25-26

Bristol-Plymouth Regional Technical School

Practical Nurse Program

Student Handbook

207 Hart Street, Taunton, MA

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

Disclaimer:

The Practical Nurse Program reserves the right to add and/or revise policies or information as needed to maintain the integrity of the nursing program or to adhere to district or regulatory standards. If a change becomes necessary, each enrolled student will receive written notification of the change via the student's school e-mail account.

Belonging

Persistence

Teamwork

Excellence

Creativity

Honor

GENERAL INFORMATION – Section A

This handbook has been prepared to acquaint the practical nurse student with the rules, regulations, and policies of the Bristol-Plymouth Regional Technical School Practical Nurse Program. Students are bound by all rules of the Bristol-Plymouth Regional Technical School and the Practical Nurse Program.

The Bristol-Plymouth School Committee is committed to providing all students with a safe and supportive school environment. Members of this school community are expected to treat each other with mutual respect.

Bristol-Plymouth's policy of nondiscrimination will extend to students, staff, the general public, and individuals with whom it does business. No person shall be excluded from or discriminated against in admission to a public school on account of race, color, sex, gender identity, religion, national origin, disability, sexual orientation, age, economic or homelessness status, or pregnancy or pregnancy-related condition. If someone has a complaint or feels that they have been discriminated against because of their race, color, sex, gender identity, religion, national origin, disability, sexual orientation, age, economic or homelessness status, or pregnancy or pregnancy-related condition, their complaint should be registered with the Title IX compliance officer.

Inquiries concerning the application of non-discriminating policies may also be referred to the Regional Director, Office for Civil Rights, U. S. Department of Education, 8th Floor, 5 Post Office Square, Boston, MA 02109-3921; (617) 289-0111, email: OCR.Boston@ed.gov.

If you have any questions concerning your rights and/or privileges stated in this handbook, please feel free to call your local student service center: Student Service Center, Massachusetts Department of Education, 350 Main Street, Malden, MA (617) 388-3300. Other numbers for information: Massachusetts Commission Against Discrimination, Boston, MA (617) 727-3990; Equal Opportunity Commission, Boston, MA (617) 565-3200.

PROGRAM APPROVAL

Bristol-Plymouth Regional Technical School is accredited by: New England Association of Schools and Colleges (NEASC).

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 02108-4619 Telephone: (800) 414-0168 www.mass.gov/dph/boards/rn	Effective 6/16/2025 This Program is a candidate for initial accreditation by: Accreditation Commission for Education in Nursing (ACEN) 3390 Peachtree Road NE, Suite 1400 Atlanta, GA 30326 Telephone: (404) 975-5000 www.acenursing.org

A copy of the MA Board of Registration in Nursing approval status is available by contacting the Practical Nursing Programs Coordinator in writing.

PROGRAM PHILOSOPHY

The faculty accepts and is committed to the following beliefs:

The philosophy of the Practical Nurse Program is congruent with the mission and philosophy of the Bristol-Plymouth Regional Technical School including a commitment to the core values of belonging, persistence, teamwork, excellence, creativity, and honor. The PN faculty recognizes and affirms a commitment to the mission and core values in the program philosophy.

The Practical nurse Program is a course of study that recognizes the student as a unique being with various needs. The curriculum promotes individual growth, including intellectually, culturally, socially, and spiritually. The curriculum prepares the student to assume a professional role in providing patient-centered care across the continuum.

All individuals are members of society and have many roles within that society. The curriculum recognizes the diversity of roles and the effect that the environment has upon the members of a society. It strives, therefore, to address the needs of individuals with respect to culture, family dynamics, and economic aspects of their environment.

As a nursing education program, it is important that the curriculum prepare practitioners who are able to function as collaborative members of the health care team. Utilizing the nursing process, graduates must provide safe, quality care for patients 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 concept~~s~~ of nursing as an art, a science, and a caring profession.

Practical nursing is an integral component of professional nursing practice and is based on scientific principles that establish evidence-based practices. Graduates are prepared to function safely, as entry-level practitioners who can critically think, make clinical decisions, effectively communicate, and utilize technology in providing care in a variety of stable environments. The program encourages professional accountability, acknowledging the practical nurse scope of practice including legal, ethical, and regulatory guidelines.

A meaningful instructor-student relationship must exist for learning to occur. It is the intent of the faculty to present the curriculum in an environment of mutual dignity and respect. Graduates are motivated to become lifelong learners with the goals of maintaining competence in a technological healthcare environment in order to meet the needs of diverse populations. Lifelong learning is also encouraged as a means of promoting career advancement.

ADVISORY BOARD

The Advisory Board assists the administration and faculty in reviewing and revising the Practical Nurse Program. Through diverse membership on the board, the faculty and director can draw on the individual perspectives, qualifications, and various experiences of a wide variety of constituents. This approach assures that practical nurse students obtain an appropriate and sound education. The Practical Nurse Advisory Board is composed of representatives from the following areas: the community, post-

secondary education, and from various settings of nursing practice including representation from acute care, rehabilitation, long term care, and community and residential settings.

PRACTICAL NURSE FACULTY

Ms. Joyce Contois, DNP, RN, CNE, Nursing Programs Coordinator

Mrs. Angela Arrowsmith, BSN, RN

Mrs. Laura DeCastro, MSN, RN

Mrs. Maureen Flanagan-Rocha, MSN, RN

Mrs. Lisa Melo, MSN, RN

Ms. Erin Senay, FNP-BC, RN

Mrs. Jennifer Venice-Wynne, MSN, RN

PROGRAM OUTCOMES

Upon program completion of the Practical Nurse Program, the graduate will be able to:

1. Apply clinical judgement to plan and provide holistic, compassionate, population specific care in a variety of settings.
2. Adapt methods of communication to interact effectively with patients and the healthcare team across the continuum of care.
3. Establish and maintain a culture of safety that ensures quality patient outcomes.
4. Demonstrate leadership and collaboration while maintaining legal, ethical, and regulatory nursing practices.

ACCOMMODATIONS DUE TO A DISABILITY

The student with a disability must be able to meet the essential eligibility requirements for licensure as a 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 education program, achievement of a pass grade on the National Council Licensure Examination (NCLEX), and demonstration of compliance with the Good Moral Character Licensure requirement.

Reasonable examination modifications will be provided to eligible students. Any accommodation provided 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 they have a disability; however, if the student wants an accommodation or other disability-related services, the student must identify as having a disability. Should a 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*, U.S. Department of Education, 2001, at: https://www2.ed.gov/about/offices/list/ocr/transition.html

A student requesting any type of accommodation should schedule a meeting with the Nursing Programs Coordinator. A student will be asked to provide documentation from an appropriate professional (e.g., physician, psychologist, or other qualified diagnostician) to demonstrate their current disability and the need for accommodations. This documentation should: (1) establish that the student has an impairment that substantially limits a major life activity, including supporting information (e.g., when and how the condition was identified, its likely duration); (2) describe in detail the student's functional limitations created by the impairment; and (3) indicate accommodations that are recommended for the student, along with explanations as to why they would be useful. Decisions about accommodations are made by the Nursing Programs Coordinator of the Practical Nurse Program, in consultation with the Section 504 Coordinator and Pupil Services Administrator as needed.

LICENSING INFORMATION

National Council of State Boards of Nursing (NCSBN) is an independent, not-for-profit organization through which state boards of nursing act and counsel together on matters of common interest and concern affecting public health, safety and welfare, including the development of nursing licensure examinations (the NCLEX-RN and NCLEX-PN).

Upon successful completion of the Practical Nurse Program, graduates are eligible to write the NCLEX-PN (National Council Licensure Exam for Practical Nurses) to obtain initial licensure. Each state has specific nursing education requirements that must be met for an individual to become licensed in that state. Below are the national, State of Massachusetts, and Bristol-Plymouth NCLEX-PN pass rates for the past 4 years. (Note that all graduates may not have tested by the time data is published. Graduates who did not test will not be considered in calculating BP pass rates).

