returning from an absent day, students must make up all missed tests **before** returning to the classroom.
- 5 points per day will be deducted until the test is taken.
- 5 points will be deducted if test is taken at a later time on the scheduled day.
- All occurrences of late tests will be recorded and monitored. After the second occurrence per course, the instructor may deduct 10 points for the test date missed. Students will be notified in writing prior to the initiation of the additional penalty.
- It is an evening student's responsibility to arrange to take their missed tests the next day no later than 3 p.m. Evening students may come in on Friday to make-up Thursday night exams.

Fundamental Lab Attendance

- Attendance to both Class lab and Skills lab is mandatory. Students must demonstrate proficiency in all lab skills to be pass lab and to be able to perform those skills in clinical. Making up missed labs due to illness is the student's responsibility. Make up labs will be offered every Thurs 2:30-4pm **for that week's topic**. You must make up the lab time the same week you were absent, by signing up for lab make-ups {the sign up form is outside Mrs. Evans' office.} Every missed lab period will cause a student to lose 1 point for each period missed on that Units test.

Each instructor has the right to impose a 5 point deduction per day for tardy assignments.

B. Promotion Criteria:

Students will advance to the next term only after meeting the following requirements:

1. A minimum of 77% in each nursing course and 73% in non-nursing courses.
2. Successful completion of all clinical objectives presented at the beginning of each term.
3. Adherence to all school and affiliating facility policies.

C. Academic & Clinical Evaluations:

Term I – 16 weeks in length.

There will be 2 academic reports and 2 clinical evaluations at 8 week intervals which will result in the final course grade.

Term II – 15 weeks in length.

There will be 2 academic reports and 2 clinical evaluations. One report and evaluation will occur at the completion of 7 weeks and the second report and evaluation will occur after 8 weeks. The final course grade will result from these two reports.

Term III – 9 weeks in length.

There will be 2 academic reports which will result in the final course grade. Care of the Mother & Infant, Pediatrics and Care of the Elderly Individual clinical evaluations will be completed after each rotation.

D. Deficiency Notices:

If a student's grade average in an individual course is below 73% for a non-nursing course or below 77% in a nursing course, he/she will receive a deficiency which is written warning notification from the instructor of the course. The purpose of these deficiencies is to notify the student of the potential failure as well as to hopefully initiate improvement in order to successfully complete the course. Deficiency notices may also be given if clinical performance evaluations indicate possible failure in meeting the stated clinical objectives for the term. Any deficiency, whether clinical or theory, automatically denotes probationary status. During Term I and Term II, deficiencies will be distributed at the $\frac{1}{4}$ and $\frac{3}{4}$ timelines for that term.

E. Student Improvement Plan:

If a student receives a clinical deficiency notice, a student improvement plan will be initiated, identifying areas of weakness and necessary steps in order to achieve a satisfactory level of performance by the end of the term.

A student improvement plan may be initiated at any time by an instructor, if they deem a student's performance to be below satisfactory.

F. Probation:

Probation is defined as a period of time during which a student must show consistent improvement in theory, practice, attendance and/or behavior. Failure to adhere to all school and affiliating facility policies, including smoking policies and car parking policies will necessitate automatic probationary status. The terms of probation are determined by the faculty on an individual basis and will describe the specific terms required for continued attendance. Failure to meet the written terms of the contract regarding probation will lead to dismissal from the program. The terms of the probationary contract supersede any policies within this student handbook.

G. Appeal/ Grievance Policy for Promotional Considerations:

It is the belief of the Practical Nurse Program that every effort should be made by the parties involved to settle any disputes or misunderstandings among themselves.

The student has the right to appeal decisions of the faculty. Appeal may be in response to a misinterpretation, inequitable application or violation of promotional consideration within the program. The time limits specified on this policy shall mean school days.

Step One

A student who chooses to initiate the appeal process must present, in writing, a request for consideration by the faculty, to the Director of Practical Nurse and Adult Continuing Education Programs within three (3) days of said decision. The appeal form for Promotional Consideration can be found on X2. The Director and the faculty will determine within three (3) days after receipt of a written appeal when a hearing is to be scheduled. The Director of Practical Nurse and Adult Continuing Education Programs will notify the student as to the time and place of the hearing. Following the hearing, the student will be notified in writing within three (3) days of the faculty decision. If the decision is reversed, all privileges will be reinstated. The responsibility for making up all lost time will be the responsibility of the student.

