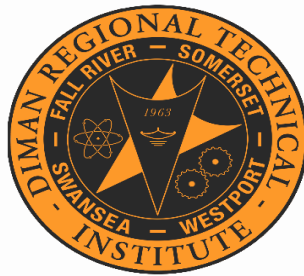


DIMAN REGIONAL TECHNICAL INSTITUTE SCHOOL OF PRACTICAL NURSING

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STUDENT GUIDELINES 2023-2024

**Brian S. Bentley M.Ed.
Superintendent-Director**

**Lori A Brogan MSN, RN, CDP
Program Director**

These guidelines are subject to revision. Students will be notified of any changes.

Effective 8/18/2023
Updated 12/1/23

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Reviewed and Revised 8/2017, 8/2108, 7/2019, 7/2020, 6/2021, 6/2022, 9/27/2022, 11/1/2022, 6/2023, 8/23, 12/1/23

The Practical Nurse program, in conjunction with the district, reserves the right to add/revise/delete policies and/or information contained in these Guidelines for the purpose of maintaining adherence to regulatory and/or accreditation standards or requirements. Written notification will be provided to students via school email and all changes will be posted under General Announcements on the student Moodle site.

* Indicates a policy required by the Massachusetts Board of Registration in Nursing

Section A – GENERAL INFORMATION

Welcome

The administration and nursing faculty of Diman Regional Technical Institute School of Practical Nursing (DRTISPN) are pleased that you have decided to enter the exciting and rewarding career of practical nursing and have chosen our program as your training site. We welcome you into a rewarding, lifelong career in the discipline of nursing.

General Information

This handbook has been prepared to acquaint the practical nurse student with rules, regulations, and policies of Diman Regional Technical Institute School of Practical Nursing. Students of the Practical Nurse program are bound by all rules of Diman Regional Vocational Technical High School as well as the nursing program. Please review this content to familiarize yourself with all aspects of the program.

Every attempt has been made to publish the most current Practical Nurse Program (Program) policies as approved by the faculty. Faculty reserve the right to make changes to this handbook as the need arises to maintain the integrity of the Program and will supply copies of all changes to students as they occur.

Statement of Non-Discrimination

Diman Regional Technical Institute School of Practical Nursing is in compliance with Federal Regulations, Title II, Title VI, Title IX and Section 504 and the Commonwealth of Massachusetts Regulations under Chapter 622 of the Acts of 1972. The school does not discriminate in educational opportunities, admissions, recruitment, hiring or employment practices based on race, color, sexual orientation, sex, age, religion, national or ethnic origin or handicap or disability. Inquiries regarding Title II, Title VI, Section 504, or Chapter 622 will be directed to the Superintendent- Director.

Accommodations Due to Disability

The student with a disability must be able to meet essential eligibility requirements for licensure as Licensed Practical Nurse in Massachusetts. These requirements, as specified in Massachusetts General Law Chapter 112, ss. 74 and 74A, include graduation from a board-approved nursing program, achievement of a pass grade on the National Council Licensure Exam (NCLEX), and demonstration of compliance with good moral character licensure requirements.

Reasonable examination accommodations that do not create undue financial or administrative burden will be provided to eligible students. Any accommodations must maintain the psychometric nature and security of any examination. Exam modifications, which alter the nature or security of examinations, are not permitted.

A student has no obligation to inform the director or faculty that he/she has a disability; however, if the student wants an academic accommodation or if the student wants disability-related

services, the student must identify himself or herself as having a documented disability. The student must present documentation signed by their treating MD stating the diagnosis of disability and provide supporting information as to how the student's **current** ability to function is limited because of his or her disability, how the disability affects the **current** academic performance, and the type of accommodation being requested and rationale. Reports must be submitted on letterhead and include the diagnostician's name, title, and date. The disclosure of a disability is voluntary. However, should the student choose not to disclose a disability, having not received accommodations cannot later be used as a basis for a grade appeal or grievance.

For additional information, please see *Students with Disabilities Preparing for Post-Secondary Education: Know your Rights and Responsibilities*, US. Department of Education, 2001, at <http://www2.ed.gov/about/offices/list/ocr/transition.html>

Students requesting accommodations should schedule a meeting with the Program Director.

In order to request accommodations for NCLEX testing, students must show proof of Accommodation in the nursing program.

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 because of performing military service. A student called to or enlisting in active duty is allowed the 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.

Program Philosophy

We, the Faculty of the Diman Regional Technical Institute School of Practical Nursing, accept the Philosophy of the parenting institution. We believe that an educational opportunity that exists in Practical Nursing should be made available to any individual who meets the admission requirements, without regard to race, color, ethnic origin, creed, sex, age, marital status, or qualified handicap. We further believe that:

The individual is a unique whole with basic human needs, in constant interaction with a changing environment. Health status will affect the individual during the entire life cycle. This constantly changing level of wellness can be perceived on a health-illness continuum. At any given point on the continuum, the individual will encounter and respond to a variety of stressors, which alter homeostasis and wellbeing. The individual's adaptation can take place without assistance or help can be required for the individual to adapt to health problems and prevent further related stress. An optimal level of wellness is achieved when the individual attains their best physical, mental, social, and spiritual status.

Society encompasses the individual, families, and communities in this constantly changing environment. As such, it impacts upon the wellbeing and personal development of each individual. Society serves to establish norms, values and codes of conduct organized for the benefit of its members.

Nursing is the diagnosis and treatment of actual or potential health problems. Nursing utilizes evidenced-based nursing research, which is the basis of communication and mode of nursing practice and also promotes the highest level of wellness for the patient. Nursing is an art and a science based on research, which shares with others the responsibility for the total health needs of the individual, the family, and the community.

Practical nursing is an integral part of the nursing profession and has a unique discipline of practice. It emphasizes proficiency in basic nursing skills and techniques applied to the care of individuals and families in the structured settings. Practical nurses are responsible and accountable to the consumer, employer, and the nursing profession for providing safe quality nursing care.

A meaningful teacher-student relationship must exist for learning to occur. The curriculum is designed to foster an appreciation for lifelong learning which is necessary to maintain skills in technologically, complex, medical environments, to advance on the career ladder, and to successfully meet the challenges of a dynamic and competitive global society.

In a nursing education program, it is imperative that the curriculum prepare practitioners to function with the inter-professional qualities to effectively deliver safe, quality patient care. The program of study also facilitates the development of the knowledge, skills, attitudes, and values essential to the entry-level practice of practical nursing with the goal to attain positive patient outcomes.

As a nursing education program, it is vital that the curriculum prepares practitioners who can function as collaborative members of the health care team. Using the nursing process, graduates must provide quality care for clients and families across the lifespan and in various stages of dependency. Care includes preventative, therapeutic, rehabilitative measures, and dignity for the dying. The curriculum is constructed around the concepts of nursing as an art, a science, and a caring profession.

Institutional Mission & Vision

Mission Statement

The mission of Diman Regional Vocational Technical High School is to develop the unique potential of each learner by enabling students to acquire knowledge, skills, and dispositions that are needed to achieve personal, academic, vocational/technical, and civic goals.

Vision Statement

Diman Regional Vocational Technical High School graduates will be occupationally skilled workers whose academic, vocational/technical and workplace competencies will make them responsive to socioeconomic, technological and environmental challenges in a complex and changing society.

Practical Nurse Program Mission & Vision Mission Statement

Mission Statement

The mission of Diman Regional Technical Institute School of Practical Nursing is to develop the unique potential of each learner by enabling students to acquire knowledge, skills, and dispositions that are needed to achieve the theoretical and technical skills required to function as an entry level Licensed Practical Nurse.

Vision Statement

Diman Regional Technical Institute School of Practical Nursing graduates are technically skilled workers strengthened by academic, vocational, and workplace competencies that prepare them to be responsive to diverse socioeconomic, technological, and environmental changes in a complex and ever-changing healthcare environment.

Faculty Commitment

Practical nursing education is a dynamic and interactive process that works best when the curriculum progresses from simple to complex concepts. The clinical experience closely aligns with classroom instruction and the entire curriculum blends together to create a program that is cohesive. The Practical Nursing faculty is committed to providing students with a solid foundation that enables them to continue their education and further their career by matriculating into professional nursing education programs.

Faculty

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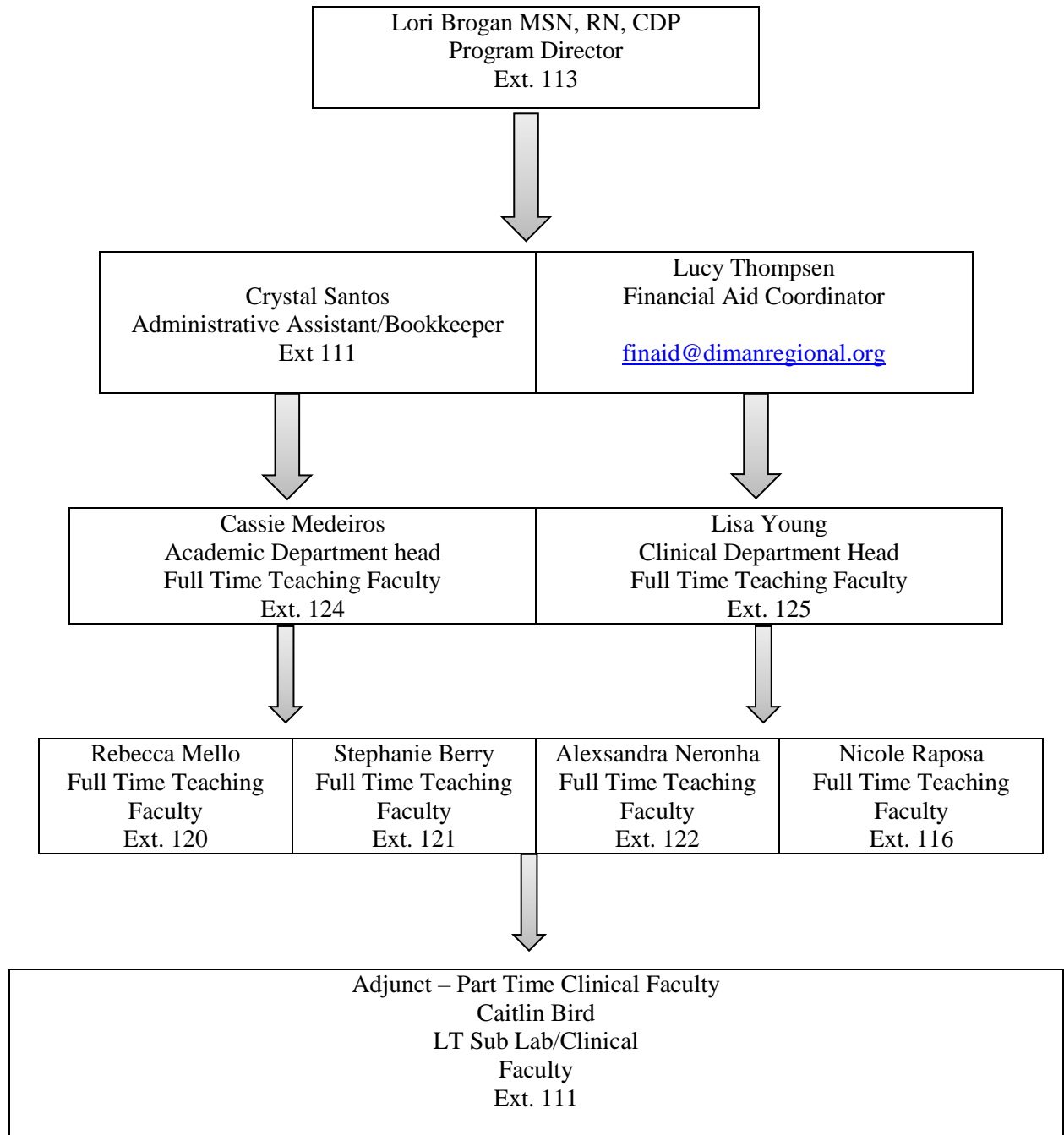
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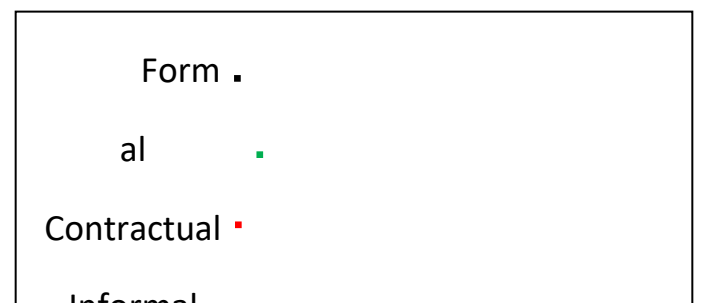
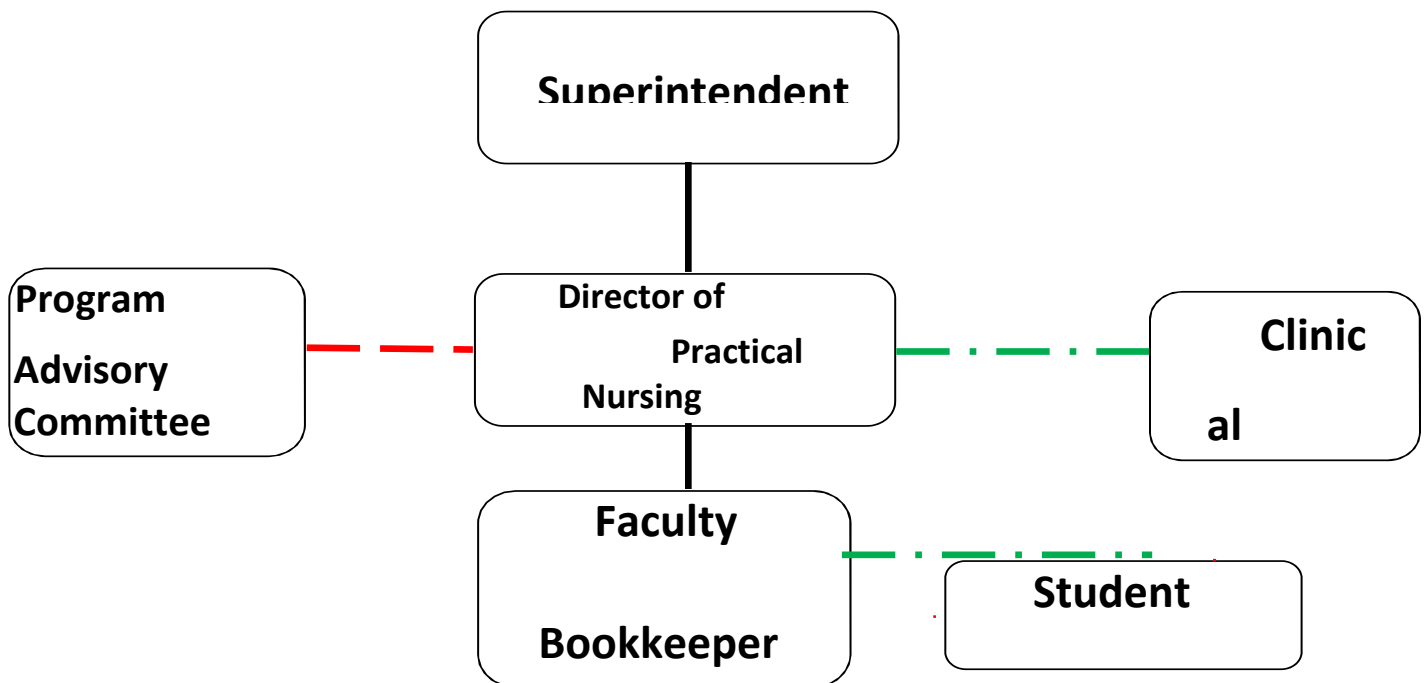


Diman Regional Technical Institute

School of Practical Nursing

Organizational Chart

2023-2024



About the Nursing Program

The school's plan of instruction is for four (4) terms. The Full-Time Day Program is a forty- week program and the Part-Time Day Program is eighty-weeks. The next anticipated admission will be fall of 2023 for the full-time and part-time day programs.

In July of 2021, the Program moved to an off-campus location at 1082 Davol St. 2nd floor in Fall River, MA, which doubled the square footage. The space consists of two (2) separate classrooms (full- time and part-time), two (2) separate laboratories – one for skills practice and one for Simulation, a resource/study room, offices, and a dining area with a microwave, refrigerator, and vending machine. At the time of this writing the program is planning for in-person instruction, students must be flexible and adaptable and prepare for hybrid or distance learning if necessary related to any pandemic.

The school utilizes clinical facilities at various skilled nursing, rehabilitation, and subacute agencies as well as several community agencies in the Greater Fall River / New Bedford area for training. The 2023-2024 school year will also include the use of virtual Simulation (vSIM) to supplement clinical practice.

History

The Diman Practical Nursing Program was established by the Fall River School Department in 1959. There was an organizational structure change in 1968 when a new school was built. The name of the school was changed to *Diman Regional Vocational Technical High School* and the legal authority to conduct the School to the Greater Fall River School District Committee and at this time Diman Regional Technical Institute was created to serve the post-secondary population.

One of the programs under this Technical Institute was the School of Practical Nursing. The name of the practical nursing school was changed to *Diman Regional School of Practical Nursing* with approval of the Board of Registration.

A part-time evening Program was approved in 1993, and the first class entered in January 1994. A full-time day New Bedford satellite was started in September 2004 and closed in 2008. A part-time day Program was approved in 2009, and the first class entered in August 2009.

Outstanding Vocational Student Award

To focus recognition on our PN students who have done an exceptional job in their vocational training, the Practical Nursing Program annually sponsors the Outstanding Vocational Student Award along with Diman Senior HS students.

At the beginning of term III, a student from both Full-time and Part-time day programs (in year of graduation) will be nominated by the PN instructors to receive this award in recognition of their outstanding academic and clinical practice.

The students will be invited to an event with family to receive their award and recognition of their achievement.

National Honor Society

The National Federation of Licensed Practical Nurses, Inc. offers a recognition program for practical and vocational nursing students who achieve and maintain a minimum grade of 84% or better in all their **nursing** academic coursework (which does NOT include any transferred credits) based on the averages at the end of the year, with program faculty recommendation. Students are encouraged to enroll at no cost to the student. Information on this can be found at <http://www.nalpn.org/>.

Skills USA

[Skills USA Massachusetts](#) is a state association of [Skills USA](#), a national organization serving more than 275,000 high school and college students and professional members who are enrolled in training programs in technical, skilled, and service occupations, including health occupations.

Skills USA prepares America's high-performance workers. It provides quality education experiences for students in leadership, teamwork, citizenship, and character development. It builds and reinforces self-confidence, work attitudes and communications skills. It emphasizes total quality at work, high ethical standards, superior work skills, life-long education, and pride in the dignity of work.

Students from the program have participated successfully in both the state and national competitions. LPN faculty serve as Skills Advisors to prepare and accompany students at the events. There is a minimal cost to the student to become involved in this opportunity.

Accreditations, Approvals, Affiliations

The Practical Nurse Program is fully approved by the:

Commonwealth of Massachusetts
Executive Office of Health and Human Services
Department of Public Health
Board of Registration in Nursing
250 Washington Street
Boston, MA 02114
617-973-0900
www.mass.gov/dph/boards/rn

Diman Regional Technical Institute School of Practical Nursing is accredited by the:

Commission on Occupational Education

7840 Roswell Road

Building 300, Suite 325

Atlanta, GA 30350

800-917-2081

www.council.org

Diman Regional Vocational Technical High School is fully accredited by the:

New England Association of Schools and Colleges

209 Burlington Road, Suite 201

Bedford, MA 01730-1433

781-271-0022

www.neasc.org

Affiliations:

Accreditation Commission for Education in Nursing (ACEN)
National Association for Practical Nurse Education & Services
National Association of Licensed Practical Nurses
National Federation of Licensed Practical Nurses
Massachusetts/Rhode Island League of Nursing
Skills USA

End of Program Student Learning Outcomes

The graduate of the Diman Regional Technical Institute School of Practical Nursing will be able to function within the following entry-level competencies:

Integrated Concepts

Nursing Process

Synthesize knowledge from the behavioral and natural sciences when implementing the nursing process utilizing evidence-based practice standards to facilitate the care of culturally diverse clients/families across the lifespan in all health care settings.