NCLEX-PN Pass Rate Summary

YEAR	# 1st Time Testers	# 1st Time Passers	Program Pass Rate	MA Pass Rate	National Pass Rate
2021	36	35	100%	88%	79.60%
2022	21	21	100%	86%	80.00%
2023	38	39	100%	90%	86.80%
2024	29	28	96%	92%	88.38%

STUDENT LEARNING OUTCOMES ACROSS THE CURRICULUM

	TERM I	**Term II**	**Term III**
	At the end of Term I, the practical nurse student will:	At the end of Term II, the practical nurse student will:	Upon graduation, the practical nurse graduate will:
	KSA*	KSA*	KSA*
Evidence-Based Care *(nursing process, clinical judgment, patient centered care)* *Definition: The use of critical thinking and clinical judgement to provide holistic, evidence based care*	1. Begin to utilize the nursing process, fundamental nursing theory, critical thinking, and clinical judgement in the care of stable adult patients. 2. Incorporate basic pathophysiology and	1. Utilize the nursing process, critical thinking, and clinical judgment in determining and providing individualized patient care needs based on an alteration in health. 2. Apply knowledge of pathophysiology,	1. Apply clinical judgement to plan and provide holistic, compassionate, population specific care in a variety of settings.

that respects a patient's autonomy, culture, and values.	principles of nutrition to meet basic patient care needs.	growth and development, pharmacology, and nutrition in the care of patients with medical surgical conditions.	
Communication *(technology& informatics, teaching, documentation, reporting)* *Definition: the use of professional verbal and written communication skills to promote knowledge, facilitate care, and function effectively within the multidisciplinary team.*	3. Utilize therapeutic communication. 4. Recognize the importance of informatics, technology, and verbal and non-verbal communications within healthcare. 5. Begin to integrate patient teaching as part of the nursing care plan.	3. Adapt methods of communication to meet the unique learning needs of the patient and family.	2. Adapt methods of communication to interact effectively with patients and the healthcare team across the continuum of care.
Safety *(QI, systems based practice, med administration, biologic/physical/ environmental and age-related safety)* *Definition: the recognition and implementation of safe practices to minimize harm to patients and caregivers.*	6. Identify factors that affect patient safety. 7. Implement nursing care measures to ensure a safe environment.	4. Maintain individual and systems based practices' that minimize risk and ensure safety.	3. Establish and maintain a culture of safety that ensures quality patient outcomes.
Professionalism *(teamwork, collaboration, legal & ethical, leadership)* *Definition: Adheres to professional standards, ethics, and legal regulations governing the practice of nursing.*	8. Identify professional attributes and the unique role of the practical nurse as part of the healthcare team. 9. Acknowledge the regulatory, legal, and ethical principles governing nursing practice.	5. Demonstrate professional, legal, regulatory, and ethical attributes as a member of the healthcare team.	4. Demonstrate leadership and collaboration while maintaining legal, ethical, and regulatory nursing practice.

*KSA = Knowledge/Skills/Attitudes

EDUCATIONAL MOBILITY POLICY*

The purpose of the educational mobility policy is to guide practical nursing students from one educational level to another. "Educational mobility is a process by which individuals complete formal and/or informal educational offerings to acquire additional knowledge and skills. To the extent possible, educational mobility should build on previous learning without unnecessary duplication of that learning and be focused on outcomes." (American Association of Colleges of Nursing, 1998)

The faculty of the Practical Nurse Program supports the student in progressing to higher levels of education and designs the curriculum to provide a solid foundation for educational mobility. Students are encouraged to explore options to continue their education towards enrolling in Associate and Baccalaureate Degree nursing programs. Educational opportunities for LPN to ADN bridge programs are available at various community colleges, including Massasoit Community College and Bristol Community College. Fitchburg State and Worcester State Colleges both offer an LPN to BSN program.

CHANGE OF STUDENT INFORMATION

Whenever a student changes their name, address, or contact information, a Change of Information Form must be submitted. The form is available from the program secretary.

CLASS SCHEDULE

The day class meets Monday through Friday following the published school calendar (pg. 12). Class days begin promptly at 8:00 a.m. and end at 2:30 p.m. Clinical experiences are scheduled from 8:00 a.m. to 2:30 p.m. Lunch in the Day Program is from 12:00 p.m. to 12:30 p.m. unless otherwise indicated.

Evening classes meet Monday, Tuesday, and Wednesday following the published school calendar (pg. 12). Evening classes begin promptly at 4:00 p.m. and end by 9:30 p.m. as indicated on the weekly schedule. Clinical experiences are scheduled from 4:00 pm to 10:30 pm. Dinner break in the Evening Program is from 6:00 p.m. to 6:30 p.m. unless otherwise indicated.

Class schedules will be posted during the previous week and are subject to change due to inclement weather, or local or state mandates. In the event that the schedule needs to be changed after publication, a revised schedule will be posted and sent to all students via their B-P e-mail address.

SCHOOL CANCELLATION ANNOUNCEMENTS

In case of severe weather that necessitates cancelling or delaying the start of the school day, a "no school" or "delay start" notice will be broadcast on the TV stations listed below and on the B-P website: www.bptech.org

TV Channels: WCVB (5) WHDH (7 & 56) WBZ (4) WFXT (25) NECN

RI Broadcasters Association (RIBA)

PARENT SQUARE SYSTEM

Bristol-Plymouth utilizes the Parent Square System to communicate important announcements, emergency situations, or class cancellation/delay start information. A phone call will be placed to each student's designated telephone number(s). Students are responsible to notify the Practical Nurse Program secretary whenever there is a change to their designated telephone number(s).

2025 – 2026 SCHOOL CALENDAR

SEPTEMBER - 20 Days

M	T	W	T	F
X	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

1 – Labor Day Holiday
2 – Teachers Report
3 – All Students Report

OCTOBER - 22 Days

M	T	W	T	F
		1	2	3
6	7	8	9	10
X	14	15	16	17
20	21	22	23	24
27	28	29	30	31

13 - Columbus Day
18 - Open House

NOVEMBER - 16 Days

M	T	W	T	F
3	4	5	6	7
X	X	12	13	14
17	18	19	20	21
24	25	26	X	X

10-11 - Veterans' Day Observed
26 - Noon Release
27-28 - Thanksgiving Recess

DECEMBER - 17 Days

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	X	X	X
X	X	X		

Dec. 24- Jan. 2 - Recess

JANUARY - 19 Days

M	T	W	T	F
			X	X
5	6	7	8	9
12	13	14	15	16
X	20	21	22	23
26	27	28	29	30

1 – New Year's Day
19 – Martin Luther King Jr. Day

FEBRUARY - 15 Days

M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
X	X	X	X	X
23	24	25	26	27

16-20 - Winter Recess

MARCH - 21 Days

M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	X	19	20
23	24	25	26	27
30	31			

18 - Full PD Day for Staff

APRIL - 16 Days

M	T	W	T	F
		1	2	X
6	7	8	9	10
13	14	15	16	17
X	X	X	X	X
27	28	29	30	

3 - Good Friday
20-24 – Spring Recess

MAY - 20 Days

M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
X	26	27	28	29

25 – Memorial Day

JUNE - 14 Days

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	X
22	23	24	25	26
29	30			

19 – Juneteenth Day

SCHEDULE OF TERMS

DAY PROGRAM – 40 weeks

Semester 1 **(**September – December)
Term I Start: September 3, 2025
End: December 19, 2025

Semester 2 **(**January – June)
Term II Start: December 22, 2025
End: May 1, 2026

Term III Start: May 4, 2026
End: June 26, 2026

EVENING PROGRAM – 80 weeks

Semester 1 (September -May)
Term I Start: September 3, 2025
End: May 1, 2026

Semester 2 (May – June)
Term II Start: May 4, 2026
End: June 24, 2026

Semester 3 (September – February)
Term II (resumes in year 2 of program)
Start: September 2026
End: February 2027