Step Two

If the appeal is not settled, the student may submit a written request within (2) days to meet with the Assistant Superintendent-Director. If the decision is reversed, all privileges will be reinstated. The responsibility for making up all lost time will be the responsibility of the student.

Step Three

If the appeal is not settled, the student may submit a written request within (2) days to meet with the Superintendent-Director.

Step Four

If the appeal remains unsettled, the student may forward a written complaint to the Council of Occupational Education, 7840 Roswell Road, Bldg 300, Suite 325, Atlanta, GA 3035 or contact (800) 917-2081 or www.council.org.

H. Withdrawal:

A student considering withdrawal from the school is urged to talk with his/her instructor or the Director and is further urged to discuss withdrawal plans with significant family members prior to making a final decision. Options for alternative goals will be discussed with the student. A written resignation stating reasons for withdrawal will be presented to the Director of Practical Nurse and Adult Continuing Education Programs prior to the date of departure. The date of withdrawal will be documented as the date the letter was received. Failure to submit a withdrawal letter will interfere with possible future plans for readmission.

The student will remain responsible for all financial obligations.

I. Withdrawal – Financial Aid Recipients:

Please refer to “Financial Aid Information” on page 14-15.

J. Readmission

Any student who does not complete the program and wishes to be readmitted must apply in writing to the Director for Advanced Placement. All policies noted below for Previously Earned Credit and Advanced Placement apply for those students who wish to be readmitted to the Program. The date of the written application will determine one’s placement on the waiting list. If a student has been dismissed for integrity or ethical reasons it will be cause for denial for readmission. Prior to be considered for readmission, the student will meet with the Director to determine specific plans that would need to be instituted, in order to enhance future success in the program. If the student does not follow the proper procedure as outlined in Section H: Withdrawal, future acceptance into the program may be in jeopardy.

K. Previously Earned Credit/Transfer Credit:

An applicant/student may apply for credit for previously completed courses.

Prior satisfactory completion of courses within the GLTS Practical Nurse Program, other Practical Nurse Programs or other nursing educational institutions will be considered for Previously Earned Credit (PEC). Transferring between programs within the institution is not allowed, due to the specific curriculum and hour requirements. Course credit granting will be determined by the following criteria:

- Written request to the Director for credit consideration for specific courses must be submitted **prior** to the beginning of the program and must include all of the courses that are being considered for credit granting.
- An official transcript, mailed directly to the Director from the previous educational institution, for a course completed within the past three years.
- The course outlines may be required in order to determine similarity in content.
- A minimum grade of 77%/C+ must be achieved for nursing courses.
- A minimum grade of 75%/C for non-nursing courses.
- The Faculty will make the final determination for awarding credit for courses previously completed.
- Any course may only be repeated twice. Credit will not be allowed on the third attempt of completing a course. An unsuccessful prior attempt with a course in another school will be considered as the first attempt and repetition of that course within this program will be considered the second attempt.

The Practical Nurse Program curriculum must be completed within two consecutive calendar years. Any transfer credits will be considered as part of the first year of the two calendar year allocations. If credit is awarded, the grade will be reflected on the report card and transcripts as PEC (Previously Earned Credit). No numerical grade will be assigned and these courses will not be used to determine the cumulative average.

If all Term I courses are approved for credits, applicants may apply for admission for Term II, however, all Term II and Term III nursing courses must be completed

within the program to receive a certificate from the Greater Lowell Technical Practical Nurse Program. No alteration in tuition may occur as a result of credit granting unless these courses are allowed for Advanced Placement Status in Term II or Term III. This determination is based upon the number of courses, type of courses, and amount and availability of advanced placement positions. In order to receive full credit for any nursing clinical courses completed, all clinical absences must be made up within that academic year.

L. Advanced Placement:

All Advanced Placement applicants must complete all of the criteria described in the Program Brochure including; an application with a \$135 payment, an enrollment agreement, resume, personal statement, 3 references and an official transcript, mailed directly from the school where previous courses were completed. The placement on the waiting list for Term II will be determined by the date of the receipt of application. All required documentation will need to be completed prior to starting the Term in which the student will be placed, including a completed CORI, health record and validation of citizenship status when applicable.