Safety

Provide safe, competent, effective, efficient care for individuals and groups of culturally diverse clients/patients across the lifespan.

Communication

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

Professionalism

Practice within the ethical and legal framework consistent with the licensing laws, while adhering to the NAPNES/NFLPN Code of Ethics, and demonstrating recognition of political, ethical, and economic issues which affect practical nursing.

Life-long learning

Utilize educational opportunities for life-long learning and maintenance of professional competence.

Technology/Informatics

Demonstrate effective use of technology within the medical field.

At the completion of the Practical Nurse Program, graduates are eligible to take the National Council State Board of Nursing Licensing Examination for Practical Nurses (NCLEX-PN). Successful completion of all educational outcomes by the graduates and achievement of a passing score on the NCLEX-PN indicates they are prepared for entry-level practice as a Licensed Practical Nurse

Educational Outcomes by Term

Competencies	Term I	Term II	Term III	Term IV
	Knowledge, Skills, Attitude	Knowledge, Skills, Attitude	Knowledge, Skills, Attitude	Knowledge, Skills, Attitude
	At the end of term student will:	At the end of term student will:	At the end of term student will:	At the end of term student will:
Nursing Process	Define the steps of the nursing process and begin to recognize normal versus abnormal clinical data utilizing acquired knowledge from nursing fundamentals, behavioral and natural sciences	Interpret relevant clinical data and implement the steps of the nursing process, utilizing fundamental clinical reasoning	Apply further knowledge of the nursing process to prioritize client plan of care and goals based on clinical reasoning that demonstrates appropriate rationale for nursing interventions	Execute the nursing process related to client's plan of care and established goals, demonstrating clinical reasoning to evaluate client outcomes
Safety	Identify basic concepts in nursing skills and demonstrate fundamental, safe practice while caring for clients in both the laboratory and clinical setting	Utilize acquired knowledge and nursing skills to provide safe nursing care for clients in both Simulation and the clinical setting	Apply further knowledge of nursing skills to implement safe, effective clinical care in both Simulation and the clinical setting	Execute acquired nursing skills to provide safe, effective care across the client's lifespan in all practice environments
Communication	Describe verbal, non-verbal, and written communication techniques related to client care	Utilize verbal, non-verbal communication skills to establish a therapeutic relationship with client and written communication skills while documenting data related to client care	Apply further knowledge of communication skills and adapt techniques and communication styles while providing client care in a variety of healthcare settings	Execute acquired communication skills, related to the physiological, psychosocial, developmental, spiritual, and cultural assessment of clients to facilitate continuity of care with interdisciplinary team.
Professionalism	Recognize the concepts of professionalism and can define the ethical, legal, and licensure standards of nursing practice	Utilize concepts of professionalism and accountability to provide client care within licensure standards of nursing practice	Apply further knowledge of professional and ethical nursing practice that demonstrates compliance with licensure standards while providing client care in a variety of healthcare settings	Execute knowledge that demonstrates professional accountability for nursing practice complying with licensure standards that promote and sustains a positive image of nursing

Life-long Learning	Define concepts of evidence-based practice as it relates to fundamental nursing practice.	Identify nursing interventions related to client care needs utilizing current evidence-based practice	Apply further knowledge of evidence-based practice which supports the rationale for the selected nursing interventions in client care	Evaluate research related to clinical practice that will improve client outcomes in a variety of healthcare settings
Technology/Informatics	Identify components of technology related to documentation of client care following the legal standards of electronic health record (EHR)	Demonstrate correct use of technology related to documentation of client care while maintaining legal standards of EHR	Implement legal standards in the use of technology while demonstrating compliance with nursing documentation in the provision of client care	Execute clear, concise nursing documentation reflecting legal standards related to client care in a variety of healthcare settings

Adopted 8/17
Revised 5/19,
6/21

***Educational Mobility Statement**

It is the mission of Diman Regional Technical Institute-School of Practical Nursing to enable students to reach their highest learning potential. Consistent with this mission, Diman Regional Technical Institute School of Practical Nursing recognizes the need to aid students with career decisions in their pursuit of advancing their nursing education with minimal repetition of previous learning.

The student will:

1. Receive information and resources from faculty on advancing in the nursing field.
2. Attend yearly resume writing workshops and job fairs to strengthen resume writing and interview skills.
3. Be made aware of job postings and advancement opportunities.

Diman Regional Technical Institute School of Practical Nursing does not guarantee that some or all the courses taken in the program will be accepted at another institution of higher education.

Diman Regional Technical Institute School of Practical Nursing has a formal articulation agreement with Bristol Community College for LPN to RN bridge program. Other opportunities to continue into an RN program are available at other community colleges such as Massasoit Community College and Cape Cod Community College and state colleges. Fitchburg State and Worcester State colleges both offer LPN-BSN programs.

Diman Regional Technical Institute School of Practical Nursing also has an articulation agreement with Diman Regional Vocational Technical High School, Science Department program (for DRVTHS students who have taken Anatomy & Physiology in both junior and senior year).

Class Schedule

Classes for the Full-time day Program are normally held from 7:45 a.m. -2:45 p.m., Monday through Friday. Day clinical affiliation times are normally 7 a.m. – 3 p.m.; however, times can vary. **Some evening rotations or extended days can be necessary due to limitations of clinical sites and to gain additional experiences.** The full-time day Program is in session approximately 35 hours per week.

Classes for the Part-time Day program are normally held from 7:45 Am.—12 p.m., Monday-Wednesday. Part-time day clinical affiliation times are normally 7 a.m.—3 p.m.; however, can vary. **Some evening rotations can be necessary due to limitations of clinical sites and to gain additional experiences.** The Part-time Day Program is in session approximately 12-20 hours per week.

Clinical practice will be scheduled in a variety of agencies (long-term care facilities, hospitals, offices, clinics, etc.). Transportation to clinical practice is the **students'** responsibility. **Students can be required to drive significant distances from home or school.** Every student will rotate through a variety of agencies. **No guarantees related to distance can be given.**

Full Time Day Program (40 weeks)

Term 1 (360 clock hrs.)	Term 2 (252 clock hrs.)	Term 3 (240 clock hrs.)	Term 4 (254 clock hrs.)
14 weeks	9 weeks	9 weeks	8 weeks
8/30/23 – 12/1/23	12/4/23 – 2/9/24	2/12/24 – 4/26/24	4/30/24 – 6/21/24

Part Time Day Program 1st year (weeks 1 – 40)

Term 1 (360 clock hours)	Term 2A (157 clock hrs.)
28 weeks	12 weeks
8/30/23- 3/22/24	3/25/22 – 6/21/24

Miscellaneous Costs/Charges not included in Tuition

Seat/Orientation Fee	\$350.00
Student class/lab uniforms (purchased through the school only)	\$10/\$13
Student clinical uniforms (purchased through The Company Store)	approx. \$60 each
Nursing shoes	\$33 & up
Optional Fleece purchase	\$30/\$32
Textbooks/Resources (F.A. Davis bundle - discounted price)	\$205.74
Textbooks/Resources (Lippincott - discounted price)	* \$544.00
Additional textbook for A&P (JB Learning discounted price)	\$72.71
ATI Testing and Live Review	\$820.00
Mandatory Liability Insurance - purchased through the school only	!approx. \$15.00
Graduation Expenses (white uniform, nurse's cap & shoes)	approx. \$100.00
NCLEX-PN application	\$430.00
Estimated total	\$2,675.45

* *Note: the above price includes the "Bundle" 20% discount, if books are purchased individually, you will not get the 20% discount*

Other miscellaneous expenses include: pens, pencils, loose leaf notebooks, assignment notebooks, navy blue socks, white shoes, and a wrist watch with a second hand.

REVISED 8/2023 MISC COSTS & CHARGES

Course Textbooks

Author	Title
Donnelly-Moreno	Timby's Nursing Skills and Concepts 12 th edition
Donnelly-Moreno & Moseley	Timby's Introductory Medical-Surgical Nursing 13 th edition
Vallerand	Davis's Drug guide 18 th edition
Van Leeuwen	Comprehensive Handbook of Lab and Diagnostic Tests, 10 th edition
Ford	Introductory Clinical Pharmacology 12 th edition
Doenges	Nursing Diagnosis Manual 7 th edition
Dudek	Nutrition Essentials for Nursing Practice 9 th edition
Polan	Journey Across the Lifespan 7 th edition
Hatfield/Kincheloe	Introductory Maternity & Pediatric Nursing 5 th edition
Kurzen	Contemporary Practical/Vocational Nursing 9 th edition
Myers	LPN Notes 5 th edition
Memmler	The Human Body in Health & Disease 14 th edition

***ADMISSIONS POLICY**

A. Candidates for admission to the Practical Nurse Program are **required** to submit the following:

1. *A completed application form and essay along with a non-refundable \$25.00 application*
2. *Official High School transcript with evidence of graduation (or GED/HISET passing scores). Foreign country diplomas must be translated into English, and a certified equivalency to a U.S. education must be provided by a nationally recognized agency such as the Center for Educational Documentation (CED) or American Education and Translation Corp. (AET). An average of a C or better in high school is preferred with consideration for trends demonstrating improvement and motivation.*
3. *Undergraduate degree from a United States accredited college.*

Candidates must also schedule and take the Test of Essential Academic Skills (TEAS VII) entrance examination offered through the Assessment Technology Institute, LLC (ATI), and they must meet a minimum adjusted score in each of the four sections shown below or overall score of Proficient to be further considered for the Program.

Reading: 65.0% or higher

Math: 63.0% or higher

Science: 42.0% or higher

English: 55.0% or higher

OR an overall score in the Proficient range (58.7 – 79.3%)

The TEAS test will be administered at Diman Regional Technical Institute School of Practical Nursing, and all candidates must take the TEAS in person at Diman. All candidates will be given instructions for obtaining study materials.

Upon completing the above listed documentation, an interview with the Program Director and/or Department Head is required. The applicant will then be requested to submit three (3) professional references after the interview (reference forms will be given at that time).

B. Upon notification of meeting eligibility requirements for the Practical Nursing Program, the following documentation **must** be provided to be accepted into the program:

1. *Seat/orientation fee payment within thirty (30) calendar days of receiving a letter of acceptance.*
2. *Satisfactory completion of the CORI (Criminal Offender Record Information) and SORI (Sexual Offender Record Information) process. All clinical facilities reserve the right to conduct additional CORI and SORI verification, Nurse Aide registry check or Federal government background check (Federal facilities only).*
3. *Proof of in-district residency.*
4. *Proof of current health insurance for duration of Program (which must be maintained for the entire duration of the Program).*
5. *Payment of student nurse liability insurance.*

6. *Health requirements: a. Proof of Immunizations according to the Department of Public Health (DPH) requirements:*
- a. *Covid - 19 Vaccine – Either fully vaccinated (2 original vaccines with Pfizer or Moderna or 1 original with J&J and 1 original booster with Pfizer or Moderna) or 1 Bivalent Booster (subject to change with DPH/CDC requirements for long term care facilities)*
 - b. *Flu vaccine for current year (completed in fall of year of admission to program)*
 - c. *Hepatitis B vaccine (3 doses mandatory) and positive titer*
 - d. *Negative TB testing or negative CXR for positive converters, or negative Quantiferon blood test*
 - e. *MMR vaccine or positive titers*
 - f. *Varicella vaccine, medical confirmation of the disease, or positive titer*
 - g. *TDAP or Tetanus booster within 10 years*
 - h. *Urine drug test*
 - i. *Proof of physical exam within the past year*
 - j. *Proof of current CPR (BLS Healthcare Provider with AED) certification (American Heart Association) which must be in good standing for the duration of the Program**

Revised 12/1/23

***Withdrawal of Admission**

Diman Regional Technical Institute School of Practical Nursing reserves the right to withdraw program admission to any individual who is deemed unsafe due to actions relating to the nature or disposition of a criminal charge including an arrest, pre-trial and other judicial proceedings, sentencing, incarceration, rehabilitation and/or release or an unacceptable CORI/SORI as determined by the Superintendent or does not meet the Board of Registration in Nursing Good Moral Character regulation (Section B.). Students will also receive a Withdrawal of Admission for failure to adhere to or obtain Health Clearance or compliance with DPH Required Immunizations or positive drug screen.

PROGRAM TUITION AND FEES 2023-2024

In-District Tuition (Fall River, Somerset, Swansea, and Westport)	\$11,600.00
Out-of-District Tuition (Massachusetts residents)	\$18,000.00
Out-of-State	\$19,400.00

Tuition includes a lab fee (price based on residency status). This program cost is incurred at the beginning of the program and is non-refundable.

A \$350.00 (\$100.00 non-refundable) seat/orientation fee is not part of the tuition and is payable within 30 business days of the mailing date of an acceptance letter into the program. Payment of the fee ensures your seat in the Practical Nursing Program for the upcoming school year and orientation materials.

For students ELIGIBLE for Federal Financial Aid, the following formula will apply:

Total Tuition Less Anticipated Financial Aid = Balance to be divided into two payments to be made

on the following dates:

August 5, 2023 - 50% of remaining balance due (FTD and PTD)

November 19, 2023, remaining 50% due (FTD Only)

March 13, 2024, remaining 50% due (PTD Only)

Please note that if anticipated financial aid is not realized due to a change in circumstance, the student will be responsible for any remaining tuition.

For students NOT eligible for Federal Financial Aid

Tuition for the Practical Nursing Program will be divided into three (3) payments:

August 5, 2023 - 50% of remaining balance due

November 19, 2023 - 25% of remaining balance due

January 22, 2024, remaining 25% due

Revised 12/1/23

Acceptable Methods of Payment

Payments can be made by check, official bank check, money order, or by credit card (VISA & Mastercard) in the PN office during school hours. Checks should be made payable to Diman Regional.

Non-payment of tuition in the stated period will jeopardize a student's enrollment in the program.

Veterans covered under Chapter 31 or 33 will not incur any penalties or dismissal due to delayed disbursements from Veterans funding source for tuition (not including any tuition costs above and beyond Chapter 31 or 33 monies).

Tuition changes are subject to the School Committee, State revisions and data provided by the Department of Education. In-district includes residents of Fall River, Somerset, Swansea, and Westport. Residency will be determined by the address of the acceptance letter and will be in effect for the duration of the upcoming school year. Students enrolled for longer than one year can have residence re-evaluated by August 1 of the additional year. The applicant will be required to submit three (3) verifications of address if there are any questions of residency.

Tuition Hardship Appeals

Students experiencing a change in income, reduced level of or no financial aid funding, can submit an appeal of tuition payment schedule to the Program Director with accompanying requested documents supporting appeal. After review by the Program Director and/or the Financial Aid Coordinator, a recommendation can be made for a revised tuition payment schedule to the District Business Director and/or Superintendent for final approval.

Withdrawal-Financial Aid Recipients

When a financial aid recipient withdraws or is dismissed from the program, Diman Regional Technical Institute School of Practical Nursing (DRTISPN) is required to apply a pro-rated reduction on the financial aid that has been awarded. This proration, called Return of Title IV

funds, is required to be in effect through the 60% point in your program (completion of at least 664 clock hours).

Payment period sample:			
Semester Hours	0-450	451-900	901-1106
60% point in Hours	270	721	1024

Up until the 60% point in the payment period, a student has only earned a percentage of the financial aid that had been awarded, based on the percentage of hours the student has attended. The result of this policy is that even if the student had a financial aid award that covered institutional costs, the student could have a balance with DRTISPN if he/she withdrew. If you have any questions regarding this regulation, please contact the Financial Aid office.

Federal Title IV Financial Aid Refund Policy Notice to Students

The following policy applies to Title IV financial aid recipients and this statement is made available via the student Financial Aid handbook:

If you withdraw during a payment period while enrolled at DRTISPN, the school will follow this policy to determine the amount of Federal Title IV financial assistance you earned for your period of enrollment in the Program. *This policy is different and distinct from the school's refund policy.* The Title IV awards that are covered by this regulation are: Federal Pell Grants, Federal Unsubsidized Stafford Loan, Federal Subsidized Stafford Loan, and Federal Plus Loan. When you withdraw during your payment period, the Federal Title IV financial assistance that you have earned up to that point is determined by a specific formula as prescribed in Section 484B of the HEA Amendments

Withdrawal – Official

1. Should a student determine they need to withdraw from the program, they contact the Financial Aid Coordinator.
2. The Financial Aid Coordinator reviews the Return to Title IV documents, the Refund Policy documents and the repayment to the school document if applicable. The Financial Aid Coordinator reviews how monies returned to Title IV have a direct impact on the monies the student may owe to the school. The Financial Aid Coordinator further reviews that while Title IV monies may have paid for institutional charges, the return of those funds causes the student to then be responsible based on the institution's refund policy. The Financial Aid Coordinator also reviews the consequences of withdrawing such as monies will be owed directly to the school; unpaid balances could be referred to a collection company; and a student's credit rating could be affected. Unpaid balances owed back to the federal government by the student could result in a default status preventing the student from utilizing Title IV funds at another educational facility, tax refunds being attached, wages being attached and an adverse credit rating.
3. The student is informed to complete the Exit Loan Counseling.

Withdrawal – Unofficial

1. Once it has been determined that a student is not returning to school or a student has Called to say they are withdrawing but they will not come in to meet with the Financial Aid Coordinator, the procedures closely following an official withdrawal.

2. The Financial Aid Coordinator prepares the Return to Title IV documents, the Refund Policy documents and the repayment to the school document if applicable. An email is also prepared explaining these documents as outlined in number 2 in the Official Withdrawal policy. This adverse effects of non-repayment of Title IV are also explained when the student completes exit counseling.
3. Exit documents are also prepared showing the student the Pell and Direct Loan amounts they received.
4. All of the documents are then mailed to the most recent address on file for the student.

Return of Federal Financial Aid

A student who receives Title IV Federal Financial Aid and withdraws from (school) on or before the 60% point in the term is entitled to keep the portion of Title IV Federal Financial Aid that he/she earned up to the point of withdrawal. Federal Regulations further mandate that a student must earn his or her federal student aid or the funds must be returned to the Federal Financial Aid programs. If a student receiving Federal Financial Aid withdraws more than the 60% point of the academic term, she/he is considered to have earned all of her/his Title IV Aid for that term. Programs are measured in clock hours therefore the percentage of the payment period or period of enrollment completed is determined by dividing the total number of clock hours in the payment period or period of enrollment into the number of clock hours scheduled to be completed as of the student's withdrawal date. The scheduled clock hours are those established by the institution prior to the student's beginning class date for the payment period or period of enrollment and are consistent with the published materials describing the institution's programs unless the schedule was modified prior to the student's withdrawal. The Financial Aid Office will calculate the amount of aid the student has earned using the prescribed Federal Return of Title IV Funds Procedure and returns of Title IV funds will be made within 45 days of the date the school determines the student has withdrawn. Once the earned amount of a student's financial aid has been applied to her/his institutional charges, the student is responsible for any remaining balance due to the school.

Additional details and examples of the refund and repayment policies can be obtained by contacting (school).

Return of Title IV Funds

The Return of Title IV funds as prescribed in Section 484B of the Higher Education Act Amendments determines the amount of the Title IV aid a student has earned at the time a student withdraws. The amount of the Title IV aid a student has not earned is then returned to the Title IV programs. It is a proportional calculation based on the date of withdrawal through sixty percent (60%) of the payment period. The school defines payment periods for the 1500-hour clock hour programs as Payment Period 1 is from 1-450 scheduled hours, Payment Period 2 is from 451-900 scheduled hours and Payment Period 3 is from 901-1200 scheduled hours and Payment Period 4 is from 1201-1500 hours.

The institution will determine the date of withdrawal and then determine the percentage of the payment period scheduled for the student. The institution will then determine the amount of Title IV aid for which the student was eligible by the percentage of the time scheduled if applicable.