Semester 4 (March – June)
Term III Start: March 2027
End: June 2027

ESTIMATED PROGRAM COSTS

Pre-Entrance Costs	
Application fee	$40.00
Pre-entrance testing	$90.00
Fees	
Lab/equipment/resource fee (Mandatory for all students. Includes liability insurance for the length of the program, ATI competency testing, graduation pin, lab/clinical supplies and resources.)	$800.00
Tuition	
In-District Day Program	$7,500.00
Out-of-District Day Program	$8,500.00
Out-of-State Day Program	$9,500.00
In-District Evening Program (2021-2023)	$9,500.00
Out-of-District Evening Program (2021-2023)	$10,500.00
Out-of-State Evening Program	$11,500.00
Student Uniform	
Scrub jacket (optional)	$35.00*
Pants	$25.00*
Top/Shirt	$30.00*
Nursing shoes	$50.00*
Watch with second hand	$30.00*
Books	
See required textbook list	$700.00*
Graduation Expenses	
1 Graduation uniform	$50.00*
Licensure	
NCLEX-PN Pearson Vue test	$200.00*
MA BORN Licensure application fee	$230.00*

Costs are estimated and are subject to change

REQUIRED TEXTBOOK LIST 2025-2026

Author	Title	Year	Publisher
Bristol-Plymouth Required Books for 2025-2026			
Mazur & Litch	Lutz's Nutrition and Diet Therapy, 8th ed.	2022	F. A. Davis
Myers	LPN Notes: Nurse's Clinical Pocket Guide, 6th ed.	2025	F. A. Davis
Thompson	Understanding Anatomy and Physiology, Text, 4th ed.	2025	F. A. Davis
Thompson	Understanding Anatomy and Physiology Workbook to Accompany, Text, 4th ed.	2025	F. A. Davis
Williams & Hopper	Understanding Medical-Surgical Nursing Text, 7th ed.	2022	F. A. Davis
Burton & Smith	Fundamentals of Nursing Care, 4th ed.	2022	F. A. Davis
Davis Digital only	Davis Advantage LPN/LVN Completer Set Completer set contains (6) E-books: P*harmacology, Safe Maternity & Pediatric Nursing Care, Mental Health Nursing, Nursing Leadership, Caring for Older Adults Holistically, and Journey Across the Life Span*.	2025	F. A. Davis
Davis Digital only	Davis Nursing Consult: *Taber's Medical Dictionary, Lab & Diagnostics tests, and Davis's Drug Guide*	2022	F. A. Davis
Bristol-Plymouth Recommended Books for 2025-2026			
Burton, Smith	Study Guide for Fundamentals of Nursing Care, 4th ed.	2022	F. A. Davis
Williams & Hopper	Study Guide for Understanding Med-Surg. Nursing, 7th ed.	2022	F. A. Davis

ADMISSION POLICY*

The purpose of the admissions policy is to inform and guide prospective applicants through the admissions process at Bristol-Plymouth Practical Nurse Program.

The Admission Policy is included in the Application for Admission packet and can be accessed on the program website by clicking on the link Practical Nurse Program Admission Policy. See "Dismissal Policy", Social Media Policy and "Bullying, Cyber-Bullying, Intimidation, Harassment and Retaliation". Behaviors described in these three (3) policies apply also to any person seeking admission to the Program. These behaviors will render a person to be considered ineligible for admission.

WITHDRAWAL OF ADMISSION

Bristol-Plymouth Regional Technical School and Practical Nurse Program reserves the right to withdraw admission to any individual who is the subject of a criminal charge or is found to have an unsatisfactory CORI as determined by the Superintendent, an unsatisfactory SORI, or a candidate who does not meet the Board of Registration in Nursing Good Moral Character requirement.

In addition, Bristol-Plymouth Practical Nurse Program reserves the right to withdraw admission to any individual who does not meet the requirements under "*Additional Requirements*" according to the Admission Policy. This policy can be accessed on the program website by clinking on the following link: Practical Nurse Program Admission Policy

DEFERRAL OF ADMISSION

Students who received acceptance in the Practical Nurse Program who are not able to attend will have the opportunity to request a deferral of acceptance for one admission cycle (one year for the full-time day program and two years for the part-time evening program). Requests for deferral must be made in writing to the Nursing Programs Coordinator. In addition, the seat deposit must be paid in full. Applicants may request a deferral one (1) time only. If a student is unable to attend the next program cycle, they must start the admission process over. To activate a deferred admission status, the applicant must within the year:

1. Notify the Nursing Programs Coordinator by March 1st of the following year via letter or email confirming intent to return.
2. Complete an interview with the Nursing Programs Coordinator.
3. Comply with all current admission requirements.

TUITION PAYMENT

Tuition is due per the terms of the student's Tuition Contract. Students electing a payment plan must make monthly payments to attend class/clinical. Students opting to pay tuition in full must do so by the stated due date on the Tuition Contract. Failure to adhere to the terms of the Tuition Contract will prevent a student from beginning the program, from continuing attending class/lab/clinical, and will lead to being dismissed from the program.

TUITION REFUND POLICY

A student who withdraws from the program must notify the Nursing Programs Director. Withdrawing with a full refund of tuition paid (minus the equipment/lab fee and seat deposit) is applicable up to 10 days before the first day of classes. Withdrawal or removal from the program within 9 days before classes begin through the fourth week of class will be prorated. The following schedule determines the refund issued to the student according to the withdrawal date:

Up to 10 days before the beginning of class	*100% of paid tuition refunded**
9 days before classes begin through week 4 of class	*50% of paid tuition refunded**
After week 4 of class	*No tuition refunded**
****The equipment/lab fee and seat deposit are non-refundable***	

For students returning from a Leave of Absence and paying a pro-rated tuition to repeat courses or a term, tuition will be refunded according to the same schedule. Refund is based on paid pro-rated tuition only. Tuition paid prior to the Leave of Absence is excluded.

ADVANCED PLACEMENT POLICY*

The purpose of the Advanced Placement policy is to guide practical nurse students who have received prior coursework to allow entrance to the nursing program at a level beyond Term I.

No advanced placement is granted in the Practical Nurse Program. All courses must be completed at Bristol-Plymouth Practical Nurse program in the sequences dictated by the curriculum unless credit has been granted per the transfer of credit policy.

MILITARY ADVANCED PLACEMENT/TRANSFER OF CREDIT POLICY*

The purpose of the Military Advanced Placement policy is to guide practical nurse students who have gained healthcare related skills through military service receive course credit for prior coursework, allowing entrance to the nursing program at a level beyond Term I.

No advanced placement for a Military Health Care Occupation is granted in the Practical Nurse Program. All courses must be completed at Bristol-Plymouth Practical Nurse program in the sequences dictated by the curriculum unless credit has been granted per the transfer of credit policy.

For students with military service, the Bristol-Plymouth Practical Nurse Program is recognized as a GI Bill approved school. Please refer to your specific veteran's administration to see if you qualify. All forms and documents including and not limited to Certificate of Eligibility must be submitted to the program secretary prior to start of school.

TRANSFER OF CREDIT POLICY FROM OTHER INSTITUTIONS*

Transfer of credit for non-nursing courses

The purpose of the transfer of credit policy is to guide Bristol-Plymouth Practical Nurse Program students through the process of having previously completed courses evaluated for transfer credit.

Bristol-Plymouth Practical Nurse Program reserves the right to accept transfer credit for select non-nursing course(s) completed at an accredited/approved post-secondary institution, college, or university when comparable in scope and content to the course(s) offered at Bristol-Plymouth. Non-nursing courses eligible for transfer are identified below:

Course to transfer	Time frame	Required grade	Notes
Anatomy & Physiology	Within 3 years	C+ or greater	Must meet requirements for A&P I and II
Microbiology	Within 3 years	C+ or greater	*Integrated in our Program's A&P course
Human Growth & Development	Within 3 years	C+ or greater	Must meet course requirements for: Abnormal Psych, Child Psych and Human Growth & Dev.
Nutrition	Within 3 years	C+ or greater	

Transfer of credit is based on the following documentation being submitted and criteria being met:

1. Completed the admissions process with paid seat-deposit to the nursing program.
2. Completed the "TRANSFER OF NON-NURSING COURSE CREDIT" form.
3. Transfer credit(s) must have been completed within the last three (3) years.
4. The credit or clock hours and course objectives must be comparable to the course offered by Bristol-Plymouth Practical Nurse Program.
5. An official transcript indicating a grade of C+ (77) or better.
6. The published course description, from the college/school where the course was taken. This may include a link to the on-line course catalog.