All students seeking advanced placement into Term II will be required to take a challenge test for Fundamentals of Nursing. This computerized exam is a review of the basic fundamental principles that are covered in the course, ensuring that the student has retained enough knowledge to be a safe and competent student nurse prior to entering Term II. In addition, remediation work will be assigned and due prior to the first day of class.

All advanced placement students for Term II will also be required to attend Fundamental's Lab for the last month of Term I. The specific dates will be supplied to the student by the Director. Completion of the challenge exam, remediation and attendance of lab does not guarantee admission into Term II. After meeting re-admission criteria, actual admission to either Term II or III can only occur if a seat is available. **Term II and III must be repeated consecutively during the same school year, regardless of previous passing nursing course grades.**

Tuition will be determined by the final hour calculations that will need to be completed within the Program. The following rates will be used for tuition costs: \$9.00 an hour in district classroom hours, \$10.00 an hour out of district classroom hours and \$8.00 an hour for all clinical hours.

M. Educational Mobility Policy:

Consistent with the program's philosophy, Greater Lowell Technical School Practical Nurse Program encourages recognition of previous learning and continuation of this process after graduation. Practical Nurse education provides a foundation upon which further education can be built for the purpose of personal and professional growth and development. This growth can be fostered through our articulation agreement with Middlesex Community College or by attending other higher educational institutions.

STUDENT INFORMATION

A. Student Mailboxes:

A labeled mailbox is available in the classroom. All papers, programs, tests, memos, messages, and documents from administration and faculty will be distributed via your mailbox. The contents of each mailbox are considered **personal** and should not be accessed by other students. It is the responsibility of each student to check these mailboxes several times throughout the day

B. Graduation:

The Greater Lowell Technical School Practical Nursing graduation takes place in late June or early July for both divisions. Upon satisfactory completion of the program criteria, the student receives the pin and diploma of the Practical Nurse Program during the ceremony and is then able to meet the State Board of Registration Nursing Educational requirements to sit for the Practical Nurse Licensure Exam (NCLEX-PN).

The estimated cost of the National Council of Licensing Examination – Practical Nurse and the License application for Massachusetts alone is \$430.00. The cost of the National Examination is \$200 and the Massachusetts Practical Nurse License is \$230. The Director of Practical Nurse and Adult Continuing Education Programs will assist each student to complete the required applications.

Other costs involved at the time of graduation are:

- Graduation Uniform – required, specifics will be discussed prior to graduation
- School pin – required and ordered approximately 1 month prior to graduation. The exact cost of the pin is determined by the individual selection by each student.
- Additional costs – related to class decisions regarding the ceremony (i.e. flowers, reception, pictures).

Graduation costs are estimated at \$600.00 and are not part of the tuition. Student fundraising activities may defray graduation costs (refer to below: *Student Organization*).

Elected Officers will be responsible for coordinating graduation activities with the Director of Practical Nurse and Adult Continuing Education Programs or her designee.

C. Student Organization:

Election of class officers is held during the month of November. Student officers include a President, Vice-President, Secretary and two Co-Treasurers.

The **President** of the class will be responsible for organizing and coordinating class activities, discussions, decisions and plans. The President will be the designated speaker for the class during the graduation ceremony and will be a member of the Program Advisory Board and attend the meetings scheduled. The President will forward all questions, concerns and recommendations from the class to the Director.

The **Vice President** will assume the President's duties if the President is unable to complete his/her term. The Vice President will attend meetings, which the President might be unable to attend. They will also play an active role assisting with organizing and coordinating class activities, etc.

The **Secretary** will maintain record minutes of all class and class officer meetings. Minutes will be distributed to all class members.

Co-Treasurers will be responsible for the collecting of monies as determined by class decisions. All monies will be deposited in the LPN Activity Fund. Financial records will be available for review by the Director at any time requested.

Any dues collected or association funds must be deposited into the school's LPN Activity Fund. The Co-Treasurers will be responsible for following the procedure of depositing into the activity account. Any fundraising or purchasing that exceeds \$1,000.00 must go out on quotes. The Director will explain this process to the officers.

This organization is yours. You will run the organization by **majority rule**. You will need to initiate fundraising activities in order to defray the cost of graduation (refer to above: *Graduation*). You are also encouraged to use your association as a social vehicle to plan for functions either to raise further monies or purely as recreational enjoyment.