- ☐ The institution will compare the amount earned to the amount disbursed. If the amount of aid disbursed exceeds the amount earned, this amount of Title IV aid must be returned by the institution.

- The institution allocates the responsibility for returned unearned aid between the school and the student according to the portion of disbursed aid that could have been used to cover institutional charges and the portion that could have been disbursed directly to the student once institutional charges were covered.

Clock Hour: 450 hours in the payment period:

- The student was scheduled to complete 225 hours as of the student's last date of attendance
 - Percentage of Aid earned equals 50%. This is calculated by dividing the scheduled hours as of the last date of attendance divided by total hours in the payment period. ($225 \div 450$)
 - Amount Title IV Financial Aid Earned equals \$1250. This is calculated by multiplying the total aid disbursed or could be disbursed by the percentage of aid earned \$1250 ($2500 \times 50\%$)
- Any refund due will be refunded on the student's behalf directly to the applicable federal student aid program, in the following order:
1. Unsubsidized Federal Direct Loans
 2. Subsidized Federal Direct Loans
 3. Federal Parent (PLUS) Loans
 4. Federal Pell Grants
 5. Federal Iraq Afghanistan Grant

The student is required to return any Title IV overpayment in the same order that is required for the schools:

1. Unsubsidized Federal Direct Loans
2. Subsidized Federal Direct Loans
3. Federal Parent (PLUS) Loans
4. Federal Pell Grants
5. Federal Iraq Afghanistan Grant

NOTE: When a student withdraws, the institution must return the lesser of the total amount of unearned Title IV, HEA funds as calculated or an amount equal to the total institutional charges incurred by the student for a payment period or period of enrollment multiplied by the amount of Title IV, HEA funds that have not been earned by the student. Institutional charges are outlined on the first page of the student enrollment agreement.

Determining the last date of attendance

As all programs are clock hour and specific clock hours are required for each program in order for the student to obtain licensure, attendance is tracked daily. The last date of attendance (LDA) is determined by the last date of physical attendance logged in the student database.

Date of Determination is defined as:

- 1) The day that the student notifies the school that he/she will not be returning or
- 2) In the case of an unofficial withdrawal from the program the school will determine the withdrawal date within 14 calendar days after the student's last date of attendance.

Post Withdrawal Disbursement

When the total amount of the Title IV assistance earned as of the withdrawal date is more than the amount that was disbursed to the student, the difference between the two amounts will be treated as a post-withdrawal disbursement. The Financial Aid Director is responsible for this. See below for specifics for Pell and Loan Funds.

Post-Withdrawal Disbursement of Federal Grant Funds

(school) will automatically credit the student's account with a late disbursement of Pell

Grant and for current institutional charges (tuition, fees, room, and board). Excess funds will be refunded to the student within 14 calendar days. The post-withdrawal disbursement will be made within 45 days of the date the institution determined the student withdrew.

Post-Withdrawal Disbursement of Federal Loan Funds

If a post-withdrawal disbursement includes federal loan funds, (school) must obtain the students, or parents if a PLUS loan, permission before it can be disbursed. The borrower will be notified within 30 days of the date of determination of withdrawal of the opportunity to accept all or a part of the post-withdrawal disbursement. The student or parent has 14 days from the date of notification to respond. (School) will disburse the loan funds within 180 days of the date of determination of the student's withdrawal date. Loan funds will be applied towards the outstanding charges on the student's account and can pay up to the amount of the allowable charges. Any remainder will be paid directly to the student or parent within 14 calendar days.

Students have the right to contact the US Department of Education with any concerns or questions. The Federal Student Aid Information Center can be contacted at 1-800-4- FED AID (1-800-433- 3243). TTY users can call 1-800-730-8913. Information is also available on the website at www.studentaid.ed.gov/sa/resources

Financial Aid - Satisfactory Academic Progress

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

Satisfactory Academic Progress (SAP) is measured at the end of each payment period, which is

at the 450- and 900-hour points as well as the end of each term. At the end of the payment period a student must have an average of 75% in all courses including clinical and must have completed the clinical objectives of the course to that point, attended the 450 or 900 hours and are on pace to complete their program within 150% of the published length of the program. A student can be placed on warning as a consequence of not making Satisfactory Academic Progress (SAP) during the payment period.

Warning status lasts for one payment period only, during which the student *can* continue to receive FSA funds. Students who fail to make satisfactory progress after the warning period or by the end of the term the payment period is in, will lose their aid eligibility. Students who successfully demonstrate academic progress at the next evaluation point will regain eligibility for financial aid.

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

1. Attain a minimum grade of 75% in all courses, including clinical.
2. Successful completion of all clinical objectives presented at the beginning of each course.
3. Meet attendance requirements to be eligible for promotion/graduation.

If a student withdraws or fails a course, including clinical and/or does not meet the above requirements he/she will be dismissed from the program. The Financial Aid Office will send the student a revised Award Letter, exit-counseling materials, if needed, and will update the enrollment status of the student on the National Student Loan Data System for Students (NSLDS)

Default

A student will be in default if s/he fails to pay what s/he owes to DRTISPN. If the Business Office at DRTISPN refers your default to an attorney or collection agency, the student will be responsible for paying the institutional cost of collection, whether a suit is brought. As the financial aid amounts are received, it will be credited to your account towards your current year outstanding balance.

Refund Policy

The following policy has been established and approved by the Greater Fall River School District School Committee. Please remember that the \$350.00 (\$100.00 non-refundable) seat/orientation fee is not part of the tuition. Additionally, the lab fee, which is included in the tuition, is non-refundable. It will be retained to cover student nursing labs and support materials assessed at the commencement of the program. Refunds when due will be made without requiring a request from the student. Refunds when due will be made within 45 days (1) of the last day of attendance if written notification has been provided to the institution by the student, or (2) from the date the institution terminates the student or determines withdrawal by the student.

REFUND SCHEDULE:

After registration but:

- Prior to one (1) week before class, tuition refunded at 100%, less the \$100 for processing costs
- Within one (1) week before to one (1) week after the first class, tuition refunded at 70%, less \$100 for processing costs
- During the second or third week of class, tuition refunded at 30%, less \$100 for processing costs
- After the third week of class, no tuition refund will be made
- Due to dismissals, as outlined in the Student Handbook, no tuition refund will be made

Program Withdrawal or Dismissal Notification

The Program Director shall notify the Financial Aid Coordinator within one (1) week of a student officially withdrawing or from the date of determining a dismissal. Students receiving Title IV Federal Financial Assistance are subject to federal refund policy R2T4. R2T4 calculations are completed within 45 days from the date of determination.

Student withdrawal must be made in writing and addressed to the Practical Nursing Program Director and the Financial Aid Coordinator. All refunds will be made within a 45-day period

Third-Party Payments

When a student is receiving funds from a third party, if this third party should withdraw or not make payments for any reason, the student is responsible for tuition and other expenses prior to graduation. Students receiving third party payments must have total payment applied to the entire tuition bill before generating a credit balance.

Surveys

Diman Regional Technical Institute School of Practical Nursing participates in Title IV federal financial aid programs. As a result, surveys will be administered in October, the end of the Program and when any change in enrollment takes place (withdrawal, etc.). The information gathered on these surveys is used to satisfy Section 487 (a) (17) of the Higher Education Act of 1965 and the Department of Education regulations at 34 C.F.R.668.14 (b) (19). This information is not used individually, but in aggregate.

Student Responsibility

It is the student's responsibility to report any changes in their income and/or family (married, children) status; report financial awards to any other agency when required; and make restitution to other agencies, should there be an agreement to do so.

Regardless of any third-party payment, should this party withdraw approval or not make payment for any reason, the student is responsible for full tuition and other expenses in accordance with the tuition payment schedule. Students failing to make tuition payments in accordance with the tuition payment schedule will be terminated from the program.

Scholarship

Various scholarships are available throughout the school year and will be announced to the class and posted in the Practical Nurse Office. If the student is receiving Federal funds and is awarded a scholarship, the financial aid office must be notified so that the student's award letter can be revised.

All questions regarding financial aid should be directed to Lucy Thompson Financial Aid Coordinator at finaid@dimanregional.org.

***Course Exemption**

There is no exemption of any courses in the Practical Nurse program.

***Advanced Placement**

DRTISPN does not offer advanced placement in the Practical Nurse Program.

***Advanced Placement or Transfer of Military Education, Training or a Service for a Military Service Occupation**

Applicants who have military health care education, training, or service are eligible for advanced placement or transfer of previously completed course credit in accordance with published policies.

Due to the variety of opportunities for military health care occupation education, training, or service can vary, each applicant will be considered on a case-by-case basis in accordance with the NCSBN Analysis: A Comparison of Selected Military Health Care Occupation Curricula with a Standard Licensed Practical/Vocational Nurse Curriculum. Materials that will be required to determine advance placement or transfer include, but not be limited to: Transcripts; Course descriptions; Skills checklists; and/or Evaluations.

***Transfer Credit**

Criteria for Transfer of non-nursing credit from another school to the Practical Nursing Program

Students who have completed Anatomy & Physiology I and Anatomy & Physiology II, General Psychology and Child Developmental Psychology, and Nutrition (nursing-based course) can be eligible for transfer of credits if similar in content and depth to course/clock hours taught at Diman Regional Technical Institute School of Practical Nursing. Course(s) must be taken at a regionally accredited/approved post-secondary school, college or university or if enrolled in a military program in accordance with a comparison chart from NCSBN. The following procedure must be followed:

- Submission of the Transfer Credit Request form to the Program Director by August 23rd.

- An official school transcript must accompany a written request.
- Course/catalog descriptions for course(s)/clock hours requested for transfer credit must be submitted by students if requested by Program Director
- Course/clock hours not presented for evaluation by the start of the Practical Nurse Program will not be accepted for evaluation at a later date.
- Only completed non-nursing courses with a grade of C (75%) or better, attained within the last three (3) years, will be evaluated.
- Cumulative averages do not transfer with students
- Approved course(s) will be recorded on student transcript as a “T” for Transfer (and not counted for determination of National Honor Society)

Tuition for Credit Transfer Tuition will be prorated for course(s) accepted for transfer credit according to residency status and number of clock hours. There will be an administrative fee of \$50.00 for each course evaluated. If the student is eligible for Title IV financial aid the transfer credit can impact the amount of the student’s award.

Criteria for Transfer of Credit from Diman Regional Vocational Technical High School Science Department to the Practical Nursing Program

Effective 3/15/11, students who are graduates of Diman Regional Vocational Technical High School who have successfully completed Anatomy & Physiology Junior and Senior year are eligible for exemption from Anatomy & Physiology if the following criteria are met:

- Students have completed ten (10) exams (five (5) junior year and five (5) senior years)
- Exams must be passed with a cumulative average of 75% or higher
- Course(s) will be valid for a three-year period from High School graduation

There will be no administrative charge for graduates of DRVTHS

Program Completion

Pinning Ceremony

In keeping with nursing school tradition, a Pinning Ceremony is held to recognize and celebrate the transition from student to nurse. A school pin can be purchased at this time (if not provided by the school). The pinning is held during the graduation ceremony at the end of the year.

*Graduation

When a student has successfully completed the Program of Practical Nursing Education, has met all financial obligations, completed financial aid exit interview, and submitted required surveys, a certificate will be awarded from Diman Regional Technical Institute School of Practical Nursing.

Graduates of the Program are eligible to apply to take the National Council Licensure Examination for Practical Nurses (NCLEX-PN). The MA BORN (Massachusetts Board of Registration in Nursing) requires all initial licensees to be of **Good Moral Character (Section B.)**. Graduates can be required to submit to a CORI (Criminal Offense Record Investigation) or provide the MA BORN with required documentation prior to graduation. An Information Sheet for First Time Nurse Licensure in Massachusetts is distributed and reviewed with students at orientation. This process is repeated prior to graduation. Students having any further questions, please contact the Program Director.

Graduates are prepared to function in various health agencies within the scope of their defined role as members of the healthcare team in accordance with the Massachusetts Nurse Practice Act.

No School Notice

School Cancellation Notification Procedures

In the event it becomes necessary to alter the school day by canceling, dismissing early or having a delayed start, the following procedure will be used:

Canceling or Delayed Start:

- 1- Notification will be sent using the Blackboard Connect System
 - a. This system will be a call
- 2- It will be posted on the Diman Website
- 3- The RIBA system will be notified to send you a TEXT message if you have subscribed

Early Dismissal:

- 1- If you are IN SCHOOL and a dismissal is necessary, the instructors will notify the students
- 2- If you are home and an EARLY DISMISSAL is anticipated, you will be notified with the Blackboard Connect system and the RIBA system and posted on the Diman Website

It is important to note if there is no school in Fall River, this does not necessarily mean that there is no school at Diman Regional. If the Diman Regional Vocational Technical High School is canceled, so is the School of Practical Nursing in both classes and clinical.

Change of Name, Address, Telephone Number

Any change in name, address or telephone number while the student is enrolled in the school shall be reported to the Program director, in writing within **seven (7) business days**. Alumni of the School of Nursing should keep their records in order by reporting changes to the Bookkeeper.

Liability Insurance Coverage

Practical Nurse students shall be **required** to purchase Liability Insurance Coverage. Cost per student: **\$15.00/yr.** (price subject to change). Payment **must be received prior** to the first day of class.

Valuable Articles/Money

Items of significant value or large sums of money should never be brought to campus or to clinical sites. Be always mindful of the safety of all possessions. There is no space for storage of personal items at the clinical agencies.

Building Security

The Nursing program is secured at both entrances/exits, with locked doors. Only students of the Diman Regional Technical Institute School of Practical Nursing, faculty, and staff will have access to the space during school hours.

Breaks

Break times will be noted on each class schedule. No food or drink other than plain unflavored water is allowed in the classroom/laboratory area. Nearby restaurants are within walking distance to purchase coffee, snacks, lunch items. If leaving the building during break/lunch the student is responsible to be back in class at the scheduled time or will be counted as absent. Students are welcome to bring food from home, a microwave and fridge are provided for student convenience in the dining area. There is also a vending machine located in the school cafeteria.

Clean Up

No food or drink is to be left in the student dining area or it will be discarded at the end of the class day. All students are expected to participate in clean-up duties, when on -site

Classroom Etiquette

To maintain a positive environment that is conducive to learning, all students are expected to abide by the following principles:

1. Be ready to start class on time. Students should be in their seats (or on their computer and in the Zoom meeting) and ready to start class at the appointed time. It is not acceptable to arrive late to class (or in Zoom). Students arriving late will be initially marked as absent and will need a slip from the front desk in order to enter class.
2. Stay in class (Zoom) until it is finished! Students are not to leave early without informing the assigned faculty prior to the start of the class, and only for reasons of an urgent nature. At the completion of class, students should wait until the faculty has announced class is over before starting conversations, standing, or putting materials/computers away. Leaving early will count as absent time.
3. Save conversations until after class! When class is in session, talking between students is inappropriate and disrespectful to the faculty. Talking or chattering is distracting to both faculty and peers making it difficult for your classmates to hear what is being discussed and presented. If you require clarification of something presented by faculty, please raise your hand and request faculty repeat or further explain concepts, don't try to get information from your seatmate during class.
4. Avoid being argumentative! Faculty encourage students to ask questions to seek clarification or further information on a topic or concept being discussed. However, the classroom is not a forum for students to present competing viewpoints.
If the issue is relevant to the content of the class, the student can ask the faculty a question that is of interest to all present. The classroom setting is not to be used as a forum to challenge or attack the faculty. Questions that are not appropriate for the topic of the class should be asked via email or in private discussion. Argumentative or hostile interactions between student and faculty is not appropriate in the classroom and will not be tolerated. This behavior will result in Student incident warning or dismissal from the program.
5. Don't distract the class with inappropriate behavior. Students are not to engage in behavior that distracts from the faculty presentations. Examples of such behavior include:
 - Doing work/reading non-class material
 - Using electronic devices (computers, cell phones, Smart watch, etc.) in a way that is distracting and irrelevant to class. This includes internet sites, text messaging, **emailing faculty or anyone else during class or surfing the internet.**
 - Improper usage of computers during

- will lead to the loss of privileges for computer usage.
 - Intentionally making loud noises or rude remarks that compete with the lecturer for classroom attention
 - Frequently leaving class, going in and out of class during lectures, presentations by faculty and/or peers
 - Sharing unsolicited comments on material being taught
 - While participating via Zoom from home, ensure you have a private space to limit distractions to yourself, your classmates, and the faculty.
6. Sleeping during class will not be tolerated. Sleeping during class demonstrates that the student is not actively engaged in the learning process, and he/she will be asked to leave the room.
 7. Respect the faculty's authority to set policies or classroom protocols. The authority of the faculty in the classroom is paramount. Faculty create policies or protocols for various reasons; the student is expected to abide by all of them. This can include but is not limited to; usage of electronic devices including computers during class, locking the door when class begins, saving questions until the end of the class or content being presented, or anything the faculty believes will be beneficial to the learning experience. If any student feels the policy or protocol is inappropriate, they should address their concerns with the faculty in writing.

Professional Courtesy

Faculty members will be addressed professionally as "Mr.", "Mrs.", "Ms." or "Miss" only. No first names, initials, or terms of endearment.

Cell Phone Policy

1. Cell phones and all electronic devices (including Smart Watches), if brought into school, **must be placed in the designated area, and turned off. While attending class from home, cell phones are not to be on and should not be in your immediate space during lecture.** You can access your phone outside of the classroom during the assigned break or lunchtime. If you are found in violation, you will be asked to surrender your phone until class is finished and a verbal warning given. A second infraction shall result in a Student Incident Report being filed and required to meet with the Program Director. Any further infractions will result in dismissal from the program.
2. **If a cell phone/Smart Watch is visible during a testing period, the phone will be confiscated (if at school) and the student will receive a zero on the test, and there will be no retake.**
3. Students shall **NOT** be permitted to be in possession of cell phones or Smart Watches while on the clinical unit. The student must adhere to the facilities policy for use of cell phones/electronic devices while on site. Agency policy will be reviewed during clinical orientation. **Under no circumstances** should a student make/receive phone calls from a phone on a clinical unit.
4. Students should instruct family members, daycare providers, etc. to contact the nursing

school (508-672-2970) if they need to be reached for an emergency during class or clinical hours, and the student will be notified by the Administrative Assistant/Support Staff.

Student Driving and Parking

Parking is available in the parking lot (not in marked spaces for businesses such as Barrett's) and on the side street surrounding the Commonwealth Landing building. Park at your own risk.

Library

A resource area adjacent to the full-time classroom, containing various reference materials, will be available for student use when on campus.

Online library access through Diman Regional Vocational Technical High School is available and students will be given the password to access online reference materials if needed.

Students can also use the facilities of the Learning Resource Center at Bristol Community College-Elsbree Street (if open).

***Students' Rights and Responsibilities**

There is a commitment at Diman Regional Technical Institute School of Practical Nursing to recognize the legal rights of all students and accompany each with the responsibilities that parallel these rights. Whenever a question exists or an appeal of a decision or action seems justified, students are encouraged to take the matter to the appropriate school authority in accordance with guidelines in this handbook.

Students are expected to always behave in an orderly and respectful manner. Student behavior must consider the rights of others as well as the effective operations of the school. This handbook provides information to facilitate the consistent application of program policies to all students.

Throughout the student enrollment in the program, the student is expected to keep records of all exam scores, etc., to self-monitor their progress. Students are responsible for meeting required due dates for all assignments and students will not be reminded of these dates. The faculty provides the student with a detailed syllabus, implementation guide, calendar, as well as other tools to achieve this expectation.

Classroom Dress Code

1. All students are expected to come to school (or when present on ZOOM) neat and clean in dress and appearance and present themselves in a professional manner outside of the school, as well. They must not wear anything that interferes with the educational process or that which is a danger to anyone's health. **Photo ID badges must be visibly worn while in the**

school building. Students are required to cover the cost of any replacement ID, Diman shall provide the first photo ID badge.