Submitted materials will be reviewed by the Nursing Programs Coordinator for consideration of any transfer of credit. The Nursing Programs Coordinator will request additional course materials for clarification, including but not limited to, course syllabus or outline. Students will be notified via email when a transfer of credit is awarded or not awarded. Acceptance of transfer credit will result in a reduction of course load. Students granted transfer credit will be required to pay full program tuition and have the option to audit any or all of the courses transferred. Upon graduation, the Official Transcript will reflect that any transfer of credit course(s) are recorded as (TC). A final grade is only recorded for courses taken at Bristol-Plymouth Regional Technical School.

AUDITING A COURSE

Students will be allowed to attend all scheduled classes but will not turn in assignments or take exams in a course they received a transfer credit(s) in. Students cannot repeat audited class for credit.

COURSE EXEMPTION POLICY*

Bristol-Plymouth Practical Nurse Program does not offer course exemptions.

TRANSFER WITHIN THE PRACTICAL NURSE PROGRAM

A student wishing to transfer within the program must consult the Nursing Programs Coordinator and submit a written request stating the reason for the transfer. The Nursing Programs Coordinator will then meet with the student to discuss the need and feasibility of the transfer based upon course sequencing and seat availability. If a transfer is deemed feasible, the student will be transferred. Alternatively, the student will be placed on a waitlist. Each transfer request is handled on an individual basis. The appropriate tuition rate will be applied at the time of transfer. No reduction or refund in tuition is applied.

GRADUATION POLICY*

The purpose of the Graduation Policy is to provide Bristol-Plymouth Practical Nurse students with information regarding graduation requirements, process, and procedural resources.

Graduation is defined as the successful completion of the Practical Nurse Program's educational requirements. The graduation date is the official completion date of the program.

Practical Nurse students are eligible for graduation upon successful completion of each of the following criteria:

1. A passing grade of 75% or better in all academic courses.
2. Satisfactory performance of all clinical objectives.
3. Meeting all financial obligations.
4. Fulfillment of attendance requirements.

Bristol-Plymouth Practical Nurse Program graduation takes place in late June for both program options (odd years for the part-time program). Students receive a pin and certificate of graduation from the Practical Nurse Program during the graduation ceremony. Graduates of the program are eligible to apply to take the NCLEX-PN licensure examination. Graduates anticipating licensure in the Commonwealth of Massachusetts must comply with the Good Moral Character (GMC) requirement for licensure.

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 Nurse 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.

CAREER PLACEMENT SERVICES

Appropriate nursing-related positions for practical nurse students are posted on the Day and Evening bulletin boards in the Practical Nurse building. An annual job fair is held in the spring for students to become acquainted with the current job market and to explore employment opportunities offered by area healthcare facilities. Recruiters from fields of education and the military are also included.

CORI/SORI REQUIREMENT

All students will have a *Criminal Offender Record Information* (CORI) and a *Sex Offender Registry Information* (SORI) done through Bristol-Plymouth Regional Technical School. In addition, any affiliating clinical facility reserves the right to conduct a CORI and/or SORI prior to a student's clinical affiliation or at any time. The outcome of the CORI and/or SORI will impact the student's ability to participate in the program or clinical experiences. All clinical facilities have the right to refuse to have a student affiliate based on the student's CORI and/or SORI finding. Since graduation requires completion of all components of nursing courses, including clinical and

academic components, the student who is refused a clinical affiliation based on their CORI and/or SORI would not be able to complete the program and would not graduate.

DRUG SCREENING TEST REQUIREMENT

The use of any illegal drug or decriminalized drug while participating as a student at the Bristol-Plymouth Practical Nurse Program is prohibited. All students are required to complete a drug screening test no sooner than *one month prior* to the first scheduled day of classes for the Practical Nurse Program. Refusal to comply with this policy will result in dismissal from the Program. Students are subject to additional drug screenings during their enrollment as indicated in the "Impaired Student Policy.

Students must contact their health care provider (HCP) to obtain a **10-Panel Drug Screening** Test including expanded opiates. Students must provide their test results to the Nursing Programs Coordinator.

A positive drug result requires documentation from the student's HCP attesting that the identified drug is legally prescribed. Failure to submit HCP documentation will result in withdrawal from the Program.

GOOD MORAL CHARACTER COMPLIANCE

Applicants for initial licensure by examination from the Massachusetts Board of Registration in Nursing must comply with the "Good Moral Character" (GMC) requirement as specified by M.G.L. Chapter 112, sections 74, 74A, and 76. The Massachusetts Board of Registration in Nursing requires all applicants to answer specific questions related to criminal and disciplinary history and consent to a background check to be conducted by the Massachusetts Department of Children and Families (DCF), as well as a Criminal Offender Record Information (CORI) and Sex Offender Registry Information (SORI) check. Findings by the Massachusetts Board of Registration in Nursing in evaluating an applicant for licensure will present a barrier to the applicant in their eligibility for nursing licensure. Further information can be found online at https://www.mass.gov/service-details/good-moral-character-requirements-for-nursing-licensure

BLS FOR HEALTHCARE PROVIDERS REQUIREMENT

Students are required to obtain and maintain Basic Life Support for Health Care Providers, which includes infant, child, and adult CPR and automated external defibrillator (AED) certification throughout the program. Students must submit proof of certification prior to the start of school and whenever certification is renewed. A student is not allowed to attend clinical experiences without current certification.

MATH REQUIREMENT

Pharmacological calculations are based on a sound knowledge of mathematical functions and are an integral part of nursing practice. Students must demonstrate and maintain competency in basic

math functions as well as the ability to use the metric system to perform several pharmacologic calculations.

Students will take a Basic Math Competency Test during the first week of classes which includes addition and multiplication of fractions; addition, subtraction, multiplication and division of decimals; and ratio/proportion problems. A passing grade is 80% and is required to begin pharmacologic calculations content. Remediation and repeat testing is offered for students who do not achieve 80% or higher. (Students are recommended to remediate by using online sites such as Math.com or KhanAcademcy.com). Day students must pass the Basic Math Competency Test by the end of Week 3 in Term I. Evening students must pass the Basic Math Competency Test before the end of Week 4 of Term I.

A student who does not pass the Basic Math Competency Test by the due date cannot continue in the program and will be required to take a Leave of Absence. In Term II, all students must pass the Term II Math Competency Test before being allowed to pass medications in the clinical setting in Term II. In Term III, all students must pass the Final Math Competency Test with 100% accuracy before being allowed to pass medications in the clinical setting in Term III.

HEALTH CLEARANCE & IMMUNIZATION REQUIREMENTS

In accordance with the Massachusetts Board of Registration in Nursing regulations, candidates for admission to a nursing education program must provide satisfactory evidence of compliance with the Massachusetts Department of Public Health immunization requirements. (See Appendix D) Inability to obtain health clearance or documentation of all required immunizations will result in Withdrawal of Admission. Once matriculated, failure to maintain updated health and immunization documentation will exclude the student from attending clinical practice until proper documentation is received and a clinical absence(s) will be recorded per the absentee policy.
Affiliating clinical agencies are allowed to request additional documentation such as additional immunizations and drug testing.

Please note clinical agencies with which the practical nurse program is affiliated with can have standards that exceed those of the MA Department of Public Health and, as a result, Bristol-Plymouth Practical Nurse Program cannot make any exceptions. Clinical agencies can deny at any time the student's participation in clinical activities until the student meets the standards of the affiliating agency. Failure to provide all required clinical affiliation immunization documentation will exclude a student from clinical practice and jeopardizes meeting course objectives.