You are urged to support your alumni association, as well as your state and national associations, when you become a graduate practical nurse.

D. Cancellation of Classes:

Day Division:

In case of severe weather, there is a possibility school may close. The following radio stations will broadcast the no school announcement at intervals between 6:00AM and 7:00AM on Radio Stations WCAP, WBZ, and WXLO. Television stations announcing “no school” reports are channels 4, 5, 7 and Fox 25. The no school announcement will state the Greater Lowell Technical High School **specifically!** If it is announced that the City of Lowell, or towns of Dracut, Tyngsboro, or Dunstable do not have school, that does not mean that Greater Lowell Technical High School is closed. “No school” announcements will be also be broadcasted by the use of an automated pre-recorded phone call. The message will be sent to the student’s phone at approximately 6:00 am on mornings when there is questionable weather. The message will state whether school is cancelled or delayed.

When a 90 minute delay is announced on a clinical day, students will still report to the assigned clinical facility honoring the 90 minute delay.

Evening Division:

In case of severe weather warranting the cancellation of school bus service, the school will close. The following will broadcast the no-school announcement, radio stations WCAP, WBZ and WXLO. Television stations announcing “no school” reports are channels 4, 5, 7 and Fox 25. The no-school announcement will specify the **Greater Lowell Technical School**. It is important to note that, if the regular day school is canceled, the evening program will also be cancelled unless notified by the Director. Students that must travel great distances are advised to use their best judgment with respect to attendance during major storms. Every effort will be made to notify students with an automated pre-recorded phone call by 2:00 pm.

E. Parking:

Participants must display a parking sticker and must use the Student Parking Lot. Any vehicle in violation of this rule will be towed at the owner’s expense. No parking is allowed in the visitor parking lot under any circumstances. Parking stickers must be displayed on the rear window driver’s side of your vehicle. Any vehicle without a displayed GLTS parking sticker may be towed at owner’s expense. Parking sticker applications are available at orientation. Once completed, parking stickers will be distributed. **Only students with Handicapped License Plates may park in the Handicapped reserved parking areas.**

F. Transportation:

The Lowell City buses have a bus stop at the back entrance, if needed. However, the city buses may not provide transportation to clinical areas. It is your responsibility to obtain the information from the LRTA regarding their schedules and to provide transportation for yourself to the agencies in which you are affiliating.

G. Health and Safety Services:

The Greater Lowell Technical School makes every attempt to care for the needs of ill or injured students. The Health and Safety Plan provides steps to manage and report injuries and accidents if they occur.

1. Student Information

- a. Student information is gathered during the admission process.
- b. Student emergency contact information is included in the initial application for admission and updated as needed.
- c. All students provide updated health and immunization information as part of the admission process. These health records are found in the locked file in the program coordinator's office.
- d. All students are required to provide proof of medical insurance as part of the admissions process.

2. Accident, Injury, or Illness

- a. During the day, the services of a Registered Nurse are available to assess students who are ill and to give first aid to those who are injured.
- b. All accidents, injuries, or illnesses are immediately reported to the nurse.
- c. After-hours, when a school nurse is not on duty, 911 is called in case of accidents, illness, or injury (*as warranted*).
- d. First aid (*if it is necessary*) is administered by the most experienced school employee present until the school nurse arrives on the scene of an accident, injury, or illness.
- e. Any injury sustained within the clinical setting must be reported immediately to the clinical instructor.

H. On the Job Accidents/Incidents:

1. The patient's comfort and safety are your primary responsibility. Do not attempt any procedure that you have not been taught at this school. All procedures must be supervised by the instructor until you are considered, by the instructor, to have mastered such procedures.
2. If a student has been injured while school is in session, he/she should report to health services. A teacher must complete the student accident report. The reporting of an accident which occurs after normal school hours must be done by the teacher supervising the injured student. The report must be completed and sent to the school nurse no later than the day after the accident has occurred. Any injury sustained by you while in clinical must be reported immediately to your clinical instructor. Emergency care will be available. However, students will be billed by the hospital for services rendered. Emergency care will be available in the clinical setting; however, the student will be billed by the hospital for services rendered. Students have the right to refuse emergency room services, and will be asked to sign a waiver to this effect.