2. Class T-shirts (long sleeve or short) are required in class and lab with scrub pants. Scrub pant colors are the choice of the student.
3. For reasons of security and safety, hats, caps, headbands, “flip-flop” sandals, backless footwear, “hoodies”, and bandanas or scarves will not be worn in any academic classroom (including Zoom), lab, corridor, or any other area of the school building.
4. Students are only allowed to wear Diman school approved attire in the classroom/ZOOM, including outerwear. No hoodies or slipover sweatshirts are allowed in class/Zoom. The only outerwear allowed to be worn in class are the Diman Fleece jackets.
5. Students are not allowed to wear facial piercings of any kind while in the classroom or lab.

Failure to adhere to any dress code shall result in a **verbal** warning for the first offense. **Student Incident Report** for the second offense, which will include a warning, probation, or dismissal from the program.

Section B – PROGRAM SPECIFIC

CORI/SORI Requirement

All students will have a Criminal Offenders Record Information (CORI) and Sexual Offenders Record Information (SORI) checks done through Diman Regional Vocational Technical High School as a requirement for admission. In addition, any affiliating clinical facility reserves the right to conduct a CORI or SORI prior to a student's clinical affiliation. The outcome of the CORI or SORI will impact the student's ability to participate in the clinical experience. All clinical facilities have the right to refuse to have a student affiliate based on the student's CORI or SORI. Since graduation requires completion of concurrent clinical and academic hours, the student who is refused clinical affiliation based on CORI or SORI would not be able to complete the program.

Good Moral Character Compliance

Applicants for initial licensure examination from the Massachusetts Board of Registration in Nursing must comply with "the Good Moral character" (GMC) requirements specified at MGL Chapter 112, section 74A that requires nursing licensure applicants to be of good moral character. The Board requires all applicants to answer specific questions related to criminal convictions or disciplinary actions when applying for licensure to ensure that the conduct of each applicant to whom it grants a license does not pose an unacceptable risk to the public health, safety and welfare. Further information can be found at <https://www.mass.gov/service-details/good-moral-character-requirements-for-nursing-licensure>

Medical Clearance

The Practical Nurse program reserves the right to request that a student provide medical documentation for a declared mental, emotional, or physical illness from the student's healthcare provider to participate in class and clinical experiences.

A pregnant student in the Practical Nursing Program is required to make her condition known to the program Director as soon as possible. Students who are pregnant during their nursing studies will continue in the program with the approval of their attending Health Care Provider (HCP). A release will be required. (Forms are provided by Diman)

Please be advised that students can be required by a clinical agency to submit to and pass a drug-screening analysis (at student cost) to be eligible for placement in that clinical facility. Certain facilities will also require students to submit to and pass **random** drug screening analysis to remain at that facility. If a student either fails to pass or refuses to submit to a drug screening analysis, the student will be ineligible for clinical placement and must meet with the Program Director within 24 hours.

Any change in physical, mental health, or dental conditions must be reported as soon as they occur or are diagnosed to the Program Director.

Medical documentation must be provided for return to school/clinical after an infectious process,

accident, and diagnosis of pregnancy or medical leave of absence.

Any event requiring medical or surgical intervention or for any condition that is a change to the student's health status and/or renders the individual contagious and/or incapable of performing nursing student responsibilities must submit health clearance from the appropriate health care provider who was/is providing treatment, prior to returning to the program. Documentation must be signed and dated, stating the student free of any health condition which can be a potential risk to students, patients, faculty, or other personnel and/or can interfere with the safe performance of his/her nursing student responsibilities including, but not limited to, habituation or addiction to drugs or substances that can alter the individual's behavior.

After treatment or hospitalization, if the health care provider identifies 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) do not pose a risk to safe nursing practice and document any limitations, rationale for, and duration of the specific limitations.

Please be advised that the nature of healthcare has inherent risks that can include (but not limited to) exposure to hepatitis C, Clostridium difficile (also known as C. diff), COVID-19, and other infectious disorders. It is imperative that students always follow all health and safety guidelines to reduce their risk of exposure.

Health Program

1. Pre-entrance physical examinations and urine drug screens are required for the Program **prior to the first day of class**. The student is responsible for making appointments, obtaining documentation and any costs incurred. Each student is responsible to meet the established deadlines for submission of the documentation as announced by the Program Director during the applicant interview and orientation process.
2. Required immunizations for Health Care Personnel (HCP) as mandated by the MA and RI Department of Public Health that govern the Program and affiliating sites must be completed. Fully vaccinated against Covid-19 prior to start of school and obtain any boosters offered (no exemptions).
3. Health insurance: Students assume the financial obligations for illness, accidents, and dental care. Each student shall show evidence of having health insurance coverage by the established deadline. Any change in health insurance must be reported as soon as effective to the Program Director. Inability to obtain health clearance or proper immunizations will result in a Withdrawal of Admission.
4. The law does not permit the Nursing faculty to treat or recommend treatment. A first aid kit is available for emergencies, and students will be sent to the nearest hospital via emergency services as needed. Illness/accidents occurring at School are reported to the Program Director and a report filed. The student is referred to his/her own physician for necessary follow-up care at his/her own expense.
5. Post-secondary students can bring prescribed medications to School in a container properly labeled by the physician or pharmacy to be kept on their person. Over-the-counter medications should be

kept in a secure personal area.

6. The Administration Office shall maintain an Emergency Information Sheet on each student. It is extremely important that the school be able to reach someone designated to care for a student in case of emergency.
7. On clinical days, incidents must be reported to their clinical instructor and appropriate reports filed.

Attendance Policy*

The three Ps – Punctual, Presentable, and Professional - are essential components of nursing and an expectation of all nursing students.

Attendance policies are based on the belief that a nursing student can only benefit from the program if they are present, actively participating in class and clinical experiences, and are sufficiently prepared for learning. Employers in healthcare settings expect employees to not only be competent practitioners, but also are dependable and arrive at work on time daily. Regular attendance should be considered a critical work habit and will be extremely important to your success in the program.

Personal appointments and other obligations are **not** to be arranged during scheduled class, lab, or clinical time.

The practical nurse program runs 40 weeks duration and provides a minimum of 1080 hours of theory including a minimum of 540 hours of clinical practice in order to prepare students for the National Council Licensure Examination for Practical Nurses (NCLEX- PN). The Diman Regional Technical Institute School of Practical Nursing's full and part time programs meet this regulation (1106 hours total).

In order to meet these requirements of attendance and be eligible for graduation, students are expected to be present and on time for all classes and clinical experiences. **Class begins at 7:45am and ends at 2:45pm (12pm Part-Time), students are to be seated and ready to begin promptly at this time and attend the fully scheduled class day.**

Clinical and/or lab assignments begin promptly at 7am (unless otherwise instructed), and students are expected to be ready to begin their clinical assignment (**NOT ARRIVING**) at 7am. With careful planning and preparation, a student should have no difficulty in meeting this requirement. After two (2) episodes of clinical tardiness in a clinical rotation, the student will be placed on a clinical warning.

Attendance is computed on a cumulative basis, which includes tardiness and dismissals and reported at the end of each term to the Program Director.

Excessive absenteeism will jeopardize a student's ability to meet the course and/or program outcomes resulting in an inability to continue in the program. Students cannot be appropriately evaluated unless they are present during class, clinical and lab sessions. Any student with a

demonstrated pattern of absenteeism will be reviewed by the faculty for warning or probation.

EXCUSED ABSENCES: when appropriate documentation is provided three (3) Bereavement days are allowed for death of an immediate family member: spouse, child, parent, stepparent, sibling, grandparent, grandchild, parent-in-law, sister-in-law, or brother-in-law up to the day of the funeral. One (1) day for aunt, uncle, niece, or nephew with appropriate documentation, with the expectation upon return that the student makes up any missed academic assignments and/or clinical days. Appropriate documentation can include an obituary or copy of the death certificate.

UNEXCUSED ABSENCES: Class/academic maximum absences: **30 hours** of classroom, lab and clinical hours not made up within the term, in the full-time program and **15 hours** in the part-time program (per year). Once a student has reached 15 absent hours in full-time program and 7.5 hours in the part-time program, the student will be placed on attendance probation. Absences beyond the maximum stated hours will result in dismissal from the program.

CLINICAL ABSENCES: Absences without notification, no call/no show are unprofessional and unacceptable. Failure to notify for absences from clinical practice is a serious breach of student responsibility, which will result in disciplinary action up to, and including dismissal from the program.

Students who are absent from clinical more than two (2) days in any term will be ineligible to progress to the next term or graduate. All clinical absences must be made up, hour for hour, which will occur at a time convenient for faculty (can be evening or weekend rotation). The student will be responsible for the cost of faculty time for the make-up hours (as per Clinical Absences/Tardy section b.4) and paid prior to the clinical makeup.

Illness during the class, lab, or clinical experience - if a student cannot carry out the assigned work for the day because of illness or physical restriction, the student will be sent home and an absence will be assessed for that day or portion thereof. The student will be required to show medical clearance from her/his health care provider prior to returning to school.

Rev 12/1/23

Tardiness

Punctuality is a professional responsibility and is important in all workplaces, but especially in those that employ nurses. Without punctuality, shift change is delayed, and patient needs will go unmet. Students are expected to demonstrate professional behaviors and therefore need to be in class (Zoom) or ready to begin their clinical experience at the assigned time. Late return from break or lunch is counted as tardy (attendance will be taken at start of class or clinical, after break, and after lunch and documented in the student's record). Tardiness will accrue as absent time and is counted in the **30 hours** for full time or **15 hours (per year)** for part-time student

Notification to school for tardiness or absences from class/lab must occur before 7:15 am by sending an email to pnattendance@dimanregional.org (preferred method) or by calling 508-672-2970 ext. 111 by 7:15am. **Any student who is tardy or leaves class/lab/Zoom prior to dismissal time will be required to sign in or out face-to-face with the Administrative Assistant/Support Staff and obtain a tardy/dismissal pass to be given to the instructor (if on Zoom, you must notify the instructor prior to the start of the lecture).** Students arriving late greatly disrupt the learning process for all others and are expected to enter the classroom quietly.

Clinical tardiness will also be recorded in the student's clinical evaluations resulting in loss of clinical points. A student who is 30 minutes late for clinical, will not be allowed to participate in the clinical day and will be sent back to the school to meet with the Clinical Department Head/Program Director immediately.

Excessive tardiness/early dismissal will result in a student warning and a meeting with the Advisor to evaluate the student's ability to meet the learning objectives. Tardiness is defined as arriving after 7:45am for class (Zoom) or after 7am for clinical (or assigned time) or leaving before the instructor dismisses the class (Zoom) or clinical. Excessive tardiness will be evaluated for probation or dismissal.

Reporting Absences

Class absences/tardiness

1. Email pnattendance@dimanregional.org or Call **508-672-2970 ext. 111** **before** 7:15 a.m. and leave a message. Do not call faculty office extensions or Program Director.

Clinical absences/tardiness

1. Email notification of absence to pnattendance@dimanregional.org or Call **(508-672-2970 ext. 111)** **before** 6:00 a.m. and leave a message. Do not call faculty office extensions or the Program Director.
2. Call the clinical agency in which you are assigned and give your name, school name, and reason you are calling to the charge nurse before 6:00 am if applicable. Notify the clinical instructor as directed.

I. Theory

a. Missed Theory

It is the student's responsibility to obtain information, handouts, explanations, and descriptions that were presented during class

II. Clinical

Missed Orientation Day

Clinical orientation is a Program requirement as well as a requirement of the clinical agencies. Students who do not attend facility orientation, which is required, will not be allowed to attend clinical at any facility without proper orientation. **The DRTISPN is under no obligation to find alternative clinical placement for the student during this time.** Students unable to attend clinical will fail to meet required objectives resulting in Program dismissal.

a. Missed Clinical Day

Missed clinical hours must be made up, hour for hour, each Term. Clinical makeup procedure:

1. One clinical day over the course of the term **can** be made up by completing **approved** community service. Students will contact the Clinical Department Head to schedule hours. Hours must be completed by the end of Term in which the absence occurs.
2. Additional clinical hours can be made up in the skills lab with approval from the Program Director and arrangements made with assigned faculty, with virtual platforms, as observation assignments, or at an approved clinical site under faculty supervision before the end of the Term in which the absence occurred.
3. Makeup hours will have to be scheduled, according to faculty availability, which can be a Friday evening and/or weekends.
4. Students are responsible for payment for the clinical hours prior to the date they attend. Hourly rates for the 2023-2024 school year will be:
 - a. In district= \$10.50 (\$84.00)
 - b. Out of District= \$16.00 (\$128.00)
 - c. Out of state= \$17.00 (\$136.00)
5. Students who have not paid prior to the scheduled clinical makeup day will not be allowed to attend clinical. Students unable to attend clinical because of nonpayment are not able to meet required objectives and will receive an unsatisfactory grade for the date they missed scheduled clinical. Failure to meet required objectives will result in Program dismissal.
6. Students receiving financial aid should refer to SAP policy as disbursements will be affected.

***Progression**

Students must achieve a minimum of 75% as a final grade in **each** academic course and in each clinical course to progress to the next term of the Program. Final grades are issued at the end of each term. Grading policies and individual course requirements are found in the syllabi for each course.

Students who fail an academic subject in Term 1 will be dismissed from the program. Students who fail a nursing theory course, clinical component (including lab skills in Term 1), in any term will be required to repeat both theory and clinical if readmitted (See Readmission Policy). Theory, lab skills and clinical experience must be completed simultaneously in all nursing courses for a student to progress to the next term.

At the time of course failure the student's transcript will reflect an "F" for Failed.

Students who fail the math computation and calculation test after three (3) attempts (see Requirements for Maintaining Acceptable Student Standing) will be dismissed from the Program and can seek readmission **one-time** within three years. If readmitted, he/she will be required to retake and pass this test within established Guidelines. There will be a one-time administrative fee of \$150.00.

***Withdrawal Procedure/Program Withdrawal**

A student can voluntarily withdraw from the **Program** at any time for personal, academic/clinical, or financial reasons.

It is the responsibility of the student to complete the withdrawal procedure. At the time of withdrawal, the student is responsible for the following:

- Notifying the Program Director immediately, both verbally and in writing of their withdrawal from the program
- Meeting with the Program Director
- Meeting all financial obligations
- Requesting (if they so desire) to be considered for readmission under the readmission policy
- Submitting a signed/dated withdrawal form within 72 hours of notifying Program Director
- Meeting with the Financial Aid Coordinator within 72 hours if financial aid has been received to complete required exit counseling and review requirements for returning unearned grant funds and/or repayment of loan funds in accordance with terms of the promissory note (see withdrawal - financial aid recipients)
- Returning all Diman Regional Technical Institute property, including, but not limited to, ID badge, books or items from the library, electronic key fob.

To be considered for readmission the withdrawal procedure must be completed.

Failure to complete the withdrawal procedure will result in an automatic recording of a failing grade in all courses in which the student is currently enrolled. After 14 missed school days without notification, students are considered to have abandoned the program and will be dismissed from the program and the student record noted accordingly. Non-attendance at class does not constitute official withdrawal notification and will affect the student's ability to re-enter the Program.

At the time of withdrawal (per protocol), the student's transcript will reflect a "W" for withdrawn, "WF" for withdrawn failing or D for Dismissal.

***READMISSION**

A student who is dismissed for reasons related to unsafe clinical practice, unethical behavior, or a civil/criminal act as outlined in MA General Laws (MGL) Chapter 71: Section 37H and 37H1/2 will **not** be considered for readmission.

Students, who voluntarily withdraw from the Program in good standing academically and clinically or due to a first-time failure, can be eligible for readmission based on the following:

- Written request to the Program Director a minimum of three (3) months prior to the start of the academic year in which the student wishes to return.
- Space-available basis
- Faculty review of student's performance in the program and experiences/activities since leaving the program.
- Interview with Program Director and/or admissions committee to determine readmission and start date.
- Updated immunizations, current liability insurance, current CPR, and submit to a Criminal Offender Record Information Release (CORI) and Sexual Offender Record Information Release (SORI)
- A written proposal outlining a detailed plan for successful completion of the program.
- Any outstanding balance paid in full.
- Students are eligible for readmission only once.

Students applying within a three-year period from date of withdrawal/failure will have completed non- nursing course work recognized but will need to repeat all nursing courses beginning with Term 1 (difference in tuition cost will apply). Acceptance into the program is dependent on space available within the cohort. Students applying after the three-year period will be required to reapply and restart the program from the beginning.

Students who have been enrolled and were not successful in another nursing program and are then unsuccessful at Diman Regional Technical Institute SPN, are NOT eligible to reapply.

Tuition for Program Readmission Tuition for students accepted for readmission will be determined by residency status and number of clock hours needed. There will be a separate one-time administrative fee of \$150.00. When a student is re-admitted into the program, the student is placed on Financial Aid Probation for the first payment period. A student on probation is still eligible to receive financial aid; however, if the student does not successfully complete their probationary period, the student will be denied financial aid. If a student successfully completes the probationary term, but is still not at a 66% completion rate, the student will be on Extended Probation. If the student does not successfully complete the Extended Probation term, the student will be denied financial aid.

Students, who are repeating any course(s), cannot carry over test grades previously taken in that course(s). All tests must be taken from the beginning of the repeated course(s).

Dismissible Offenses

The school reserves the right to terminate any student at any time for the following reasons:

1. Failure to meet Promotion requirements. *
2. Failure to follow ethical/legal/safe care practices in clinical/classroom setting as evaluated by the faculty or clinical agency (i.e., violation of HIPAA).
3. Consistent failure to maintain communication with faculty and facility nurses and staff about client care.
4. Any infraction of established rules and regulations.
5. Positive drug screen (as per school policy).
6. Improper conduct (i.e., use of drug, alcohol, hazing, bullying, sexual harassment). *
7. Committing a civil/criminal act as per Massachusetts General Law Chapter 71: Section 37H & 37H1/2.
8. Physical or mental health problems that interfere with a student's academic and/or clinical learning as evaluated by the Faculty and the Program Director.
9. Failure to meet attendance requirements. *
10. Failure to call out for clinical absences.
11. Violation of "Code of Behavior." *
12. Violation of social media.
13. Failure to pay tuition in accordance with the tuition payment schedule. *
14. Incivility and/or insubordination toward a peer, and/or school employee (defined as a constant or continuing intentional refusal to follow a written or verbal directive given by a designated person in authority includes, but not limited to, regularly assigned administrators, instructors, or designees).
15. Failure to obtain necessary vaccinations required by clinical affiliations.
16. Any other reason determined by the administration to be just cause.

***See specific sections in this Guideline**

BYLAWS-STUDENT GOVERNANCE POLICY

ARTICLE 1: OFFICERS OF EACH CLASS AND ELECTIONS

Class officers will be elected through peer nomination and will be responsible to coordinate class activities, fundraising, and participate in governance of the program. Two student body representatives will be elected during the second month of school and will be invited to attend the Advisory Meeting in the fall. Class officers will be elected during Term I for full-time days and part-time programs. Nominations will be accepted for the offices of President, Vice President and Secretary/Treasurer. A student can run for only one office.

Written ballots will be available to each member of the class but participation in the election process is voluntary. The faculty will count votes. Class officers will attend select faculty meetings. The length of office will be from the time the student is elected until the end of the program. If a student representative is unable to fulfill his or her commitment, then an election will be held to fill the vacancy. Student representatives will act on behalf of the students to voice ideas, concerns, and process improvements regarding the PN program.

ARTICLE 2: DUTIES OF THE 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. Shall invite/facilitate class members to participate in standing committees.
- Section II. **Vice-President**
1. Assume the President's duties in his/her absence.
 2. Carry out activities as can be delegated by the President.
- Section III. **Treasurer**
1. Deposit all money into the LPN student activity fundraiser account in the business office.
 2. Maintain an accurate account of receipts and disbursements to report at every meeting.
 3. Submit a written report at the last class meeting of every term to the President of that class.
- Section IV. **Secretary**
1. Notify members of the meetings.
 2. Keep minutes of every meeting and report at the next meeting.
 3. Forward minutes to faculty.
 4. Submit a written report at the last meeting of every term to the class.
- Section V. **Student Representative to Practical Nursing Faculty Committee**
1. Attend a minimum of two (2) Practical Nursing Faculty Organization Committee meetings during the year.
 2. Present student concerns to faculty.
 3. Report to the class issues discussed at faculty meetings.
 4. Attend Practical Nursing Advisory Meetings/Health Assisting Advisory meetings for Parent organization (submit application to school committee to become member of DRVTHS Advisory committee).
 5. Present student suggestions and/or requests to the Practical Nursing committee and evaluate the strengths and/or weaknesses of the Practical Nursing Program.