HEALTH INSURANCE REQUIREMENT

All students are required to submit proof of health insurance and must maintain insurance coverage while they are enrolled in the Practical Nurse Program. Failure to do so will result in Withdrawal of Admission or dismissal from the program.

MEDICAL CLEARANCE FOR RE-ENTRY

A student who has been absent more than four (4) consecutive days or is returning from a Leave of Absence (LOA) due to a mental, emotional, or physical illness, injury, or condition, must provide medical documentation from their healthcare provider of clearance to return to class and clinical experiences. A student is responsible for notifying the Nursing Programs Coordinator of any

condition or injury sustained while in school or outside of school as it can affect their ability to safely and fully participate in the program. Even if the student has not been absent, medical documentation to substantiate the student's well/safe return to classroom and clinical experiences will be required. (See Appendix E.)

ATTENDANCE POLICY*

The purpose of the Attendance Policy is to guide students regarding the requirements of the Practical Nurse Program to enhance the opportunity for successful completion of required course objectives and support success within the program.

The Bristol-Plymouth Practical Nurse Program believes that attendance is the responsibility of the student and thus a matter of professional accountability. Classes, lab and clinical experiences for the DAY program are held Monday through Friday from 8:00 a.m. to 2:30 p.m. Classes, lab and clinical experiences for the EVE program will be held on Monday, Tuesday, and Wednesday, from 4:00 p.m. to 10:30 p.m.

Attendance Requirements:

1. Students are expected to be on time and attend all classes, lab, and clinical experiences as scheduled.
2. Attendance is recorded at the beginning of each class, clinical, and lab by faculty or the program secretary
3. Students are responsible for all content and assignments, regardless of the reason for missing class, clinical, or lab.
4. Students will be issued a summary of their absenteeism hours at the end of each term and when necessary.
5. A student who is absent three consecutive days without notice will be automatically dismissed from the program

Students are expected to attend all class, lab and clinical experiences as scheduled. The full-time and part-time options of the Practical Nurse Program are scheduled to meet the regulations of the Massachusetts Board of Registration in Nursing in terms of extending over a period of time sufficient to deliver the curriculum. Attendance is a requirement of progression and graduation.

Attendance is documented daily and computed on a cumulative basis, which includes tardiness, dismissals, and absenteeism. The Nursing Programs Coordinator will monitor attendance.

- **Absenteeism** (or **absence)** is defined as missing a full scheduled day (i.e., class, lab or clinical experience).
- **Tardiness** is defined as arriving after the designated start time for any class, lab, or clinical experience. Any time missed due to being tardy will be logged and counted towards total absenteeism time.
- **Dismissal** is defined as leaving early before the scheduled end time of a class, lab, or clinical experience. All time missed due to leaving early will be logged and counted towards total absenteeism time.

ABSENTEEISM

ACADEMIC (CLASSROOM and LAB*) ABSENCES*: A total of 30 hours in the full-time program and 15 hours in the part-time program (per year) is allowed for unexpected illness or personal issues. Students are expected to keep track of missed class hours. Students are responsible for obtaining missed course material.

CLINICAL ABSENCES: A total of three unexcused clinical absences per program year in both the day and evening options is allowed. A student who is absent more than the stated policy is required to make up missed clinical time to be eligible for progression (see Make-Up Policy). Clinical absences in excess of 10% of total scheduled hours will be deemed "excessive absenteeism" and the student will be dismissed from the program

A student must meet with the Nursing Programs Coordinator when the maximum amount of unexcused absences has been used. The student will receive an attendance probation notice indicating required make-up time.

EXCUSED ABSENCES:

Excused absence is defined as serious unpredictable and unavoidable circumstances outside the control of the student, which prevents the student's attendance. Excused absence includes but is not limited to the following circumstances:

- **Personal/Family Emergency or Bereavement**: limited to a death in the immediate family or a severe illness or emergency (student or immediate family) that requires hospitalization. Immediate family is defined as a spouse, significant other, child, step-child, parent, step-parent, sibling, or grandparent.
- **Personal Hardship:** Homelessness, fire and/ or flooding of residence.
- **Communicable Illness:** Examples include influenza, Covid-19, Streptococcal infection.
- **Military Obligation**: Orders to report for military duty (active duty, training, etc.).
- **Court Date:** Examples include Jury Duty (note that long-term service will interfere with meeting program objectives and will require the student to take a leave of absence) and court-ordered appearances.

Students must provide documentation for the absence(s) to be considered excused. The Nursing Programs Coordinator will determine if documentation submitted qualifies for an excused absence. All evidence/documentation provided will be treated confidentially.
Note: All excused hours must be made up but will not be counted towards total absenteeism time.

Routine dental, medical, or other personal appointments, should not be scheduled during class or clinical hours as they are not excusable.

TARDINESS:

Classes begin promptly as scheduled and students are expected to be on time for class and clinical. A student who is not in the classroom or at the clinical site prepared to begin their clinical experience at the scheduled time is considered tardy. Tardiness will be documented and will be noted on the student's academic and clinical evaluations as appropriate. Tardiness is calculated into a student's attendance. In an effort to prevent disruptions to class, tardy students are not allowed into class until

the next class break or upon authorization by the classroom instructor. Excessive tardiness will prevent a student from meeting the professional criteria on the clinical evaluation, and it will result in the student being placed on a learning contract. If improvement is not demonstrated, dismissal from the program will result.

REPORTING ABSENCE OR TARDINESS
Students **must report** all academic and/or clinical absences/tardiness to the program secretary (by calling 508-823-5151, ext. 240) ***and*** to the clinical site if the occurrence takes place on a clinical day. Telephone numbers for each clinical site are listed under Clinical Site Information. A student who is absent 3 consecutive days without notice will be dismissed from the program. A student who is tardy on a class/lab day must sign-in upon arrival at the secretary's desk. Notification by e-mail is not acceptable.

A student who is **more than 20 minutes late on a clinical day will NOT be allowed** to attend clinical on that day; the student will be dismissed from clinical that day and considered absent. If at all possible, absences should be reported at least an hour in advance of clinical start time.

MAKEUP POLICY

Makeup hours will take place outside of normally scheduled program hours. If academic makeup is indicated, it will consist of theory related activities. Clinical makeup may include days, evenings, school recess, and weekends depending on the availability of the instructor and clinical facility. Students requiring clinical makeup will be financially responsible for any instructor hours. Clinical makeup will consist of either clinical hours with an instructor at a clinical facility or an alternative-style clinical assignment.

Clinical make-up time is required to be made up on an hour for hour basis. Make up time must be scheduled with the Nursing Programs Coordinator. Students who have been scheduled for make-up time will adhere to the following criteria:

- Meet with the Nursing Programs Coordinator
- Sign an attendance make-up notice
- Scheduled make-up time will be dependent upon faculty and facility availability
- Student will assume all costs related to make-up time which includes faculty compensation at the rate of $45.00 per hour. The student must pay in advance for the make-up clinical experience. *Excused absences must be made up however the student will not be required to pay.*

Students must make up missed hours before the end of each term in which the absences occurred to progress in the program. If clinical absences exceed the available makeup time, the student may not meet the requirements for progression resulting in dismissal from the program

LEAVE OF ABSENCE POLICY

Leave of absence (LOA) is permission granted to a student to interrupt the program of study for a specified time-frame. Types of LOAs include, but are not limited to, personal leave, medical leave, parental leave, academic leave, or military leave.

A student must request a Leave of Absence (LOA). The student must meet with the Nursing Programs Coordinator and complete a Student Leave of Absence Form (See Appendix A). Students will only be granted one LOA as a student in either the day or evening program. Students requesting an LOA has the option to complete non-nursing courses, but will be withdrawn from all components of the nursing course in that term (theory, lab, and clinical components of the nursing course). The student will be given credit for any non-nursing courses completed with a minimum grade of 75 (C) (refer to course syllabus).