I. School Insurance:

School insurance has been provided for each student by the Greater Lowell-Technical School Committee but is limited in nature. It is called “excess insurance” and covers expenses not covered by any other insurance policy the student may have. This insurance is a secondary carrier so you are strongly advised to obtain maximum protection with your own health insurance. The school does not take part in claim processing with the exception of providing students with a claim form that must be completed and returned to the school nurse. Liability insurance is also provided by the School District.

POLICIES

All high school policies must be observed and followed and can be found on <http://www.glttech.org/home/students>

(Refer to the sexual harassment policy for information regarding dating violence.)

SAFETY POLICIES

A. Fire Drill

Every classroom, technical area and laboratory, as well as other building locations, prominently display exit signs indicating the exit to be used during building evacuations.

Each of us must realize that when the fire alarm sounds, we become jointly responsible for one another’s safety, and, therefore, must quietly and immediately exit the building.

Fire Drill and Evacuation Procedure

These rules are necessary for the protection of all students and staff. Any infraction will be reported to the Assistant Principal.

1. All personnel, teachers, students, staff, etc., **MUST LEAVE THE BUILDING.**
Exception: Disabled students/staff, which include any student/staff requiring assistance to leave the building, shall report to the areas marked “Safe Refuge”.
2. The signal for the evacuation of the building will be sounded on the regular fire alarm system. The signal will continue to sound until all persons have left the building.
3. Students are to remain at the specified location until instructed otherwise by their teacher.
4. When it is clear to return to the building, the recall signal will be sounded on the regular outdoor signal.
5. Smoking is not allowed.

B. Lockdown policy

The safety and security of our students is our number one priority. In the event that there is a threat of violence in or around the school procedures for either a “Soft Lockdown” or “Hard Lockdown will be followed as broadcast over the school intercom system by the Administration. If the threat is outside of the school building in the surrounding area, a “Soft Lockdown” will be initiated. If the threat is inside the school building or on our school campus a “Hard Lockdown” will be initiated. Periodic

Lockdown drills will be conducted by the school and the Tyngsboro Police Department

C. Drug and Alcohol policy

The student who comes to school or to a clinical facility in the possession of or under the influence of alcohol/ drugs presents a threat to the safety and welfare of all and will be treated as an impaired person. The Director/ Instructors will determine the appropriate course of action which will include dismissal from school or the clinical site. Medical clearance and a conference with the student will be required prior to his/ her return. Criteria for medical clearance will be determined by the faculty on a case by case basis.

Any student who comes to school under the influence or has consumed, possessed or distributed drugs and/or alcoholic beverages of any kind while in school, on school grounds or at clinical sites will be subjected to our program policy and the policy of the Greater Lowell Technical School regarding Drug Law Chapter 227 as found in the student handbook.

Greater Lowell Technical School reserves the right to require a random urinalysis testing at any time while the student is enrolled in the Practical Nurse Program. Such testing will not be requested unless “reasonable suspicion “is found that the student is under the influence of alcohol or drugs. Indications of intoxication include, but are not limited to observable phenomena such as: bloodshot eyes, flushed face, disorientation, slurred speech, the smell of alcohol or any illegal substance, failure to grasp instructions, erratic behavior, unusual behavior, changes in behavior and such similar behavior associated with intoxication or being under the influence of drugs. If a student is felt to be “impaired” they will be dismissed for the day and instructed to find an alternative ride home. If a student refuses to comply with faculty’s request then Security/ police will be notified.

NOTE: Students have the right to refuse to take a screening test, but such refusal may be considered in any disciplinary action.

A second violation of the drug/ alcohol policy will result in immediate termination from the Greater Lowell Technical Practical Nurse Program. Student will not be considered for readmission in the future.

D. Drug Law (Chapter 227):

Any person possessing with intent to sell or selling drugs within one-thousand (1000) feet of school property whether school is in session or not is subject to a mandatory minimum sentence of two years imprisonment. Lack of knowledge of school boundaries is no defense.

School Committees may apply and enforce discipline codes against student conduct occurring after school hours and off school grounds. See (Nicholas B. v. The School Committee of Worcester) decided February 24, 1992.

E. Bullying/Harassment:

At Greater Lowell Technical High School, bullying and cyber-bullying is prohibited and may result in disciplinary action by the school administration.