Report to the class issues discussed at Practical Nurse Advisory Meetings

Rev 6/21

Student Records

The Practical Nurse student record consists of two (2) parts: the temporary record and the permanent transcript.

The school shall maintain a Permanent student record consisting of a transcript of grades and reason for withdrawal or dismissal, original copy of authorization to release records, and any

request for special accommodations, which will be maintained for sixty (60) years after the student leaves school.

The temporary record for each student currently enrolled in the program is maintained in the Bookkeeper's office in a locked file and contains the following:

- Application and application essay
- Official High school transcript/GED, CED certification
- Entrance Test Results
- Interview guidelines (Pre-admission essay, Essay rubric, and Admission procedure form)
- Three (3) references
- Post-Secondary Transcript if applicable
- CPR certification (BLS provider) and First Aid Certification
- Admission Record with demographic information/emergency contact
- Student handbook original Acknowledgement form and signature sheets
- Student grades and evaluations
- Student attendance/tardiness and dismissals
- Written correspondence to/from faculty and/or student
- Disciplinary/Performance notifications
- Learning Contracts/Remediation

The temporary record is maintained in a locked file in the program office and is destroyed five (5) years after the student graduates, transfers or withdraws from Diman RTISPN. At the time he/she leaves, the student will be advised of the eventual destruction of the temporary record and of the right of the student to obtain information from it. At the end of the program, graduating students will receive all health and immunization records, National Honor Society Certificate and Dementia Training Certificate from their file.

An eligible student will have access to the student record at reasonable times. Students who wish to review their school records will do so by making an appointment with the Program Director (508-672-2970 x113). The record will be made available within five (5) business days of receipt of request. The student has the right to receive a copy of any part of the record, although the school will charge a reasonable fee for the cost of copying the materials.

Confidentiality of Record

Authorized school personnel shall have access to student records; however, no information from the student record can be released to a third party (any person or private or public agency other than the student or school personnel) without the written consent of the student as per the Family Educational Rights and Privacy Act (FERPA).

Amendment of Record

As per FERPA, an eligible student shall have the right to request to add information, comments, data or other relevant material to the student record and can request that certain information contained in the record be deleted or amended. The student can request a meeting with the Program Director to discuss their concerns or objections to information contained in their record and will receive a written decision in response to the request. If the student is not satisfied with

the decision, they can appeal by following the Grievance procedure (SECTION E). However, though the FERPA Amendment procedure can be used to challenge facts the student believes are inaccurately recorded, it cannot be used to challenge a grade, an opinion, or a substantive decision made by a school about an eligible student.

At the beginning of each school year, students will be notified as to what types of information will be placed in the student records during the year. Students will receive notification as to the general provision of the regulations pertaining to student rights regarding student records. Detailed copies of the regulations pertaining to student records are available upon request in the Practical Nurse Office.

Directory Information Notice

Diman Regional Technical Institute School of Practical Nursing has designated certain information contained in the education records of its students as directory information for the purposes of the confirming attendance for employers, Unemployment claims, health insurance companies, loan agencies, third party payers and is in accordance with the Family Educational Rights and Privacy Act (FERPA) and Student Record Regulations at 603 CMR 23.00 et seq.

The following information regarding students is considered directory information: 1) name, 2) address, 3) phone number, 4) date and place of birth, 5) major field of study, 6) dates of attendance, 7) degrees, honors, and awards received.

If the student chooses not to release Directory information, all communications with the above-mentioned parties will need to be done through a written request to DRTISPN. If the student chooses not to disclose any or all types of directory information, the student must file written notification to the Program by September 30.

Student Transcript Policy

Student transcripts are generated electronically, and a final hard copy is placed in the student file upon graduation. One unofficial transcript is given to each student at the completion of the program. Current students, former students (with no outstanding financial obligation to the school), and graduates can contact the school at any time and request additional transcripts for a

\$5.00 fee per transcript.

Official transcript copies will be mailed to the agency/institution indicated on the release form. Unofficial transcript copies stamped “Student Copy” will be released to student/graduate requesting the form. Official transcript copies can be handed to student/graduate in a sealed envelope with Director’s stamp. Current photo identification will be required before release of transcript.

Student Transcript Procedure

1. Release of information form should be downloaded, completed, and mailed to: Diman Regional School of Practical Nursing
1082 Davol St. 2nd floor
Fall River, MA 02720
Attn: Student transcripts
2. Enclose check or money order (no cash) in the amount of \$5.00 per transcript.
3. Please allow at least one week for processing.
4. Current photo identification must be presented when picking up official copy.

Adopted: 4/01

Revised: 3/11, 7/17, 8/18, 7/19, 7/21

Social Media Policy*

The use of social media such as Facebook, YouTube, Instagram, Tik Tok, Snapchat, Twitter, AllNurses.com blogs, etc., provides the ability for students to communicate with and receive support from their peers. Students should be aware that while positive communication can be received, negative communication regarding the program, faculty, and other students will not be tolerated. Cyber-bullying, sexual harassment, and “sexting” can also be a negative product of this technology and will not be tolerated. Students should be aware of the legal, ethical, and social and disciplinary consequences of these methods of communication.

Students need to be aware that publishing information on these sites is public for anyone to see, be aware that their own privacy settings can be breached, and this information can be posted and distributed anywhere, and could be traced back to them as individuals.

The student should remember that confidential information related to individuals or agencies must not be disclosed. The taking of photographs or the capturing of digital images of any kind on a clinical patient care unit or within a clinical facility in the presence of clinical staff, patient or visitor is prohibited and will result in disciplinary action.

HIPAA guidelines must be always followed. Any information concerning people (staff or clients) encountered during clinical rotation must not be posted in any forum or on any webpage. Circumstances pertaining to patient care can make the patient identifiable, even without naming the patient. Violation of HIPAA is a **Dismissible Offense**.

The taking of photographs or capturing of digital images of any kind in a classroom or lab setting is allowed **only** with the express verbal or written permission of the faculty and program director.

Nursing students are preparing for a profession, which provides services to the public and expects high standards of behavior. Potential employers, patients, families, coworkers, fellow students and faculty can gain access to postings without the students’ express consent. Students are legally responsible for anything that is posted in social media forums.

Refer to the MA board of registration in Nursing *Use of Social and Electronic Media* (July 2012) statement. (Rev 8/3/23, 12/1/23)

Impaired Student

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.

As per MA BORN Standards of Conduct 244 CMR 9.02 Definitions: **Impaired** means the inability to practice nursing with reasonable judgment, skill, and safety by reason of alcohol or drug use or a physical or mental illness or condition, or by any combination of the foregoing.

Impaired Student procedure:

- a. Clinical site: Clinical faculty who suspects student impairment will:
- Inform the student of observed behavior and concerns of impaired performance
 - Remove student from patient care responsibilities and student will be required to leave the setting. Transportation will be arranged (at student expense) or the student will be accompanied to the emergency services department of the facility if emergency treatment is indicated
 - Request student to attend a meeting with school and program administrators ideally within 24 hours. The student will be asked to have an evaluation, including a drug test arranged by the school.

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

- b. At School: 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 any school-sponsored function will be subject to the following:
- Notification to law enforcement agency where appropriate and/or;
 - Due process hearing and/or;
 - Disciplinary action up to and including termination from the program
 - Drug screen at the students' expense (positive test will result in immediate dismissal from the program, and the student will be encouraged to seek treatment for drug or alcohol abuse.)

The student can seek readmission after treatment (with documentation of attendance at rehabilitation facility) per readmission policy.

Diman Regional Technical Institute School of Practical Nursing or any clinical facility 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.

- c. Indications of intoxication or being under the influence of drugs can include, but not be limited to:

Observable phenomena such as bloodshot eyes, flushed face, disorientation, slurred speech, the smell of alcohol or any illegal substance, failure to grasp instruction, erratic behavior,

unusual behavior, changes in behavior and such similar behavior associated with intoxication or being under the influence of drugs.

Events such as direct observation of alcohol or drug use or possession of alcohol or a drug; arrest or conviction for an alcohol or drug-related offense; the identification of a student as the focus of a criminal investigation into illegal drug possession use, or trafficking; information provided either by reliable and credible sources or independently corroborated; or newly discovered evidence that the student had tampered with a previous drug test can constitute “reasonable suspicion”.

A violation of the drug/alcohol policy **will** result in termination from Diman Regional Technical Institute School of Practical Nursing.

Any student who has been prescribed a narcotic or other medication, which they have reason to believe could impair their ability to function, should inform the Director prior to participating in program activities. The Program respects the privacy of its students and will work cooperatively with any student who is taking such medication and his/her healthcare provider to ensure such medications will not interfere with the student’s ability to perform safely, without risk to the students and others.

Adopted 8/2016

Revised 8/2017

Revised

6/2022, 12/1/23

Section C-ACADEMIC/TECHNICAL INFORMATION

Program of Study

Term 1 Full Time: 14 weeks – Part Time: 28 weeks	Course Hours	Total Term Hours
Anatomy & Physiology	58	360
Nutrition	34	
Growth, Development and Behavior	36	
Foundations of Nursing – (FON) Theory	79	
Foundations of Nursing – (FON) Lab Skills	53	
Foundations of Nursing – (FON) Clinical	90	
Pharmacology/Medical Math	10	
Term 2 Full Time: 9 weeks – Part Time: 18 weeks	Course Hours	Total Term Hours
Medical Surgical Nursing 1 – Theory incl. pharmacology	92	252
Medical Surgical Nursing 1 – Clinical	160	
Term 3 Full Time: 9 weeks – Part Time: 18 weeks	Course Hours	Total Term Hours
Medical Surgical Nursing 2 – Theory incl. pharmacology	92	240
Medical Surgical Nursing 2 – Clinical	148	
Term 4 Full Time: 8 weeks – Part Time: 16 weeks	Course Hours	Total Term Hours
Leadership/Management in Nursing – Theory	40	254
Leadership/Management in Nursing – Clinical	140	
Family Centered Nursing – Theory	44	
Family Centered Nursing – Clinical	30	
		Total Program Hours 1106

Course Information

Course Syllabi are distributed at the beginning of each course and are available on the student Moodle site (lpnmoodle.dimanregional.org). The faculty reserves the right to alter a course syllabus whenever necessary to ensure the integrity of the program. Any changes that are made to the course will be posted in Moodle under the specific course General Announcement and notification to students via their school email account.

Academic Warning/Probation/Evaluation

Student's academic progress in the Practical Nurse Program is reviewed by the faculty periodically, at midterm, and end of term. A student receiving a failing grade in the theory component of a course with assigned clinical hours will fail the clinical component as well due to the inability to meet the objectives of the course. A student whose grade average falls between 75- 79 and is in danger of failing, will be placed on academic warning. Students can request additional assistance (via scheduled appointment) from their assigned Advisor or course instructor and every effort will be made to accommodate these requests. Students whose course grade at midterm is below 75% will be placed on Academic Probation and required to follow the academic probation guidelines for improvement. The student will be given in writing specific guidelines for improvement. The student's progress will be monitored throughout the probation period with their academic advisor. A student will be removed from academic probation upon meeting the minimum 75% grade requirement.

Clinical Warning/Probation

The Clinical Instructor assesses clinical progress weekly. If a student's performance is unsatisfactory at any time during the clinical rotation, the student will be placed on Clinical Probation with specific recommendations for improvement and expected improvement within a specified period.

All clinical students will be evaluated in writing in a face-to-face format at the end of each clinical rotation. If the student is unable to meet the clinical objectives of the course, they will receive a failing grade in clinical. The student will be required to repeat **both** theory and clinical for that course. A student with an unsatisfactory performance will meet with the Program Director and Clinical Department Head to discuss dismissal from the program and opportunity for readmission (as per readmission policy). If a student is dismissed due to Safety reasons, they will not be eligible for readmission. (As per readmission policy)

Students are expected to be active participants in the evaluation process in order to help achieve their goals. The purpose of the evaluation is to encourage student learning by; evaluating their achievement and informing them of their progress; providing an opportunity to offer guidance to the students on related problems, identify the student's strengths and weaknesses; and suggesting constructive measures, which will be needed.

Requirements for Maintaining Acceptable Student Standing

The Practical School of Nursing operates on a term basis with four (4) terms making up the school year. Grades are entered in the students' records at the end of each term.

I. Grading Guidelines

Numerical marking will be used for each academic and clinical courses and grades will be issued each Term. In order to progress to the next term, students must achieve **75%**

Or better in **each** academic subject and clinical rotation.

Students **must** have a passing grade in all theory and clinical rotations each term in order to remain in the Program and graduate.

MA Board of Registration in Nursing has identified that the lack of academic rigor in nursing education programs will negatively impact licensure exam pass rates, specifically the rounding up of grades. Grades are calculated to the 100th decimal point and are **NOT** rounded up. Students must achieve a 75.00% (not 74.99%) final course and clinical grade to progress.

II. Math Requirement

In addition, in order to progress the student must:

- A. Pass at the end of Term 1, 2, and 3 a math computation and calculation test with a grade no lower than 90%. In order to administer medications safely, a nurse must know medical abbreviations, mathematical conversions, and calculations.
- B. The student will take each math test a total of three (3) times if he/she fails. Failing after the third attempt will result in dismissal from the Program.

C. The test will be given:

- 1. Test #1 will be given next to the last week of Term I, II, III
- 2. Test #2 will be given within 48 hours after first attempt
- 3. Test #3 will be given within 48 hours after second attempt

*Should a weekend interrupt the schedule, the test will be given on the next school day.

- D. Lab Requirements: Participate in skills lab competencies in Term 1 and Term 2 and simulation in Terms 1, 2, 3, 4.
Competencies will be graded as Pass/Fail. Students who fail will be referred to Skills Lab for remediation. Failure to remediate successfully will result in clinical failure for the term.

III. Incomplete Grade

An "I" (incomplete) will be used only as a mark due to a student's medically documented illness and/or hospitalization. It will indicate only that a student is required to enter a

learning contract immediately upon his/her return to school. Missed work is expected to be made up as early as is reasonably possible, the incomplete must be converted to a numerical grade before the end of the term in order to progress. Written justification of absence from a Health Care Provider must be received in the DRTISPN office upon return to School (first day) or prior to returning to School for consideration of make-up. Prolonged illness or hospitalization can make it impossible for students to complete work in a timely manner, meet required clinical objectives; thus, necessitating voluntary withdrawal or dismissal from the Program.

Academic Grading

GRADE	NUMERIC VALUE
A	94-100
A-	90-93
B+	87-89
B	84-86
B-	80-83
C+	77-79
C	75-76 (Passing)

Testing Policy

Students are expected to be in attendance for all scheduled class exams:

To meet requirements of the Commission on Occupational Education to ensure the incorporation of current job market requirements into the program (i.e., arrives to work on time), students cannot enter the classroom after the examination has started.

- If a student is tardy on the day of an exam, they will be marked absent for that period and the student will take the exam immediately upon return to school, monitored by faculty and will receive an automatic 10-point deduction.

A student will only be allowed to take two (2) makeup tests/quizzes per course. Further absences on a test day will result in the student receiving a grade of zero (0) for that test/quiz. Extenuating circumstances (will include, but not limited, to documented bereavement or hospitalization), will be discussed by faculty and any exception must be approved by the Program Director.

Missed Exams/Make-Up Test Protocol

- If a student is absent, the student must plan on taking the test upon the first day he/she returns to class or clinical. **Responsibility to contact the instructor regarding makeup exams rests on the student.** Students at clinical must return after clinical to make up the test and will be expected to leave a message at the school that they will be returning to take the test.
- Missing an exam due to an unexcused absence will result in an automatic 10-point grade deduction for **1st missed day** and 5 points each subsequent day (including weekends and holidays). **On the 4th day, without specific arrangements with the instructor or Program**

Director, the student will receive a zero for the test.

- Exceptions to deductions are as follows: Death of a spouse/domestic partner, siblings, children, parents, mother or father-in-law, or hospitalization of the student as verified by documentation.

Revised 12/1/23

TEST CONDUCT

The expectations for the student practical nurse during testing include:

1. Students will be assigned to a designated test seat for all testing. Test seats will be changed at the discretion of the faculty.
2. Independent completion of all test material.
3. No water bottles, keys, wallets, cell phones etc. will be allowed on the desk or in the immediate vicinity.
4. Electronic devices (cell phones, Smart Watches, PDA's, and iPads etc.) will be off and placed in designated areas.
5. Eating, drinking or talking is not allowed.
6. Use of approved calculators only, no scientific calculators are allowed.
7. Placement of pens and pencils only on desktop, only if required.
8. Students arriving late for a test cannot take the test until after the scheduled exam hour and cannot enter the classroom until testing is completed (see testing policy).
9. At completion of the test, the student must submit the test as instructed, **remain in seat, close the laptop, and sit quietly (no phones, books, notebooks, etc. can be opened during test-taking) at desk/home until test time is completed.** Leaving the classroom/Zoom for any reason while taking the test, will result in termination of the test process.
10. Students are **strongly encouraged** to use the restroom before testing.
11. Passing in the test promptly at the conclusion of the test period includes electronic submission of MOODLE or ATI format tests.
12. Students are responsible for accessing their own test grades from the X2 Aspen Portal (see Computer Information and Resources).

Any student suspected of cheating will be subject to procedures outlined in Plagiarism and Cheating Policy.

Rev 12/1/23

Expectations for faculty related to testing include:

1. Start all tests promptly at scheduled time.
2. Tests will have a minimum of 25 questions and will not exceed 60 questions (excluding final exams).
3. Testing format will be **only** NCLEX-PN approved format and will be given on Moodle or ATI learning management system.
4. Tests must be reviewed a minimum of one (1) school day before the test is to be administered.
5. Students absent on a test date can have a different test than their classmates.
6. Faculty reserves the right to correct any mistake in grading when the mistake is discovered. This can cause an increase or decrease in a grade.

Tests will be corrected, and grades posted within five (5) weekdays after faculty have analyzed and

reviewed each test and grade for accuracy. Grades not posted within five (5) weekdays can be subject to Grievance policy.

Revised 12/1/23

Post Exam Review

Any student who fails an exam **must** contact their advisor via email within 24 hours to schedule a meeting and test review. If a student fails two or more tests in a row per course they **must** complete the Exam Wrapper form (found in Moodle) and email to advisor within 24 hours of posted grade. Faculty Advisor will be available for test review within one (1) week after grades are posted and all students have taken the exam. Post quiz/exam review can be conducted at the conclusion of the last class/after school hours and are designed to help students understand missed questions and provide rationales for correct answers. Students are expected to conduct themselves in a professional manner during all test reviews.

Students who choose not to attend the post-exam review will not have the opportunity to review their exam at a future date and time.

During this time, faculty will not accept or address any test grade queries (clarification requests or disputes regarding an answer must be submitted as per test grade query guideline). Arguing a question in a public forum is unprofessional. In addition, students will not be allowed to have notebooks, writing instruments, laptops, backpacks, purses, cell phones, or any electronic device at their desk or on their person during review.

Tests will be available for review by appointment, for individual students with a failing exam grade or upon request at the discretion of the faculty, for a one-week period from date of grade posting. This review will be done with the student and the instructor. Tests are not allowed to leave the presence of the instructor. The exam becomes the property of Diman Regional Technical Institute School of Practical Nursing.