A student returning from an LOA is subject to following the RE-ADMISSION POLICY and the student will be required to meet with the Nursing Programs Coordinator before returning to the program. Readmission is not guaranteed and depends upon seat availability.

READMISSION POLICY*

The purpose of the readmission policy is to provide students with a process of reentering the Bristol-Plymouth Practical Nurse Program from a withdrawal or a leave of absence.

The Practical Nurse Program believes students should be provided with the opportunity to return to the Program, (i.e. Readmission). A student desiring readmission to the Practical Nurse Program after withdrawal or a leave of absence (LOA) can request the opportunity to return to the Program. A readmitted student will be considered as any other applicant. Returning Bristol-Plymouth Practical Nurse students are eligible for readmission upon the following criteria:

1. Complete an interview with the Nursing Programs Coordinator
2. An available seat in the program option (DAYS or EVES) of which the student wishes to return.
3. Meet all outstanding financial obligations. The appropriate Repeat Course Fee will apply.
4. Meet all admission requirements including acknowledgement of good moral character, CORI/SORI, proof of current BLS for healthcare professionals, updated health records and vaccinations including a 10-panel drug screening, proof of health insurance coverage, proof of in-district residency if applicable.

Returning to the Practical Nurse Program is not guaranteed, although every effort is made to accommodate a student's request**. If all seats in the program are full for the term the student is requesting to return to, then the student's return to the program will not occur**. Upon returning (i.e., readmission), students are required to purchase current Program textbook(s) and resources to meet course objectives. This includes updated edition textbooks, as well as technology resources required.

LOA students returning in Term II will need to demonstrate all required Term I lab pass-off skills. Students must pass the basic math competency test with an 80% or greater prior to the start of Term II. Students must schedule all lab practice time and pass-off skills by contacting the program secretary. Lab practice and pass-offs will be scheduled based on availability of the nursing lab and availability of faculty. Students are encouraged to schedule these activities as soon as possible; a student will not return the Program if these requirements are not completed prior to the start of Term II.

- A student who does not successfully complete the program after being readmitted cannot be readmitted again.
- A student who is not successful in another nursing program and is then unsuccessful at Bristol-Plymouth Practical Nurse Program is not eligible to reapply.
- A student who has been dismissed from the Bristol-Plymouth Practical Nurse Program Practical cannot be re-admitted.

REPEAT COURSE FEE

Pro-rated tuition will be assessed for students requesting Readmission. Repeat course fees are based on the current program tuition and number of scheduled hours per course including clinical hours.

WITHDRAWAL POLICY*

The purpose of the withdrawal policy is to provide students with a process for withdrawing from Bristol-Plymouth Practical Nurse Program**.**

Withdrawal is defined as the termination of the student's association with the Practical Nurse Program.

When it is necessary for a student to withdraw, the student must:

1. Notify the Nursing Programs Coordinator immediately, both verbally and in writing stating their wish to withdraw from the Practical Nurse Program, the date of withdrawal, and the reason for the withdrawal.
2. Meet with the Nursing Programs Coordinator to ensure that all options have been explored and methods of intervention have been expended prior to making a final decision.
3. Return all Bristol-Plymouth Practical Nurse Program property, including, but not limited to checked out learning resource items.

Upon confirmation of withdrawal, the student's name is withdrawn from the class roster. The student will cease attending all remaining class, lab and clinical experiences and will no longer have access to use the Practical Nurse Program Building and its resources.

DISMISSAL POLICY

Students will be dismissed at any time for improper conduct, incivility, unethical or unprofessional behavior, cheating, plagiarism, dishonesty, lack of safety in the clinical setting, failure to meet financial obligations, failing to follow program or affiliating facility policies, chronic or excessive absenteeism or tardiness, failure to maintain health clearance, failure to remain up to date with required immunizations and screenings, or as a condition of the Impaired Student Policy. A student who is absent 3 consecutive days without notice will be automatically dismissed from the program. A student who has an unsatisfactory CORI or SORI or other background check at any time during the program will be dismissed. A student who is dismissed is not eligible to reapply to the Bristol-Plymouth Practical Nurse Program.

PROGRESSION POLICY*

The purpose of the progression policy is to delineate the process for advancement through the Bristol-Plymouth Practical Nurse Program. Evaluation of progression is an ongoing process which starts with acceptance and ends with completion of the program.

Progression is defined as the process by which students complete the required steps to move forward in the Program to ultimately graduate. Progression within the Program will be determined based on the following criteria. All students must:

- **Didactic**: complete each academic course with a minimum grade of 75 (C).
- **Clinical Evaluation**: meet clinical learning outcomes for all clinical experiences with a minimum grade of satisfactory (S).
- **Lab Evaluation**: complete all required pass-off skill competencies.
- **Additional Assignments**: complete additional assignments as identified in each course syllabus. These include, but are not limited to, Davis Advantage, drug cards, projects, and math competency.
- **Tuition:** meet tuition/financial obligations.

Faculty and Nursing Programs Coordinator will monitor the progression of students. Failure to meet progression requirements will prohibit a student from progressing to the next term. The nursing course Fundamentals of Nursing has three components: theory, lab, and clinical. Students must pass all three components in order to progress to the next term. Medical Surgical Nursing and Family Centered Nursing consist of two components: theory and clinical. Students must receive a passing grade in both components to pass the course. Theory, lab, and clinical must be completed simultaneously in all nursing courses for a student to progress to the next term.

A student must successfully complete all Term I courses to advance to Term II. A student must successfully complete all Term II courses to advance to Term III. A student must successfully complete all Term III courses and requirements to graduate

CELL PHONE USE

Texting, e-mailing, or the general use of a cell phone (or smart watch) during class, lab, or clinical is considered unprofessional behavior and is prohibited. A student using a cell phone during instructional periods will be reminded to put their phone away. A second occurrence will result in the issuance of an Infraction Notice (see Appendix C). At school, cell phones will be allowed during breaks and scheduled lunch/dinner and between classes, or at the instructor's request for educational purposes. In the clinical setting, cell phone use is allowed only during designated breaks outside of patient areas and only if permitted by the clinical facility; however, at no time is it permitted to be on a social networking site in the clinical setting.

EMERGENCY SITUATIONS

Students should instruct family members or others who must contact them to call the program secretary at 508-823-5151, ext. 240. The program secretary will then contact the student to relay the message. Students should not receive calls to the clinical facility.

STUDENT GOVERNANCE

Class representatives coordinate class activities and participate in the governance of the program. Students will be encouraged to volunteer to serve as class representatives and an election process is held if necessary. Participation in the election process is voluntary. Votes will be counted by two members of the faculty. Two student body representatives will be invited by the faculty to attend the General Advisory Meeting in the fall and attend select faculty meetings during the year.

STUDENT ALLERGIES

Food and environmental allergies are serious health concerns and should be disclosed to ensure a safe environment for all students. When there is a known allergy, the necessary precautions will be taken to prevent exposure to the allergen. This will include prohibiting specific allergens and designating safe areas.

LATEX ALLERGIES/SENSITIVITY

There are certain circumstances in clinical facilities and in the nursing skills lab that present an exposure risk to latex products. Bristol-Plymouth Practical Nurse Program will make reasonable efforts to provide a latex free environment to minimize latex exposure to students, however latex is not always easily identified in an academic environment. Therefore, **the risk of exposure to latex cannot be eliminated**. It is necessary for the student to be aware of their environment and possible risk of exposure. Students with a documented latex allergy/sensitivity or who have been advised to avoid latex should communicate this with the Nursing Programs Coordinator, lab instructor, and each clinical instructor.

Bristol-Plymouth Practical Nurse program cannot guarantee a latex free environment during clinical rotations. Although latex gloves are the most prominent source of latex, many other products contain latex include, but not limited to, blood pressure cuffs, medication vials, stethoscopes, catheters, wound drains, IV tubing, and syringe connectors. Students who develop symptoms consistent with latex allergy/sensitivity will be advised to consult a qualified allergist for evaluation. Students are responsible for costs of any testing to confirm latex sensitivity or allergen.