Definitions:

Bullying/Harassment: is the repeated use by one or more students or by a member of a school staff of a written, verbal or electronic expression or a physical act or gesture or any combination thereof, directed at a victim that:

- i. causes physical or emotional harm to the victim or damage to the victim's property;
- ii. places the victim in reasonable fear of harm to himself or of damage to his property;
- iii. creates a hostile environment at school for the victim;
- iv. infringes on the rights of the victim at school; or
- v. materially and substantially disrupts the education process or the orderly operation of a school.

Cyber-bullying: is bullying through the use of technology or any electronic communication, which shall include, but not be limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in any part by a wire, radio, electromagnetic, photo electronic or photo optical system, including but not limited to, electronic mail, internet communication, instant messages or facsimile communications.

F. Cyberbullying

Cyberbullying is bullying through the use of technology or any electronic communication, which shall include, but not be limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in any part by a wire, radio, electromagnetic, photo electronic or photo optical system, including but not limited to, electronic mail, internet communication, instant messages or facsimile communications. Cyberbullying shall include (i) the creation of a web page or blog in which in which the creator assumes the identity of another person or (ii) the knowing impersonation of another person as the author posted content or messages, if the creation or impersonation creates any of the conditions enumerated above in clauses (i) to (v), inclusive, of the definition of bullying. Cyberbullying shall also include the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons. Cyberbullying may include conduct such as sending derogatory, harassing or threatening email messages, instant messages or text messages, creating websites that ridicule, humiliate or intimidate others; and posting on websites or disseminating embarrassing or inappropriate pictures or images of others.

F. Reporting Bullying/Harassment or Retaliation

Reporting by Students

Greater Lowell Technical High School expects students, and others who witness or become aware of an instance of bullying/harassment or retaliation involving a student to report it to the Principal or designee. The Bullying Prevention and Intervention Incident Reporting Form can be found on the GLTHS website.

Note: For more details, please view Greater Lowell Technical High School's Bullying Prevention and Intervention Plan on the school website.

G. Campus Crime Awareness/ Campus Security:

Greater Lowell Technical School is committed to maintaining a safe campus for its students and personnel. In order to ensure this safety, the school places priority on preventive measures that comply with U.S. Public Law 101-542, the Crime Awareness and Campus Security Act of 1990. Greater Lowell Technical School has adopted the following policy regarding the safety and welfare of its students.

Any student who is a victim of or a witness to a criminal activity should report the activity IMMEDIATELY to a member of the faculty or staff.

Only authorized persons are allowed on the school's campus during normal classroom hours. Authorized persons are identified as enrolled students, faculty, staff and persons having direct business with Greater Lowell Technical School. Any student who observes unauthorized persons on the campus should report this to a member of the faculty or staff.

Greater Lowell Technical School has a close working relationship with the local law enforcement authorities and reports all criminal activity to these authorities as quickly as possible.

Students are asked to be safety and security conscious at all times. Students can avoid potential trouble by parking in well-lighted areas, locking vehicles, leaving valuables at home, walking to parking areas with other students, and reporting any suspicious behavior to the administration.

In the area of crime prevention, the faculty and staff of Greater Lowell Technical School are available at all times during school hours. The facility has well-lighted parking areas and our campus security provides periodical surveillance of the facility.

H. Crime Statistics:

The Greater Lowell Technical School is a facility with over two thousand high school students and three hundred post-secondary students. The crime statistics report is available for inspection with the Director of Plant Services.