Rev 7/2023 , 12/1/23

Test or Written Work Grade Query

If a student chooses to question a test answer or any other written assignment during the academic year, the following guidelines must be followed:

1. Upon receiving the grade, a written request for clarification must be submitted by email within **three (3) school days** after grade is posted to the Academic Department Head and Program Administrator. Each clarification request must be written on a separate form. The written clarification request must specifically identify the questions or content being questioned with the appropriate rationale(s) documented to support the query using course textbooks, faculty PowerPoint slides, and/or professional journal (**see student test item query form**). Only **completed** queries will be reviewed.
2. Verbal discussion will not be considered a formal clarification and no grade review will be conducted.
3. Department Head/Program Director will respond within five (5) school days with a written determination.
4. All faculty decisions are final, and queries will not be returned.
5. Should the result of the query have implications for other students, grade adjustments will be made to all grades affected.

Late Assignments

Assignments are to be submitted on the due date by 7:45am or the specified time via email or as instructed. Late assignments will receive an automatic 10-point deduction for an assignment turned in after the assigned time on the day it is due up to 24 hours, followed by 5 points per day late. On the fourth (4th) day, a zero will be recorded for that assignment in the gradebook. This deduction includes weekends, holidays, and vacation days. If absent on assignment due date, the 10-point deduction applies as well. Assignments, such as lab quizzes, virtual sim scenarios, and computer-based assignments are due on the date and time assigned and are not eligible for late credit. A zero will be recorded for that assignment in the gradebook. In-class assignments cannot be made up.

Weekly clinical assignments include ALL components. If one part of the assignment is turned in late, there will be deductions off the final grade for that week.

Revised 7/17, 8/18, 7/19, 7/20, 6/21, 6/22, 4/23

Guidance and Counseling

The Program Director and Faculty are available for the purpose of guiding/advising students on matters related to their learning needs, employment, and advanced educational opportunities upon graduation.

The Program Director is available to confer with students and faculty as the need arises for students reporting crisis situations. Crisis resources are available (see Appendix R). The final decision concerning the retention of a student related to crisis issues shall be made by the Administration.

Student Advisement

Students enrolled in the Practical Nursing Program are assigned a Faculty Academic Advisor. A list will be posted by the end of the third week in Term I, on Moodle. It is important to communicate with your Advisor to facilitate your progress and assist with problems that can arise as you proceed through the program of study. Nursing students will have the same faculty advisor for their duration in the program if there is no break in the student's plan of study, and the faculty advisor is still employed by the school.

The assigned faculty advisor will connect with their advisees after they are assigned and at midterm. Students that are on academic probation and/or warning will meet more frequently. If the student needs to meet with an advisor prior to midterm (or for emergent issues), they should schedule an appointment with their advisor using the advisor's assigned email address.

The purpose of the advisory meeting is to monitor student's progress with the program plan of study, including identification of potential barriers to student success, i.e. time management, financial resources, previous academic difficulties, etc. Advisors will also provide information on such things as, but not limited to, time management, academic support services, learning resources, career plans, clinical concerns, and scholarship information.

Question/concerns regarding quiz/test content should be directed to the faculty member who was responsible for teaching that particular content. Students are responsible for monitoring their own grades. Advisors are not responsible for, but can choose to, calculate grades needed to remain in "good standing" that is, not being numerically impossible to pass the course.

Remediation/After School Help

All instructors are available for after school help sessions (instructor schedule posted in common areas). Students can seek help and should make an appointment with assigned faculty for the day and must identify the reason for the appointment, i.e., review theory content, math remediation, writing skills, etc. If you have a specific question regarding a course, you need to arrange to meet with the faculty member teaching that course by scheduling an appointment via email

*Academic Integrity

Since **honesty** and **integrity** are an integral part of safe, competent nursing care, these characteristics are expected to be an integral part of all aspects of your school activities.

Any behavior identified as being disrespectful, insubordinate, lying, cheating, stealing or intentionally using someone's works or words and representing it as your own shall be considered in violation of this Code. Unless given express permission by the facilitators, students cannot collaborate, share information in any way, give or take information on quizzes, exams, and/or assignments or submit any work that contains the ideas of others.

Plagiarism, Cheating and Copyright Infringement

Plagiarism is a violation of academic integrity. According to the Merriam-Webster online dictionary, [<https://www.merriam-webster.com/dictionary/plagiarize>], to *plagiarize* means:

- To steal and pass off (the ideas or words of another) as one's own
- To use (another's production) without crediting the source
- To commit literary theft
- To present as new and original an idea or product derived from an existing source

The program will consider all the following as plagiarism [Source: <http://www.plagiarism.org/article/what-is-plagiarism>]:

- Turning in someone else's work as your own
- Copying words or ideas from someone else without giving credit
- Failing to put quotation in quotation marks
- Giving incorrect information about the source of a quotation
- Changing words but copying the sentence structure of a source without giving credit
- Copying so many words or ideas from a source that it makes up the majority of your work, whether you give credit or not.

If a student is unsure if a specific act would constitute plagiarism, they should consult with the instructor in advance. When completing written assignments, assignments shall follow the APA format. Please view <https://owl.english.purdue.edu/owl/resource/560/01/> on how to write a formal paper in APA format.

It is considered **cheating** to give or attempt to give or receive unauthorized information or assistance during an examination or in completing an assigned project. This includes copying/sharing any information on all academic or clinical assignments.

During testing, faculty has the authority to

- Verify student badge for identification
- Request student(s) change seats
- Remove student(s) from test area
- Replace the present test with a new test
- Change the testing times

Plagiarism and cheating are serious breaches of academic honesty and just cause for dismissal from the program.

If cheating or plagiarism is suspected, the Program Director will be notified of the violation of the student(s). The student(s) will have the opportunity to meet with the faculty and Program Director, and a disciplinary review will be held. Disciplinary findings and potential penalties will be determined based on the degree of the offense and can include issuance of a warning, receipt of a failing grade (0%) on a quiz/exam/assignment, course failure or dismissal from the program.

Students can appeal any such decision in accordance with the established appeals process.

Copyright infringement is a violation of Section 106 of the Copyright act (Title 17 of the U.S. code), in which an individual, without permission or legal authority, reproduces or distributes copyrighted work. Downloading or uploading substantial parts of a copyrighted work without authority also constitutes infringement. Penalties can be civil or criminal with severe fines, monetary damages and/or imprisonment of up to five (5) years. (www.copyrights.gov).

Intellectual Property

Materials designed by the faculty for use in the DRTISPN program are the intellectual property of the instructor and the program. Unauthorized use, copying and distribution are not allowed.

Code of Behavior

Students are to always display respect for themselves and others by their behavior. This includes refraining from the use of profanity and disrespectful language.

Creating an undesirable or uncomfortable environment for a person through any form of harassment or bullying, including cyber bullying, (sexual or otherwise) and/or discrimination **will not** be tolerated.

Violations shall be subject to immediate action and can range from a minimum of thirty (30) day probation to a maximum penalty of program dismissal depending on the severity of the offense, the number of occurrences and evidence presented.

Each student is expected to assume responsibility for this Code of Behavior as it relates to themselves, peers, faculty and the school.

Computer Information and Resources

Each student will be assigned a numbered computer as well as a user ID to log into Diman Regional Technical Institute School of Practical Nursing. Computers are the property of the school, which allows use by the students, but privilege of use can be revoked at any time by faculty for inappropriate use. Students will be responsible to create a secure user password. No account, username or password can be shared with anyone. Each user is responsible for activity conducted under that account or username. No user can attempt to access another user's account. Passwords must be always safeguarded. Attempts to login as a system administrator will result in cancellation of user privileges.

Computer and Internet use

Not all the information freely available on the Internet is reliable or helpful. Students must evaluate the source of the information as well as the information itself to determine its appropriateness and usefulness. In addition to providing information, the Internet can provide the means to communicate directly with others via "instant or provide messaging" programs, video conferencing programs, and other means. Downloading or loading of software on Diman Regional's computers is prohibited. There is an enormous quality and variety of free software available on the Internet. However, widespread downloading of such software on the school's computer has cumulative negative effects and can result in substantial degradation of performance, additional maintenance time and increased threat of virus infestation. Students cannot use school computers to access any Internet site or sites that contain information that is inappropriate for educational purposes.

Internet use is not guaranteed to be private. Use of Diman's network is electronically monitored and controlled. You can expect only limited privacy in the content of your personal files or record of internet research activities. If routine maintenance/monitoring leads to the discovery of a violation of the Computer and Internet Use Policy or the law, appropriate action will be taken.

Information sent or received via internet, or other means, over computers owned by the school is the property of Diman Regional Technical Institute and can be accessed at any time for review. Inappropriate language or materials are NOT to be communicated by any user of technology, nor should any material be accessed that does not fall under the guidelines of appropriate school behavior. Should a student accidentally encounter questionable materials, they should report it to faculty immediately and disconnect from the site. Faculty should report such encounters to their supervisor. Practical nursing students must abide by the Network and Internet Acceptable Use Policy (Appendix O). All students sign the Computer and Internet Use Policy acknowledgement on orientation.

Email Accounts

For electronic communication, students will be assigned a @dimanregional.org email address, your email will be your first initial and then your last name followed by lpn and year of graduation. Example: lbroganlpn24@dimanregional.org – All school email correspondence will be sent to the student's Diman email address. When contacting Practical Nurse Program Faculty/staff by email, students should use their school email address to avoid

being marked as 'spam' and sending it to the faculty school email address (1st initial followed by last name@dimanregional.org). Students are responsible to check their email account twice daily, including Moodle messages. Note that electronic mail is not guaranteed to be private. Diman system administrators do have access to all email. Messages relating to or in support of illegal activities will be reported to the authorities.

Logging on to your Diman email:

1. Open your web browser (Firefox, Chrome, etc.)
2. In the address bar enter dimanregional.org, this will bring you to the school website. At the bottom of the homepage is a Gmail icon, click on this icon to open the sign in for the Gmail server.
3. In the username type your assigned username -1st initial followed by last name lpn24@dimanregional.org
4. In the password field, type the new personal password that you created during orientation (case sensitive) and you will be notified at certain intervals when the password will be expiring and you must change the password before the expiration date or you will be locked out of the computer.

Student Moodle site:

Moodle is the Learning Management system utilized at Diman Regional Technical Institute School of Practical Nursing and the center of all online program activity (i.e., weekly schedules, course syllabi, testing, lecture PowerPoints, online resources and links, course and/or program notices, clinical information, student guidelines, etc.). To access the site, follow these steps:

1. Open your web browser (Firefox, Chrome, etc.).
2. In the address bar, type lpmoodle.dimanregional.org. This will bring you the Moodle home page where you can log in with your username (only 1st initial followed by last name) and enter your password (which can be different from your school email depending on the password you created during orientation for this site).

Student Information Portal: X2 ASPEN

To assist students to monitor their academic progress, Diman Regional Technical Institute provides students with access to their grades through the X2 Aspen Portal. Access can be obtained anywhere there is a secure internet connection.

Online access to this information is a privilege, not a right, and inappropriate use will result in cancellation of access to the X2 Aspen Portal. Students are expected to be responsible and ethical in retrieving grade information. The System Administrator will deny, revoke, or suspend a specific user account at the request of Administration, faculty or staff for any deemed inappropriate use.

Logging into X2 Aspen:

1. Open your web browser (Firefox, Chrome, etc.)
2. In the address bar type dimanregional.org, this will bring you to the school's home page. At the bottom of the page, you will see an icon that resembles a computer network, click on this icon and it will bring you the X2 Aspen site.
3. In the Login field, type your 1st initial and full last name (or assigned username if different), i.e., lbrogan

4. In the password field, enter your Diman email password or the password you created. Be sure to follow prompts when the current password expires, or you will be locked out of the system.

Viewing your grades:

1. Once you have logged in, you will be redirected to the Aspen homepage
2. Near the top of the page, click on the Academics tab
3. The Academics tab will open. Towards the top right corner of the screen, click on the filter icon and select “All records”.
4. Your courses should appear. Select the course that you would like to view.
5. Once the page loads, click on “Assignments” on the left side of the screen.
6. Ensure that “All” is selected in the “Category” and “Grade term” drop down boxes. You should now be able to view your grades.
7. Grades will NOT be given over the phone.

Accessing the ATI Site:

ATI testing will be used to complete several assessments and course tests throughout the program. It is imperative for students to be able to access the ATI site to retrieve their individual test results. Follow the steps:

1. Open your web browser (Firefox, Chrome, etc.)
2. In the address bar, type <https://atitesting.com>. This will bring you to the ATI testing homepage.
3. Using the user ID and password you created when you took the TEAS pre-entrance exam, log into the ATI site.
4. Complete the mandatory orientation (must sign up on the ATI site) during the 1st week of the program.

Course Point:

Course Point is an adaptive learning platform that is integrated into selected nursing courses and is accessed via <https://thepoint.lww.com/>. Students who are readmitted to the program will be required to re-purchase Course Point to meet course and program requirements.

Shadow Health Digital Clinical Experience:

The *Shadow Health* virtual clinical environment complements the learning that occurs in the clinical practice settings. Patient case assignments will be integrated throughout the program and are required to successfully pass the course in which the digital clinical experience is assigned. These assignments will provide practice in critical thinking, clinical reasoning, communication and nursing skills.

vClinical Virtual Simulation:

vClinical is an online virtual clinical program designed to help students master the skills of prioritization, delegation and sequential thinking. Virtual clinical provides students with a variety of experiences across the curriculum. These assignments will provide practice in clinical judgment and decision making skills.

Section D – CLINICAL/SIMULATION INFORMATION

Clinical Dress Code

Your appearance while in uniform should reflect pride in yourself and this Program. Being neat and well-groomed is a reflection on your professional attitude. The uniform will be worn to all clinical assignments and at other times as directed. It is not worn to class.

1. Uniform: clean, **ironed** and uniform style designated by the DRTISPN only.
2. Shoes: White clinical (nursing shoes or all white leather sneakers), closed styles, clean with clean laces acceptable (**open toes/sling backs/thong sandals, flip flops or clogs NOT acceptable**)
3. Hose: Navy blue socks (above the ankle) and/or hose. Support hose is recommended. **No half socks or quarter socks are allowed with the nursing program uniform.**
4. Name Pin and Identification Patch: must be worn with uniform and/or lab coat. The pin must be easily seen. Massachusetts State Regulations now require identification.
6. Undergarments: are not to be visible while in school uniform
7. Hair: Hair clean, neat and off the collar with no hair hanging over the eyes and long hair should be neatly tied back in a bun and professional. Hair decorations are not to be visible.
8. Facial Hair: short and neatly trimmed
9. Fingernails: short natural (no longer than end of finger), well groomed, unchipped clear nail polish only. This is for client safety as well as infection control. **No Acrylic, gel, artificial nails** are allowed due to infection control issues.
10. Make-up: natural look, no excessive make-up. No bright eye make-up, blush or lipstick, **no artificial/false eyelash extenders.**
11. Fragrances/After shave lotion: Fragrances can be an airway irritant; for client, staff, and classmate's safety, heavy perfumes, aftershaves, or scents are not allowed in the classroom or clinical setting. A student will be dismissed from the clinical setting and given an absence for the day if a strong fragrance is detected by faculty or agency staff members.
12. Jewelry: watch and wedding band acceptable, earrings: **one** (1) pair small stud type (silver/gold/white) **worn at the natural earring location** is acceptable. Jewelry with stones could injure clients and are a potential source of infection. Body piercing, other than ear lobes, is not professionally appropriate and is not allowed on visible locations of the body; **no facial piercings or tongue piercings** allowed in a clinical setting.
13. Tattoos will need to be covered. Students will need to purchase approved long sleeve navy tee shirts from the uniform supplier to cover tattoos. Tattoos not covered by the uniform (neck, face) will need to be covered either with the use of makeup (that is designated to cover tattoos) or a bandage.

14. Sweaters cannot be worn in the clinical setting, only the approved navy-blue uniform coat or long sleeved tee shirt can be worn.
15. Absolutely no chewing gum and/or chewing tobacco or smoking is allowed while in uniform.

Skills Laboratory Dress Code

Students should be dressed and ready to go **prior** to laboratory:

1. Appropriate class attire including school tee shirt and scrub pants, school fleece jacket. **Picture ID badges must be visibly worn while in the school building.**
2. Shoes: closed style required, sneakers acceptable (**open toes/ sling backs/thong sandals, flip flops or clogs NOT acceptable**)
3. Name Pin or ID Badge **MUST** be worn
4. Hair: clean, neat and off the collar, out of the eyes, and tied back.
5. Facial hair: trimmed and neat
6. Fingernails: short natural (no longer than end of finger), well groomed, unchipped clear nail polish only. This is for client safety as well as infection control. **No Acrylic, gel, artificial nails** are allowed due to infection control issues.
7. Make-up: not excessive
8. Jewelry: watch and wedding band; earrings (1 pair, small stud type, silver/gold/white acceptable) **NO OTHER RINGS, BRACELETS OR NECKLACES**
9. All visible piercing such as eyebrow, ear cartilage, nose and tongue/lip **must be removed.**
10. Personal Hygiene: Mouthwash, soap/water, antiperspirant and shampoo should be used frequently.
11. NO perfume or aftershave. NO coffee or smokers' breath.

Student Conduct/Nursing Lab

The purpose of the practice lab is to assist the student to develop self-confidence in mastering the basic nursing skill required of a practical nurse. Students must complete prerequisite skills videos in order to be allowed into the laboratory.

Students must master basic nursing skills in the lab before being allowed to perform the skill in the clinical setting. There can be more than one way to perform a skill; however, to be consistent, the faculty expects that students utilize the method taught in class. In the clinical setting, implementation of a skill will follow the guidelines found in the procedure manual of each agency.

To pass the Fundamentals of Nursing lab component, students must attain a satisfactory outcome for each required skill.

Evaluation of a student's competency in each skill is determined by direct observation of the

student. Competency is established by attaining a satisfactory outcome on a skill set. If a student receives “unsatisfactory” on a skill set, the student must be remediated after school and will be reviewed by a different instructor.

The faculty believes that a relaxed atmosphere and a climate of sharing, promotes learning. However, some structure is necessary to ensure that students obtain the maximum benefit with the lab time available. The lab is set up to simulate the clinical area. Students are expected to be attentive to their hygiene and appearance in accordance with skills laboratory dress code and professional standards.

The following rules apply when in the lab:

1. Food and beverages are **never allowed**.
2. No sitting or lying on beds unless a student is playing the role of the patient. Socks are required when lying in bed.
3. When a student has been successfully signed off on a skill, the student can use this time to practice another skill or in a specific learning activity directed by the instructor.
4. There should be no yelling or loud talking during any lab
5. There will be no chewing of gum in the lab

Maintain the lab in a neat, clean manner; picking up papers, notebooks and the simulation area as if it was a patient/client room.

Student Expectations for Clinical Simulation Experiences

Simulation is defined by Gaba (2004) as “a technique, not a technology, to replace or amplify real experiences with guided experiences, often immersive in nature, that evoke or replicate substantial aspects of the real world in a fully interactive fashion” (p. i 2).

1. Simulation experiences are to be considered the same as your clinical patient experience and will be considered a clinical day (unless otherwise stated).
2. Clinical uniforms must be worn, and students are required to bring all necessary clinical equipment.
3. Clinical paperwork and preparation will be required prior to the simulation scenario.
4. It is expected that students will treat the experience as a patient encounter and will demonstrate appropriate respect for the patient and team members during practice.
5. When exiting the simulation experience, it is expected that the patient care area will be left in an appropriate manner; supplies replaced and put in appropriate cabinets.
6. Scenarios are not to be discussed with others outside the assigned peer group.
7. Recording of scenarios and student participation in scenarios will occur, and students will be given time to view their performance after debriefing.
8. Debriefing with instructors and peers will occur after the scenario, in a professional manner, with respect for all involved.

Observational Experiences

Students will be assigned to observational experiences as part of a clinical rotation. Students will follow guidelines and objectives for all observational experiences in various community settings. The student has the responsibility to complete the observational experience assignment and submit it to their clinical faculty as directed. The student must also return the paperwork completed by the staff at the observation experience to the clinical department head on the following Monday. The clinical faculty is responsible for assessing the student performance in meeting the objectives of the observational experience by reviewing and grading the assignments submitted. This will be graded as part of the student's clinical evaluation for the term.