Should a clinical agency site NOT provide latex-free gloves, students can request the practical nurse program provide latex free gloves for use at that clinical site. A student with latex allergy or sensitivity is required to satisfactorily complete all clinical requirements of the program in order to progress to graduation.

PHOTOCOPYING

Practical Nurse Program students are not allowed to use the copy machine located in the foyer of the Practical Nurse building. Students who request copies to be made will be charged $0.05 per sheet.

DRIVING REGULATIONS/PARKING PERMITS

The speed limit on school grounds is 10 MPH. Students will be issued a parking tag that should be kept visible through the windshield for on-site parking. There are designated green parking spaces for students of the Practical Nurse Program that are located directly behind the Practical Nurse building.

CAFETERIA

Practical Nurse students are allowed to use the high school cafeteria and the Silver Platter Restaurant. Students who wish to obtain food in the cafeteria must pay in full at the time of purchase. Money can be placed on an account (accessible at www.bptech.org) or established in person in the cafeteria. Students are allowed to eat in the Practical Nurse building but must adhere to any food restrictions in place due to food allergies. Students are responsible for keeping the area clean. **Food delivery to the Bristol-Plymouth campus is not allowed**.

STUDENT RECORDS

The Practical Nurse Student Record consists of two parts: the Temporary Record and the Final Transcript.

The Temporary Record contains information collected and maintained during the application process and while the student is in the program or on a Leave of Absence. The Temporary Record is maintained according to the Records Maintenance and Retirement Policy. The policy is available upon request.

The Final Transcript includes student name, address, course titles and hours, grade achieved, transfer credit, and date of graduation. The transcript is kept in a locked file in the Practical Nurse Program office and by the school district for at least 60 years after the student leaves the system according to Massachusetts regulations.

A student has the right to inspect all portions of the student record upon written request to the Nursing Programs Coordinator. The record will be made available within 2 days after the request. The student has the right to receive a copy of any part of the record, although the school may charge a reasonable fee for the cost of duplicating the materials. The student may request to have parts of the record interpreted by a qualified professional from the school, or may invite anyone else of their choice to inspect or interpret the record with them.

Confidentiality of Record: No information in the student's record is available to anyone outside the Practical Nurse Program without written permission from the student. All student-related information – whether spoken, written, or in electronic format – involving academics, discipline, attendance, family, special needs, or other educational records is strictly confidential.

Amendment of Record: A student has the right to request to add relevant information to their record as well as the right to request removal of information believed to be incorrect. The student is entitled to meet with the Nursing Programs Coordinator to discuss their objection to information that is in the record and to receive a written decision. A student who is not satisfied with the Nursing Programs Coordinator's decision has the right to appeal by following the Grievance Policy.

FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) helps protect the privacy of student records. FERPA is a general law that governs and protects the student's rights to their individual educational records. As a student enrolled in a postsecondary institution, the student's primary rights under FERPA are: the right to review and inspect their educational records; the right to have

their educational records amended or corrected; and the right to control disclosure of certain portions of their educational records. Additional information can be found at:
U.S. Department of Education - Protecting Student Privacy

TRANSCRIPT REQUEST

To request an official transcript, please refer to the website by clicking the following link Transcript Request . Download transcript request form, complete form, and email back to the program at pn@bptech.org. The first transcript will be sent free of charge; additional transcripts are processed for a $5.00 fee.

SOCIAL MEDIA POLICY*

The purpose of this policy is to define and describe acceptable use of social media within the Bristol-Plymouth Practical Nurse Program.

Social media is defined and described as sharing information through social networks and the internet for prompt knowledge exchange and distribution among many people. For the purpose of this policy, the term "Social Media" shall be understood to include platforms including but not limited to: Facebook, Twitter, Instagram, YouTube, TikTok, WhatsApp, Snapchat, Pinterest, Discord, Blogs, and other similar shared platforms/apps.

Nursing students have a professional obligation to understand the nature, benefits and consequences of participating in social networking of all types.

All policies related to Healthcare Information Portability and Accountability Act (HIPAA), patient confidentiality, and harassment and bullying as addressed in the Practical Nurse Program Handbook, also apply to all electronic communication and social networking sites. Any patient information posted on a networking site is a serious breach of professional ethics and is grounds for dismissal from the Program. Students must be aware that their own privacy settings can be breached and could result in personal postings being made public. Students are held accountable for all electronic communication including e-mail and postings on any social media site. **Violation of HIPAA is a Dismissible Offense.**

The following behaviors will be deemed grounds for dismissal:

- Students who harass, threaten, demean, accuse, or defame fellow students, Bristol-Plymouth Practical Nurse program faculty and staff, clinical agencies or others, or who engage in unprofessional behavior through electronic communication or social networking/media sites.
- The posting of any images and/or content that could in any way compromise the safety, reputation and/or professional image of Bristol-Plymouth Practical Nurse program's staff, faculty, or students.
- The posting of any images or content that could in any way compromise the safety, reputation and/or professional image of Bristol-Plymouth Practical Nurse program's clinical agencies, partners, communities and/or individuals associated with the PN program.

Students are encouraged to visit the following links for additional information:

- The NCSBN Nurses' Guide to the Use of Social Media
- U.S. Department of Health and Human Services: Health Information Privacy

IMPAIRED STUDENT POLICY

The possession of alcohol/drugs on school property or the clinical setting is prohibited and grounds for dismissal from the program. Any student who comes to school or to a clinical facility under the influence of alcohol/drugs (prescribed or illegal) presents a threat to the safety and welfare of all and will be considered an impaired person.

The Massachusetts Board of Registration in Nursing regulations 244 CMR 9.00 states: *Impaired means the inability to practice nursing with reasonable judgment, skill, and safety by reason of alcohol or drug abuse, use of other substances, a physical or mental illness or condition, or by any combination of the foregoing*. Therefore, the Practical Nurse Program has adopted measures to ensure safety in both the classroom and clinical environments.

The faculty/Nursing Programs Coordinator will determine the appropriate course of action which will include, but is not limited to, immediate removal from school or the clinical site and transport home or to a medical facility for treatment if indicated. Medical clearance and a conference with the student and Nursing Programs Coordinator will be required prior to returning to the Program.

A student who is considered impaired or who is seen consuming drugs and/or alcoholic beverages of any kind will be subject to the following:

- Removal of the student from class or clinical
- Transport to nearest emergency facility for treatment if indicated or contacting the Emergency Contact for transport home/treatment;
- Notification of law enforcement agency if appropriate and/or;
- Due process hearing scheduled and/or;
- Disciplinary action up to and including a dismissal from the program and/or;
- Drug screen at the student's expense

Bristol-Plymouth acknowledges that a clinical affiliation reserves the right to require a drug screening at any time. Such testing will be requested when there is "reasonable suspicion" that a student is impaired or out of compliance with a clinical contract.

Indications of being impaired include, but are not limited to, observable phenomena such as bloodshot eyes, pupillary changes, diminished alertness, sleeping during class or clinical, slurred or irrational speech, unsteady gait, erratic or unusual behavior, and other observations associated with being under the influence of drugs or alcohol. Events such as direct observation of alcohol or drug use or possession; 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 are treated following the District policies on drugs and alcohol.
NOTE: Students have the right to refuse to take a drug test, but such refusal will be considered in any disciplinary action. If the student is allowed to return to school, the following will be discussed at the readmission meeting:

- If there is reason to suspect the student remains under the influence of an illegal substance, evidence must be provided that student is free of all substances (alcohol/drugs).
- Students in a treatment program must provide physician documentation of adherence to the treatment program.

- Students must demonstrate a willingness to pursue extra help until missed course and/or clinical work is up to date. The attendance and makeup policy will be upheld.