**Greater Lowell Technical School
Practical Nurse Program Curriculum**

Term I.	Day Division: August 22, 2017 to December 8, 2017		
	Evening Division: August 22, 2017 to December 7, 2017		
		Hours	Required Minimal Grade
	Anatomy & Physiology	49 Hrs.	77
	Microbiology	16 Hrs.	73
	Pharmacology I	20 Hrs.	77
	Nutrition	16 Hrs.	73
	Mental Health Concepts in Nursing	25 Hrs.	77
	Vocational Trends & Adjustments I	29 Hrs.	77
	Fundamentals of Nursing (Theory)	54 Hrs.	77
	Fundamentals of Nursing (Lab)	96 Hrs.	PASS
	Fundamentals of Nursing (Clinical)	<u>90 Hrs.</u>	PASS
	TERM I TOTAL	395 HRS	
Term II.	Day Division: December 11, 2017 to April 13, 2018		
	Evening Division: December 9, 2017 to April 12, 2018		
	Growth & Development	25 Hrs.	73
	Pharmacology II	24 Hrs.	77
	Nutrition in Health Problems	20 Hrs.	77
	Medical/Surgical Nursing (Theory)	90 Hrs.	77
	Medical/Surgical Nursing (Clinical)	<u>270 Hrs.</u>	PASS
	TERM II TOTAL	429 HRS	
Term III.	Day Division: April 26, 2018 to June 18, 2018		
	Evening Division: April 14, 2018 to June 18, 2018		
	Care of the Elderly Individual (Theory)	31 Hrs.	77
	Care of the Elderly Individual (Clinical)	108 Hrs.	PASS
	Care of the Mother & Infant (Theory)	31 Hrs.	77
	Care of the Mother & Infant (Clinical)	36 Hrs.	PASS
	Pediatric Nursing (Theory)	31 Hrs.	77
	Pediatric Nursing (Clinical)	<u>36 Hrs.</u>	PASS
	TERM III TOTAL	273 HRS	
	<u>TOTAL PROGRAM HOURS 1097 HOURS</u>		
	<u>***TOTAL CLINICAL HOURS 540 HOURS</u>		

Projected date of Graduation is: June 20, 2018.

Snow days or cancellation of school for any reason may cause this date to be delayed.

Cooperating Health Care Agencies

- D'Youville Life & Wellness Community
- Lowell General Hospital
- Lowell General Hospital – Saints Medical Campus
- New England Pediatric Care
- Palm Center

THE NIGHTINGALE PLEDGE

*I solemnly pledge myself before God and in the presence of
this assembly*

*to pass my life in purity and to practice my profession
faithfully. I will abstain from whatever is deleterious and
mischievous,*

*and will not take or knowingly administer any harmful drug. I
will do all in my power to maintain and elevate the standard
of my profession,*

*and will hold in confidence all personal matters committed to
my keeping*

*and all family affairs coming to my knowledge in the practice
of my calling. With loyalty will I endeavor to aid physicians in
their work*

*and devote myself to the welfare of those committed to my
care*

Listra E. Gretter
Farand Training School
Harper Hospital, Detroit
April 15, 1983

**Greater Lowell Technical School
Practical Nurse Program
Academic Integrity**

In keeping with our philosophy and program outcomes, Greater Lowell Technical School's Practical Nurse Program enforces a high standard of academic honesty and integrity within the program. As part of our expectations for demonstrating personal maturity and ethical nursing care, all students will adhere to the basic values of mutual respect and responsibility, as well as individual and institutional integrity.

Some of the different types of academic dishonesty include, but are not limited to plagiarism, facilitation and cheating. If a student is unsure whether a specific course of action would constitute plagiarism or cheating, it is their responsibility to consult with their instructor in advance.

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

If cheating has been determined, the student will be immediately dismissed from the program.

Facilitation is knowingly aiding or abetting acts of academic dishonesty. Examples include but are not limited to; assisting others to cheat or plagiarize or participating in a conspiracy to cheat.

Plagiarism is defined as the presentation of someone else's work as one's own and not acknowledging the true source.

Examples of plagiarism include; copying word-for-word, taking other ideas and passing them off as ones' own and cutting and pasting from the internet.

If a student is found to have violated this policy, the Program Director will be notified and immediate action will be taken which could result in dismissal.

**Greater Lowell Technical School
Practical Nurse Program**

I acknowledge that I have read the above policy and agree to not plagiarize or cheat and also agree to not assist or condone cheating by others. I understand it is my ethical responsibility to promote and maintain a high standard of academic honesty and integrity within the program. My signature signifies that I understand the penalties which can be incurred and accept responsibility for my actions.

Student's Name Printed

Signature

Date

**Greater Lowell Technical School
Practical Nurse Program**

STUDENT AGREEMENT

I have read the Student Handbook and I understand the policies described therein. I understand that failure to abide by the rules of the Practical Nurse Program may necessitate my dismissal.

I understand that the Student Handbook may be amended at any time during the school year and that I will be properly notified in writing of these changes.

Student's Name Printed

Student's Signature

Date