Nursing Skills Laboratory (Lab) Make-up time

In order to achieve the course and/or program outcomes, students will need to make up lab time, but the day will still be counted toward your total absences. The availability of make-up time is dependent upon faculty and room availability. Time for make-up cannot be guaranteed to any student. Students are advised to be present at all classes, labs, and clinical experiences to ensure their successful completion of the program.

CPR Certification Requirement

Students are required to obtain and maintain American heart Association – Basic Life support (BLS) Provider Cardiopulmonary Resuscitation (CPR) Certification and maintain certification throughout the duration of the program. Students must present a valid document prior to the start of clinical experience. Students will not be allowed to participate in the clinical experience without current CPR certification, resulting in a clinical absence(s).

Adopted 7/17

Revised 5/19, 7/20, 6/21, 6/22, 4/23, 12/1/23

Section E –SCHOOL DISTRICT INFORMATION/POLICIES

Greater Fall River Vocational School District Bullying Prevention and Intervention Plan

Priority statements: Diman Regional Technical Institute School of Practical Nursing expects that all members of the school community will treat each other in a civil manner and with respect for differences.

- DRTISPN is committed to providing all students with a safe learning environment that is free from bullying and cyberbullying. This commitment is an integral part of our comprehensive efforts to promote learning, and to prevent and eliminate all forms of bullying and other harmful and disruptive behavior that can impede the learning process.
- DRTISPN will not tolerate any unlawful or disruptive behavior, including any form of bullying, cyber bullying, or retaliation, in our school building, on school grounds, or in school-related activities. We will promptly investigate all reports and complaints of bullying, cyber bullying, and retaliation, and take prompt action to end that behavior and restore the target's sense of safety. We will support this commitment in all aspects of our school community, including curricula, instructional programs, staff development, extracurricular activities, and parent or guardian involvement.

Harassment, Hazing, Bullying, and Retaliation

(The following is an excerpt from the full policy, which is found on the Diman website. Students are asked to review the full policy for discussion.)

It is the policy of the Greater Fall River School District to provide learning and working atmosphere for students, employees and visitors free from sexual harassment, bullying, cyber bullying, hazing, and intimidation, **these terms are referenced herein as” harassment”**.

Such action can occur on the basis of race, color, sex, religion, national origin, sexual orientation, or disability or for any other reason. Please familiarize yourself with the MA General Law chapter 269, section 17, which includes hazing, organizing or participating, Chapter 18 Failure to report hazing, Chapter 19, Reporting Hazing, and Chapter 71 School bullying which encompasses cyber-bullying located on the Diman Regional Vocational Technical High School’s home webpage.

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 employees’ or student's work or participation in school related activities

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. Students
alleged

to have engaged in cyber harassment will be required to attend a meeting at which the activity, words or images subject to the complaint will be reviewed. A student disciplined for cyber bullying will not be readmitted to the Program until s/he attends such a meeting.

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 will require disclosure of any or all information received. The principal/designee shall be responsible for assisting employees and students seeking guidance or support in addressing matters relating to any form of harassment.

STUDENT-TO-STUDENT HARASSMENT

Harassment of students by other students will not be tolerated in the Greater Fall River Vocational School District. This policy is in effect while students are on school grounds, school district property, or property within the jurisdiction of the school district, school buses, or attending or engaging in school activities.

Harassment prohibited by the district includes, but is not limited to, harassment on the basis of race, sex, gender identity, creed, color, national origin, sexual orientation, religion, marital status, or disability. Students whose behavior is found to be in violation of this policy will be subject to disciplinary action up to and including suspension or expulsion.

Harassment means conduct of a verbal or physical nature that is designed to embarrass, distress, agitate, disturb, or trouble students when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of a student's education or of a student's participation in school programs or activities.
- Submission to or rejection of such conduct by a student is used as the basis for decisions affecting the student, or;
- Such conduct has the purpose or effect of unreasonably interfering with a student's performance or creating an intimidating or hostile learning environment.

Harassment as described above can include, but is not limited to the following:

- Verbal, physical, or written (including texting, blogging, or other technological methods) harassment or abuse;
- Repeated remarks of a demeaning nature;
- Implied or explicit threats concerning one's grades, achievements, or other school matter.
- Demeaning jokes, stories, or activities directed at the student.

Procedures:

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

- causes physical or emotional harm to the victim or damage to the victim's property;
- places the victim in reasonable fear of harm to him/herself, or of damage to his/her property;
- creates a hostile environment at school for the victim;
- infringes on the rights of the victim at school; or
- materially and substantially disrupts the education process or the orderly operation of a school.

"Cyber-bullying" means bullying through the use of technology or any electronic communication, which shall include, but shall not be limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a:

- wire
- radio
- electromagnetic
- photo-electronic or photo-optical system, including, but not limited to, electronic mail, internet communications, instant messages or facsimile communications.

Cyber-bullying shall also include the creation of a web page or blog in which the creator assumes the identity of another person or knowingly impersonates another person as author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in the definition of bullying.

Cyber-bullying 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 can be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in the definition of bullying.

Bullying and cyber-bullying can occur in and out of school, during and after school hours, at home and in locations outside of the home. When bullying and cyber-bullying are alleged, the full cooperation and assistance of parents and families (as applicable) are expected.

For the purpose of this policy, whenever the term bullying is used it is to denote either bullying, or cyber-bullying.

Bullying is prohibited:

- On school grounds;
- On property immediately adjacent to school grounds;
- At school-sponsored or school-related activities;
- At functions or programs whether on or off school grounds
- On school buses or other vehicles owned, leased or used by the school district; or,
- Through the use of technology or an electronic device owned, leased or used by the district;

Bullying and cyber-bullying are prohibited at a location, activity, function or program that is not school-related or through the use of technology or an electronic device that is not owned, leased or used by the school district if the act or acts in question:

- create a hostile environment at school for the victim;
- infringe on the rights of the target at school; and/or
- materially and substantially disrupt the education process or the orderly operation of a school.

Reporting

- Students, who believe that they are a victim of bullying, observe an act of bullying, or who have reasonable grounds to believe that these behaviors are taking place, are obligated to report incidents to a member of the school staff. The victim shall, however, not be subject to discipline for failing to report bullying.
- Each school shall have a means for anonymous reporting by students of incidents of bullying. No formal disciplinary action shall be taken solely on the basis of an anonymous report.
- Any student who knowingly makes a false accusation of bullying shall be subject

to disciplinary action.

- Parents or guardians, or members of the community, are encouraged to report an incident of bullying as soon as possible.
- A member of a school staff shall immediately report any instance of bullying the staff member has witnessed or become aware of to the school principal or their designee.

Retaliation

- Retaliation against a person, who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying, shall be prohibited.

Victim Assistance

- The Greater Fall River Vocational School District shall provide counseling or referral to appropriate services, including guidance, academic intervention, and protection to students, both victims and perpetrators, affected by bullying, as necessary.

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.

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

DUTY TO REPORT HAZING

- 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. Students and employees of the District are obligated by law to report incidents of hazing to the police department. Whoever fails to report such behavior shall be subject to discipline.

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Complaints of Harassment:

If any Diman employees or students believe 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:
Superintendent-Director

Diman Regional Vocational Technical High School
251 Stonehaven Road
Fall River, MA 02723

This individual is 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:

The District will promptly and reasonably investigate allegations of harassment.

Retaliation against a student, because a student has filed a harassment complaint or assisted or participated in a harassment investigation or proceeding, is also prohibited. A student who is found to have retaliated against another in violation of this policy will be subject to disciplinary action.

Investigation: The Principal / Program Director or designee will investigate promptly all reports of bullying or retaliation and, in doing so, will consider all available information known, including the nature of the allegation(s) and the ages of the students involved. During the investigation, the Principal / Program Director or designee can, among other things, interview students, staff, witnesses, parents or guardians, and others as necessary. The principal or designee (or whoever is conducting the investigation) will remind the alleged aggressor, target, and witnesses that retaliation is strictly prohibited and will result in disciplinary action.

REGULATIONS FOR TITLE IX AND CHAPTER 62

Regulations relating to Title IX of the Education Amendments of 1972 (Federal legislation) and Chapter 622 of the Acts of 1971 (State legislation) are currently in effect at the Diman Regional Technical Institute School of Practical Nursing. These laws protect students from discrimination based on gender or physical disability.

Title IX prohibits discrimination based on gender in all educational activities and programs operated by public schools. Chapter 622 prohibits discrimination based on race, color, national origin and religion as well as gender.

Any student who feels they have been excluded from participation in, denied the benefits of, or subjected to discrimination from any educational program or activity at Diman Regional Technical Institute School of Practical Nursing on the basis of gender should bring their grievance (see Student Grievance Procedure SECTION E) to the Title IX Coordinator for the school – Director of Guidance (508-672-2891 ext. 1250).

Students who feel they have been deprived of their rights or discriminated against on the basis of Chapter 622 provisions (race, color, national origin, religion and gender) can file a grievance following the Student Grievance Procedure (SECTION E) with the Chapter 622 Coordinator Director of Guidance (see contact information above) or by filing a complaint with the: Office of Civil Rights

United States Department of Education Region 1
140 Federal St. 14th floor
Boston, MA 02110

Rev 12/1/23

***GRIEVANCE/APPEALS POLICY and PROCEDURE/STUDENT**

A grievance is hereby defined to mean “a dispute involving an academic or non-academic issue where there is an alleged violation, misinterpretation or inequitable application of any school policy/regulation”.

- Step 1 Present a problem to a faculty member in an informal manner.
- Step 2 If the situation is not resolved, it shall be presented to the Program Director in writing. This presentation shall occur within five (5) school days after Step 1. The Program Director will meet with the parties involved in order to resolve the grievance. The Program Director will respond, in writing, within five (5) school days.
- Step 3 If the situation is not resolved to the student’s satisfaction, the grievance shall be referred, in writing, to the Superintendent Director. A copy of the grievance shall accompany this appeal and shall be addressed within five (5) school days of the request.
- Step 4 If the problem is still not resolved, either party, within ten (10) school days after the reply of the Superintendent Director, can request a meeting with the School Committee for a hearing. All parties involved must be notified of the request.
- Step 5 If the problem is still not resolved or the grievant wishes to bypass the local procedure contact:
Council on Occupational Education
7840 Roswell Road
Building 300, Suite 325
Atlanta, GA 30350
770-396-3898/800-917-2081 Fax 770-396-3790 website: www.council.org

General Provisions

- A. Failure at any step of the procedure to communicate the decision of a grievance within the specified time limits to the aggrieved person shall permit the aggrieved party or parties to proceed to the next step.
- B. Failure at any step of the procedure to appeal the grievance to the next step within the specified time limits shall be deemed to be acceptance of the decision rendered at that step.
- C. Any party or participants in the grievance procedure by reason of such participation shall take no reprisals of any kind.
- D. The parties to the Superintendent-Director can submit a grievance that affects a group of people, or is of a general nature, in writing without involving the Program Director at **Step 2.**

Revised 3/12, 6/14, 7/15, 8/16, 6/21, 12/1/23

Student Sickness, Accidents, and Emergency Plan

Safety Manual: A Safety Manual binder is available in the administrator's office, all faculty offices, and classrooms. It is to be readily **VISIBLE** and **ACCESSIBLE**. All faculty and students should have thorough knowledge of the information contained in this plan.

Student Injury or Accident Procedure:

1. Call 911 in the event of a medical emergency
2. All student injuries or accidents must be reported to the Administration Team.
3. An accident report (available in the Administration office) must be completed within 24 hours of the incident.
4. If a student refuses treatment, notify Program director.
5. If an incident occurs, the student must provide a doctor's note to the Program Director before they return to school
6. If an injury occurs at clinical:
 - a. Call 911 in the event of a medical emergency
 - b. Follow agency protocols
 - c. File an accident report within 24 hours and report to Program Director
 - d. Student must obtain a doctor's note before returning to school

Building Evacuation Plan

Emergency Drills

Emergency drills are held to prepare for various natural and/or artificial crisis situations. All staff and students should follow emergency code protocols.

Fire Drills

Fire drills are conducted at least yearly and are an important safety precaution. It is essential that when the first signal is given, everyone should promptly clear the building by the prescribed route as quickly and orderly as possible.

Evacuation Procedure:

The following is the procedure regarding the evacuation of the LPN building during a fire drill or actual fire: The fire drill shall include the complete removal of all students, faculty, and staff by means of designated fire exits to the Bicentennial parking lot across the street. It is the responsibility of the faculty to ensure all students under his/her supervision have evacuated the building. If any student is unaccounted for, the Program Director is to be notified immediately.

Faculty are to explain and remind the students of the evacuation route as it relates to the classroom or lab postings.

Follow the evacuation route in the event of alarm sounding or "Fire" announcement.

The faculty are responsible to identify any student who will need assistance and provide assistance to evacuate, as needed.

Faculty and staff are to ensure all windows and doors are closed.

Faculty are to bring roster with them and call attendance once in the parking lot. Notify the Program Director immediately with any missing students.

Faculty and students will reenter the building once they receive an all clear from Program Administration.

If at any time there is a fire, the fire alarm must be pulled and the building evacuated. Call 911 Immediately with location. Program Director will call Superintendent/Director.

Program Administration will communicate with the fire department and signal an all clear, when appropriate.

TOBACCO USE BY STUDENTS

Effective June 18, 1993, smoking, chewing, or other use of tobacco products by staff, students, and members of the public shall be banned from all district buildings. All forms of tobacco use shall be prohibited on all district property. In addition, tobacco use by students is banned at all school-sponsored events, even if the event does not take place on school grounds. **Students cannot smoke while in clinical uniform.**

ALCOHOL, TOBACCO, AND DRUG USE BY STUDENTS PROHIBITED

A student shall not, regardless of the quantity, use or consume, possess, buy or sell, or give away any beverage containing alcohol; any tobacco product, including vapor/E-cigarettes, marijuana, Steroids, opioids, or any controlled substance. The School Committee prohibits the use or consumption by students of alcohol, tobacco products, or drugs on school property or at any school function.

Additionally, any student who is under the influence of drugs or alcoholic beverages or in possession of drug paraphernalia prior to, or during, attendance at or participation in a school-sponsored activity (clinical experiences/community observation experiences), will be barred from that activity and will be subject to disciplinary action including dismissal from the program.

Abuse of Regulated/Controlled Substances

The student's wellbeing and safety are paramount to their success in the program. Any change in physical, or mental health conditions must be reported to the Program Director as soon as they occur, are observed or are diagnosed (Refer to Student Health).

Use of prescribed medications by the student is not considered substance abuse, unless the student does not follow the prescribed uses and dosages of the prescribed medication. Substance abuse is defined by Lilley (2007) as "The use of a mood- or behavior-altering substance in a maladaptive manner that often compromises health, safety, and social and occupational functioning, and causes legal problems." To maintain a safe learning environment the Program Director will notify faculty regarding change in the student's health status and an alternate clinical assignment will be made available for the student as necessary. Additionally, any student who is under the influence of drugs or alcoholic beverages or in possession of drug paraphernalia prior to, or during, attendance at or participation in a school-sponsored activity (clinical experiences/community observation experiences), will be barred from that activity and will be subject to disciplinary action including dismissal from the program.

Abuse of regulated/controlled substances is strictly prohibited. All students are expected to abide by all laws regarding such substances. Non-prescribed controlled substance use is not allowed on Diman grounds or at any clinical agency. If any student is found to be in possession of, or under the influence of, any non-prescribed controlled substance; he/she will be subject to **immediate**

disciplinary action, including dismissal from the Program. Law enforcement agencies will be notified in all cases.

The following are considered regulated / controlled substances:

1. Alcohol
2. Illegal 'street drugs'
3. Misused prescription drugs
4. Over-the-counter drugs used for purposes other than those intended by the manufacturer
5. Any substance not included above but which creates a change in mental or physical behavior that can jeopardize yourself, or others', personal safety or well-being

Information on treatment is available through the Program Director's office. The Program, while abiding by the local, state and federal laws, will assist the student in finding appropriate counseling if requested.

Revised 3/12, 6/14, 7/15, 8/16, 8/17, 6/22, 12/1/23

SUBSTANCE ABUSE PREVENTION

The Massachusetts Substance Abuse Information and Education Helpline provides free and confidential information and referrals for alcohol and other drug abuse problems and related concerns. The Helpline is committed to linking consumers with comprehensive, accurate, and current information about treatment and prevention services throughout Massachusetts. Services are available Monday through Friday from 8:00 am to 10:00 pm and on Saturday and Sunday from 8:00 am to 6:00 pm., Language interpreters are always available. Call: (800) 327-5050.

TTY: (800) 439-2370. **Email:** helpline@hria.org

Search and Seizure

School officials maintain the right to seize items in a student's possession and to search school property assigned to a student under the following guidelines:

1. There is a **reasonable suspicion** to believe that items in possession are illegal or in violation of school rules or constitute a hazard to health and safety of the students or others.
2. Diman Regional Technical Institute will work cooperatively with law enforcement agencies and the K-9 unit to search school property.

Diman Regional Technical Institute assures that no individual rights will be violated in conjunction with the searches. Students who, in the opinion of any faculty member or administrator, may be in possession of, or under the influence of any controlled substance or may be in possession of any materials dangerous to the student or other students, can be asked to empty their pockets and/or possessions and will be subject to a search. Examples of items subject to this regulation include, but are not limited to, drugs, alcohol, weapons, pornography, stolen goods, fireworks, explosives, and/or tobacco products. It is not the intent of the school district to violate individual liberties; however, the obligation of the school is to provide a **safe environment conducive to learning** for all students.

Revised 12/1/23

Criminal Behavior

If a student engages in criminal behavior on school premises or at a clinical site, school personnel should request police to respond, after which issuance of a criminal complaint can occur. Within five (5) days of the reported incident, the investigating Police officer to the Superintendent of the school shall submit a report.

Disciplinary Sanctions

Infractions of Student Guidelines regulations pertaining to:

Smoking

Cell Phone (or any electronic device)

Inappropriate dress/preparation for classroom/lab/clinical

will be disciplined as follows:

- a. **FIRST offense** - verbal warning by the faculty
- b. **SECOND offense** – Student Incident Report or Clinical Warning/Probation by the Faculty
- c. **THIRD offense** - referral to the Program Director for suspension or dismissal from the program

Use of Tape Recorders

According to MA General Laws Chapter 272, s.99, *Interception of wire and oral communications*, [<https://malegislature.gov/laws/generallaws/partiv/titlei/chapter72/section99>] taping of any conversation whether oral or by wire, without the consent of all involved is a crime. Violation penalty is a fine of up to \$10,000 and a jail sentence of up to five years.

Disclosure of contents of an illegally recorded conversation, when accompanied by the knowledge that it was obtained illegally, is a misdemeanor that can be punished by a fine and imprisonment.

Students cannot tape a faculty lecture unless the student presents a written accommodation plan requesting to tape from the individual instructor. Taping devices must be on the desk and in plain view during class. No taping during quiz reviews. If such a request is allowed, students must sign the following statement:

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

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

Revised 5/12, 7/15, 8/16, 8/17, 7/19, 6/21, 12/1/23

Student Employment

Any student who is working while enrolled in School should discuss this with the Program Director.

In order to maximize student success in the PN Program, the Administration and faculty encourages all practical nursing students to devote as much time to their studies as possible and to minimize working commitments.

Latex Allergy Management

Students who have been identified as having a latex allergy/sensitivity or have been medically advised to avoid latex should coordinate with each clinical instructor and the Program Director to plan for his/her safety. Diman Regional Technical Institute School of Practical Nursing will try to provide a latex free environment; however, latex is not always easily identified in an academic environment. It is necessary for the student to monitor their environment for possible risk of exposure. Prior to the start of a clinical rotation, a student may request latex free gloves to be provided at the clinical site.

Procedure:

1. Nursing students who suspect or have a confirmed latex allergy must provide medical documentation.
2. Students with an allergy status will be required to sign a waiver, acknowledging their risk and responsibility for avoiding latex whenever possible.
3. The Nursing Department will make reasonable efforts to establish and maintain a clinical laboratory as free from latex as possible.
4. Efforts will be made to assign allergic students to clinical placements that limit latex exposure, if this information is reasonably available and can be determined.
5. Students agree to allow communication of their latex allergy status to appropriate clinical agencies by the Nursing Department to facilitate placement and planning.

Rationale: While latex allergy is recognized as a serious concern, most if not all-healthcare environments have been unable to create latex free environments; thus, students with a latex allergy will be at some risk while completing the program.

Protocol:

1. Students with concerns regarding a possible Latex allergy should bring this to the attention of the Program Director as soon as possible.
2. The Program Director will advise students prior to program admission of how to proceed with testing, documentation and waiver processes (see appendix for form)

Food or Medication Allergy Management

Students who have been identified as having a food/medication allergy/sensitivity or have been medically advised to avoid the identified food/medication should coordinate with each clinical instructor and the Program Director to plan for his/her safety. Food/medication allergy/sensitivity is a lifelong health issue, and the student will provide documentation of the verified allergen, a copy of the physician's order for the use of an EPI-pen or treatment plan, and the student will be responsible to have an EPI-pen on their person at all times if ordered by the physician. Diman Regional Technical Institute School of Practical Nursing will post signs identifying food/drink free areas within the practical nurse academic space. It is necessary for the student to monitor their environment for possible risk of exposure. Prior to the start of a clinical rotation, a student affected by food/ medication allergy/ sensitivity will notify their assigned clinical instructor.

Procedure:

1. Nursing students who suspect or have a confirmed food/medication allergy must provide medical documentation.
3. Students with an allergy status will be required to sign a waiver, acknowledging their risk and responsibility for avoiding the food/medication whenever possible.
4. Students who are prescribed an EPI-pen for this condition will present the EPI-pen physician's order and present the EPI-pen to the Program Director for expiration date verification at the beginning of the school year or when the treatment is issued to the student.
2. The Nursing Department will make reasonable efforts to establish and maintain an area as free from the food as possible.
3. Students agree to allow communication of their food/medication allergy status to appropriate clinical agencies by the Nursing Department to facilitate placement and planning.

Rationale: While food/medication allergy is recognized as a serious concern, most if not, all-healthcare environments have been unable to create an allergen free environment; thus, students with a food allergy/sensitivity will be at some risk while completing the program and the student accepts this risk.

Protocol:

1. Students with concerns regarding a possible food/medication allergy should bring this to the attention of the Program Director as soon as possible.
2. The Program Director will advise students prior to program admission of how to proceed with testing, documentation and waiver processes

APPENDIX A

ACKNOWLEDGEMENT FORM

I have received, read, and understand the **2023-2024 STUDENT GUIDELINES FOR
DIMAN REGIONAL Technical Institute SCHOOL OF PRACTICAL NURSING**

I acknowledge I have been through orientation and have been provided with a copy of the Student Guidelines of Diman Regional Technical Institute School of Practical Nursing. I have been informed of the rules of the school and the laws of the state including the Abuse of Regulated/ Controlled Substances Policy and know I can receive counseling or assistance through the administration.

I agree to abide by the rules and regulations of the Program and the policies and procedures of the school.

I have been informed that Diman Regional Technical Institute School of Practical Nursing requires a CORI/SORI check as enrollment criteria.

It has been explained to me that any time during the duration of my training at Diman Regional Technical Institute School of Practical Nursing, additional CORI/SORI checks, Nurse Aide Registry checks, drug analysis, and Federal background checks including fingerprints will be required, if requested.

I agree to submit to the required checks and pay any associated fees if requested. Failure to comply or meet agency standards is grounds for dismissal from the Program. The Program is not held liable to find alternative clinical experiences.

I understand the tuition refund policy and that failure to make any tuition payment in accordance with the published tuition payment schedule shall result in my termination from the PN Program.

Student Signature/Print Name

Date

Program Director

Date

APPENDIX B

NETWORK AND INTERNET ACCEPTABLE USE POLICY FOR STUDENTS

Diman Regional Technical Institute School of Practical Nursing provides technology resources to its DRTISPN students for educational purposes. The goal in providing these resources is to promote educational excellence in Diman by facilitating resource sharing, innovation and communication with the support and supervision of the faculty and administration. The use of technology is a privilege, not a right.

With access to computers and people all over the world comes the potential availability of material that may not be of value in the context of the school setting. Diman firmly believes that the value of information, interaction, and the available research capabilities outweighs the possibility that students may obtain materials not consistent with the educational goals of the district.

Diman Regional Technical Institute School of Practical Nursing expects that all students in the LPN program use the computers and computer networks in a responsible, ethical and respectful manner. This policy intends to clarify these expectations. Violations of this policy will result in disciplinary action, a loss of computer privileges, and if appropriate, legal action.

Diman Regional Technical Institute School of Practical Nursing will cooperate with local, state or federal officials conducting an investigation related to any allegedly illegal activities conducted through the Diman computer network. Further, any work on school computers generates an electronic record that will be subject to public disclosure.

Students cannot use personal laptop computers in school. Students who use school assistive technology devices must turn in the device at the end of each school year or upon request by a school administrator. Failure to do so, or damage or loss of such a device will result in the student being required to pay replacement costs.

Users are expected to abide by the following guidelines for acceptable use of technology resources including the Internet. Users are personally responsible for their actions in accessing and using the school's computer resources.

- Computers, peripherals, and other technologies, such as personal assistants, are to be used for legitimate educational activities.
- Use the Internet only to access educationally relevant materials. Use of "remote proxies" in an attempt to visit blocked websites is a violation of this policy.
- Illegal activities, including violation of copyright or other contracts, and unauthorized access including "hacking," are strictly forbidden.
- Respect the rights of copyright owners and do not plagiarize work that you find on the Internet.
- Cite your sources. The APA style for electronic sources is recommended. (<https://apastyle.apa.org/>)
- Use appropriate language and do not swear, use vulgarities, or any other inappropriate language.
- Do not participate in "chat rooms" or "instant messaging."

- Do not knowingly post or forward any information that is not true.
- Do not post private information about another person or post personal communications without the author's consent.
- Do not send any material that is likely to be offensive or objectionable to recipients.
- Do not reveal your personal address or phone number or the personal address or phone number of other students, faculty, or administration.
- Do not trespass into anyone else's files, folders, or work.
- Do not share your personal account with anyone or leave the account open or unattended.
- Do not use an account assigned to another user.
- Do not attempt to download or install any software.
- Do not do anything to damage any computer, software, system, or service that you are using and never send anyone else a file or command that may damage theirs.
- Network storage areas can be evaluated by network administrators to maintain system integrity and to ensure that the students are using the system responsibly.
- Computer storage space is not private, and contents can be viewed at any time.

It is unacceptable for users to access school resources for:

- furthering any political or religious purpose;
- engaging in any commercial or fundraising purpose;
- sending threatening or harassing messages;
- gaining unauthorized access to computer or telecommunications networks;
- interfering with the operations of technology resources, including placing a computer virus on any computer system, including the Diman system, accessing or sharing sexually explicit, obscene, or otherwise inappropriate materials;
- intercepting communications intended for other persons;
- attempting to gain unauthorized access to the Diman system;
- logging in through another person's account or attempting to access another user's password or files;

- sending defamatory or libelous material concerning a person or group of people;
- furthering any illegal act, including infringing on any intellectual property rights;
- downloading, uploading, or distributing any files, software, or other material that is not specifically related to an educational project;
- downloading, uploading, or distributing any files, software, or other material in violation of federal copyright laws; and
- students are not allowed to use teacher computers at any time.

Revised 12/1/23

Sanctions:

1. Violators will result in a loss of computer access.
2. Additional disciplinary action will be taken by the administration in accordance with existing practice regarding inappropriate language or behavior.
3. When applicable, law enforcement agencies will be involved.

APPENDIX C

Diman Regional Vocational Technical High School

Internet, Computer and Technology Acceptable Use Policy

Student Signature Page

After reading the Internet, Computer and Technology Acceptable Use Policy, please sign the following **Acceptable Use Policy** and return it to the

Nursing Program Office by

Thursday August 31, 2023

Failure to return a signed form will prohibit computer use until the form is returned

ACCEPTABLE USE STUDENT AGREEMENT

I have read the Internet, Computer and Technology Acceptable Use Policy. Failure to observe this policy shall result in termination of my Diman accounts. Any inappropriate activities will be grounds for disciplinary action up to and including termination of use. Diman will also advise law enforcement agencies of illegal activities conducted through any Diman resources and will cooperate fully with local, state, and/or federal officials in any investigation related to illegal activities conducted through Diman resources. I understand that the Internet is a worldwide group of hundreds of thousands of computer networks. I understand that Diman does not control the content of these Internet networks. I understand that I can keep this account as long as the procedures described in the District Internet, Computer and Technology Acceptable Use Policy are followed.

Student PRINTED Name: _____

Assigned Computer # _____

Student Signature: _____ DATE _____

APPENDIX D

LAPTOP PROTOCOL

Once you have been issued a numbered laptop, this is the only laptop you are authorized to use throughout the school year, while on school property. Students will not be allowed to use a laptop until a signed acknowledgement sheet has been returned.

Students will need to carefully unplug the laptop power source when removing the laptop from the cart and reconnect the power cord when returning the laptop.

Immediately upon encountering a problem with the laptop, it should be brought to the instructor’s attention and documented on the dated Laptop Sign-out Sheet. Any problem not documented immediately becomes the student’s responsibility.

No work should be saved on the laptop. Students should use flash drives or web-based storage to save their work. Students are required to use school email accounts only; no outside email accounts should be used.

Laptops should be powered off before returning them to the cart.

I, _____ understand my
responsibilities (Print Name)

regarding the use and maintenance of the laptop # _____ issued to me.

Signature: _____

Date: _____

Student Signature: _____ DATE _____

APPENDIX E

TEST WRITTEN QUERY FORM

Name: _____

Test name: _____

Test date: _____

Item number on test: _____

Why I believe the keyed answer is NOT correct:

What I believe to be the correct answer (provide rationale/evidence for your answer)

Reference: (cite one or two published references that support why you believe the keyed answer is incorrect) *A published reference is from an acceptable source such as a textbook, journal, or valid website.*

Revised 7/30/13, 6/14, 7/15, 8/16, 8/18, 6/22, 6/23

APPENDIX F

Food Allergy Release Form

Food/medication allergy/sensitivity has grown as a health care concern in recent years. It is imperative that all applicants and participants of a health care program be made aware of this concern.

I understand that, if I have been diagnosed with a food/medication allergy/sensitivity now or in the future, it is MY RESPONSIBILITY to pay the cost of any test to confirm the food/medication allergy/ sensitivity. I am responsible for supplying my own EPI-pen, (If Ordered by my physician), and I will always carry an active (Unexpired) EPI-pen on my person to meet my medical needs. I also understand that if I suspect; know that I may be or that I am allergic to any substance, it is MY Responsibility to inform the faculty and Program Director.

I hereby release Diman Regional Technical Institute School of Practical Nursing, its employees, and teaching affiliates from all liability that may be incurred as a result of participating in educational experiences in the nursing program.

STUDENT'S NAME (PRINT) _____ DATE _____

STUDENT'S NAME (SIGNATURE) _____ DATE _____

PROGRAM DIRECTOR (PRINT) _____ DATE _____

PROGRAM DIRECTOR (SIGNATURE) _____ DATE _____

APPENDIX G

DIMAN REGIONAL TECHNICAL INSTITUTE SCHOOL OF PRACTICAL NURSING

1082 Davol St. 2nd floor Fall
River, Massachusetts 02720
(508) 672-2970

Latex Allergy Release

Latex sensitivity and allergy has grown as a health care concern in recent years. Since a number of products used in healthcare are made of latex (gloves, syringes, tubing, etc.), it is imperative that all applicants to a health care program be made aware of this concern. Researchers suggest that early recognition and diagnosis of latex sensitivity may prevent the evolution of the sensitivity to more severe symptoms.

I understand that, if I am latex sensitive, it is MY RESPONSIBILITY to pay the cost of any test to confirm the latex sensitivity. I also understand that if I suspect or know that I may be or that I am allergic to latex, that it is my responsibility to inform the faculty and Program Director.

I hereby release Diman Regional Technical Institute School of Practical Nursing, its employees, and teaching affiliates from all liability, which may be incurred as a result of participating in educational experiences in the nursing program.

STUDENT'S NAME (PRINT)

DATE

STUDENT'S NAME (SIGNATURE)

DATE

PROGRAM DIRECTOR (PRINT)

DATE

PROGRAM DIRECTOR (SIGNATURE)

DATE

APPENDIX I

SEXUAL HARASSMENT FORM

I have received, read, and understand the **2023-2024 Sexual Harassment Policy**.
I agree to abide by the rules and regulations of the policies and procedures. I understand the definitions, effects, and the procedures for dealing with sexual harassment. I have read and understand the mandatory reporting as stated in Mass General Law Chapter 119, Section 51A.

Student Signature/Print Name

Date

Program Director

Date

1082 Davol Street, 2nd Floor
Fall River, MA 02720

ACADEMIC WARNING

Student:

[illegible]

LAST NAME

FIRST NAME

MI

Date:

Month Day Year

[illegible]

Course/Average:

Academic Warning: A student whose grade average is 75-79 is in danger of failing and will be placed on academic warning.

Recommendations:

- Read the assigned chapters in each section
- Join a study group
- Attend scheduled after school sessions for help
- Utilize learning resources in the course platform

I understand that a final average of 75% is required for each course in order to remain enrolled in the Practical Nursing program.

Student Signature

Date

Academic Advisor

Date

Program Director

ATTENDANCE

Probation

[illegible]

Month		Day		Year			
						20	

--	--

You are only allowed a total of **30/15** hours of absenteeism for the ENTIRE program. Students who miss 15 hours of attendance in Full Time and 7.5 hours in Part Time, will be placed on an attendance probation.

- Review student attendance policy in your Student Handbook
- Improve daily attendance

I understand that I cannot miss more than 30/15 hours in order to remain in the program.

Date

Date _____

Date _____

CLINICAL Warning

[illegible]

MI

						2	0		
--	--	--	--	--	--	---	---	--	--

Other: _____

Documentation review with clinical instructor

Date _____

CLINICAL PROBATION

[illegible]

Month		Day		Year			
						20	

_____ Skills _____ Failing Grade less than 75
 _____ Safety awareness/Unsafe practice _____ Attendance/tardiness
 _____ Clinical misconduct _____ Other: _____

The following are recommendations for displaying improvement:
 _____ Work one on one with Clinical Department Head or assigned Instructor for evaluation
 _____ Other

Failure to meet expectations by the above date will result in dismissal.

Date _____

Student:

[illegible][illegible]

YES **NO**

						2	0		
--	--	--	--	--	--	---	---	--	--

[illegible]

Signature: _____ Printed Name: _____

APPENDIX P

Diman Regional Technical Institute School of Practical Nursing

Starting Dates:

Orientation Part 1 - All FTD & PTD students	July 13, 2023 from 8AM-4PM
Orientation Part 2 – All FTD & PTD students	Aug. 30, 2023 dismissal 12pm
First Day of class- all students	Aug. 31, 2023 dismissal 12pm

Holidays and Vacations:

July 4, 2023	Independence Day
September 1, 2023	No School
September 4, 2023	Labor Day, no school
September 5, 2023	Classes resume
October 9, 2023	Columbus Day, no school
October 27, 2023	Professional Development Day, no school for students
November 10, 2023	Veterans Day observed, no school
November 22-24, 2023	Thanksgiving recess begins at 11:00 on 11/22/23
December 1, 2023	12:00 Early Dismissal
December 3, 2023	Open House 1-3pm
December 22, 2023	Holiday Break begins at 12:00 PM on 12/22/23
January 2, 2024	Classes resume
January 15, 2024	Martin Luther King Day, no school
February 19-23, 2024	Winter recess, no school
February 26, 2024	Classes resume
March 29, 2024	Good Friday – No school
April 15-19, 2024	Spring recess, No school
April 22, 2024	Classes resume
April 26, 2024	Skills USA, No school for students
May 3, 2024	Professional Development Day, no school for students
May 16, 2024	OVS Banquet
May 27, 2024	Memorial Day, No school
June 14, 2024	Last day of class
June 17, 18, 20, 2024	ATI Live Review
June 19, 2024	Juneteenth Day No School
June 21, 2024	Graduation Day

Full Time Day Program (40 weeks)

Term 1 (360 clock hrs.)	Term 2 (252 clock hrs.)	Term 3 (240 clock hrs.)	Term 4 (254 clock hrs.)
14 weeks	9 weeks	9 weeks	8 weeks
8/30/23 – 12/1/23	12/4/23 – 2/9/24	2/12/24– 4/26/24	4/29/24 – 6/21/24

Part Time Day Program – Year One (weeks 1 - 40)

Term 1 (360 clock hours)	Term 2A (252 clock hours)
28 weeks	12 weeks
8/30/23- 3/22/24	3/25/24 – 6/21/24

APPENDIX Q

Notification of Rights under FERPA for Postsecondary Institutions

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. (An “eligible student” under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution at any age.) These rights include:

1. The right to inspect and review the student's education records within 45 days after the day the Diman Regional Technical Institute School of Practical Nursing (“School” or “Institution”) receives a request for access. A student should submit to the Program Director a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student’s education records that the student believes is inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA.

A student who wishes to ask Diman Regional Technical Institute school of Practical Nursing to amend a record should write to the Program Director, clearly identify the part of the record the student wants changed and specify why it should be changed.

If Diman Regional Technical Institute School of Practical Nursing decides not to amend the record as requested, Diman Regional Technical Institute School of Practical Nursing will notify the student in writing of the decision and the student’s right to file a grievance regarding the request for amendment. Students must follow the Grievance procedure as outlined in the Student Guidelines.

3. The right to provide written consent before Diman Regional Technical Institute School of Practical Nursing discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

Diman Regional Technical Institute School of Practical Nursing discloses education records without a student’s prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official typically includes a person employed by the Diman Regional Vocational Technical School in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of the school who performs an institutional service of function for which the school would otherwise use its own employees and who is under the

direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the Diman Regional Vocational Technical High School.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Diman Regional Technical Institute School of Practical Nursing to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education 400
Maryland Avenue, SW Washington,
DC 20202

Additionally, FERPA permits the disclosure of PII from students' education records, without consent of the student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, § 99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution can disclose PII from the education records without obtaining prior written consent of the student —

- To other school officials, including teachers, within [School] whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in § 99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(3) are met. (§ 99.31(a)(1))
- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of § 99.34. (§ 99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the university's State-supported education programs. Disclosures under this provision will be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State- supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to

those programs. These entities will make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§ 99.31(a)(3) and 99.35)

- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§ 99.31(a)(4))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§ 99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§ 99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§ 99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§ 99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to § 99.36. (§ 99.31(a)(10))
- Information the school has designated as “directory information” under § 99.37. (§ 99.31(a)(11))
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of § 99.39. The disclosure will only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§ 99.31(a)(13))
- To the general public, the final results of a disciplinary proceeding, subject to the requirements of § 99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school’s rules or policies with respect to the allegation made against him or her. (§ 99.31(a)(14))
- To parents of a student regarding the student’s violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a)(15))

APPENDIX R

Crisis Services

REGION	Towns served	24-hour Access Number
Southern Coast	Acushnet, Carver, Cuttyhunk, Dartmouth, Duxbury, Fairhaven, Halifax, Hanover, Hanson, Kingston, Marion, Marshfield, Mattapoisett, New Bedford, Onset, Pembroke, Plymouth, Plympton, Rochester, Wareham	Child and Family Services of new Bedford (508) 996-3154
Fall River	Fall River, Freetown, Somerset, Swansea, Westport	Corrigan Mental Health Center (877) 425-0048
Taunton, Attleboro	Attleboro, Berkley, Dighton, Lakeville, Mansfield, Middleborough, North Attleboro, Norton, Raynham, Rehoboth, Seekonk, Taunton	Norton emergency Services (800) 660-4300
Rhode Island	Fellowship health Resources - Statewide	BH Link (401) 414-5465

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