A violation of this policy will result in dismissal from the Program. 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 Nursing Programs Coordinator. The Program respects the privacy of its students and will work cooperatively with the student who is taking such medication and their healthcare provider to ensure safety.

DRESS CODE

Students in the Practical Nurse Program are preparing for professional employment and public service. It is expected that they will dress in a manner acceptable to the nursing profession and in accordance with established dress code of the Practical Nurse Program and all affiliating agencies.

In the Classroom:

- Undergarments must be covered at all times.
- Any clothing which is disruptive or distracting, including, but not limited to, transparent clothing, open-backed clothing, or clothing that reveals cleavage, the midriff, or the upper thigh is prohibited.
- Skirts and shorts must be of an appropriate length (no shorter than mid-thigh).
- Clothing must be free of obscenities, vulgarities, and reference to drugs, alcohol, weapons, sex, race, tobacco, and violence.
- Belts, chains, or any ornamentation that could be used as a potential weapon or considered a safety hazard are prohibited.
- Pajama bottoms and slippers are prohibited.
- Scents (perfume, cologne, aftershave, scented lotion or hand gel/sanitizer, tobacco, vaping, etc.) are prohibited.

(See Clinical Dress Code for clinical requirements.)

STUDENT CONFERENCE ROOM/RESOURCE CENTER

The Student Conference Room/Resource Center is available to all students in the Practical Nurse Program. Students have access to use the Center before and after school as well as throughout the school day. Resources available in the Center include desktop computers, Chromebooks, a printer, reference books, textbooks, and nursing journals. All resources are to remain in the resource center. If a student wishes to borrow any resources, they must coordinate with the program secretary or a faculty member. If a student fails to return a borrowed resource, they will be charged the current replacement cost for the item. Chromebooks must stay at the school and are not allowed to be taken home unless previously arranged with the Nursing Programs Coordinator.

The Library/Media Center located in the high school (Room 305) is available for use by all Practical Nurse Program students. The center opens at 7:45 a.m. for student and faculty use subject to the regulations set forth by the Librarian and Principal.

INFRACTION NOTICE

An Infraction Notice (Appendix C) is issued to a student who is in violation of policies as outlined in the Student Handbook. An Infraction Notice is intended as a reminder and provides the student with the opportunity to change/correct the behavior going forward. Should the student have further

infractions pertaining to the stated policy, a meeting with the faculty/Nursing Programs Coordinator will be scheduled. Progressive disciplinary action up to and including dismissal from the program will result from a repeated infraction.

ACADEMIC INFORMATION – Section B

COURSE SEQUENCE

TERM I

Anatomy & Physiology	SC 101
Nutrition	SC 102
Fundamentals of Nursing includes Lab and Clinical Practice I	NU 100
Growth & Development	HU 101
Pharmacology I	PH 101

TERM II

Medical Surgical Nursing includes Clinical Practice II	NU 200
Pharmacology II	PH 201

TERM III

Family Centered Nursing includes Clinical Practice III	NU 300

ACADEMIC INTEGRITY*

The purpose of the academic policy is to set out the standards and norms of behavior for all students within the Bristol-Plymouth Practical Nurse Program.

The faculty and administration expect all students to commit themselves to a high standard of academic honesty and integrity. Students shall not engage in cheating, facilitating academic dishonesty, participating in acts of plagiarism, and any other behaviors that could be construed as dishonest.

- *Cheating* includes, but is not limited to, the use of any unauthorized assistance and aids to complete assignments, quizzes, tests, or exams.
- Facilitating *academic dishonesty* includes, but is not limited to, the acquisition of academic material belonging to the Program or faculty without authorization, taking credit for work done by another person, or doing work for another person to receive credit.

- *Plagiarism* includes, but is not limited to, the use of published or unpublished work of another person without full and clear acknowledgement, the use of academic material obtained from technological devices, or the purchase of academic materials. Cutting and pasting information from the internet into your own work without properly citing the source is prohibited.
- *Artificial Intelligence (AI)* includes, but is not limited to, the use of ChatGPT, Google assistance, and/or other automated applications to substitute one's own work.

Students who do not adhere to the Academic Integrity Policy in the classroom, nursing laboratory, and /or the clinical setting will face disciplinary actions. Faculty will consult with the Nursing Programs Coordinator if they believe a misconduct or violation has occurred. The student will have the opportunity to meet with the Nursing Programs Coordinator. If the Nursing Programs Coordinator determines that the academic policy has been breached, disciplinary action will be taken. Disciplinary action will include a written warning. Additional actions can include the request for a seat change; replacing present exam or quiz with an alternative exam or quiz; receiving of a failing grade (0%) on the exam, quiz, or course assignment; course failure; dismissal from the Program.

CURRICULUM PLAN 2025-2026

	Course #	Hours
I. Biological Sciences:		
Basic Science (Anatomy & Physiology, integrated Microbiology)	SC 101	54
Nutrition	SC 102	22
BIOLOGICAL SCIENCES		76
II. Nursing & Related Subjects		
Fundamentals of Nursing	NU 100	299
Growth, Development & Behavior	HU 101	45
Pharmacology I (integrated dosage calculation)	PH 101	21
Pharmacology II	PH 201	29
Medical/Surgical Nursing (integrated Pediatrics and Diet Therapy)	NU 200	442
Family Centered Nursing (integrated Gerontology, Maternal-Child Health, Nursing Leadership)	NU 300	231
NURSING & RELATED SUBJECTS		1067
TOTAL PROGRAM HOURS		1143

NURSING COURSE HOURS				
	Theory Hours	Lab Hours	Clinical Hours	Course Total Hours
Fundamentals of Nursing	98	51	150 (136 clinical, 14 simulation)	299
Medical Surgical Nursing	150	8	284 (280 clinical, 4 simulation)	442
Family Centered Nursing	75	0	156 (140 clinical, 16 simulation)	231
Total Hours	323	59	590 (556 clinical, 34 simulation)	Total Nursing Course Hours: 972

COURSE DESCRIPTIONS

Course syllabi and course outlines are reviewed with students at the beginning of each course and are available in Microsoft Teams. The faculty reserves the right to alter a course syllabus when necessary to ensure the integrity of the Program. If any changes to a course are made, students will be notified of the change immediately via their student e-mail account.

TERM I COURSES:

ANATOMY AND PHYSIOLOGY: SC 101

This course provides the student with an understanding of biological science concentrating on the normal structure and function of the human body. Microbiology concepts necessary to understand microorganisms, pathogens and infection control are integrated. Chemistry of the human body is also integrated with a focus on chemical and physical changes, acid-base balance, and fluid and electrolyte balance. The course allows the student to develop an appreciation of the complexity of the structure and functioning of the human body.

FUNDAMENTALS OF NURSING: NU 100

This course provides the theoretical knowledge for nursing practice and the development of basic nursing skills that progresses from simple to complex and serves as the foundation for subsequent nursing courses. The concepts of professionalism, communication, evidence-based practice, and safety serve as the framework. Students are introduced to the principles of teaching, application of technology, and the role of the practical nurse as a member of the multidisciplinary healthcare team. Beginning use of nursing process and legal/ethical concepts are introduced. Lab and clinical practice are components of this foundational course.

GROWTH AND DEVELOPMENT: HU 101

This course is designed to identify the psychosocial, physical, and behavioral stages in normal human growth and development throughout the life span. Incorporating theories of growth and development, the student will explore factors affecting healthy growth and development including

physical, mental, emotional, and behavioral factors. Common mental illnesses of each developmental stage are explored from a nursing process perspective with consideration of the factors which contribute to physical, emotional, and behavioral problems. The influence of family, environment, and culture is integrated.

PHARMACOLOGY 1: PH 101
The focus of this course is to establish the ability for students to provide safe medication administration, beginning with the general principles of drugs and their actions. Each of the drug classifications and the common characteristics of each are explored. The utilization of the nursing process is incorporated to provide safety and continual assessment of the patient. Dosage calculations necessary in drug administration are taught. The moral, legal and ethical responsibilities of the nurse in medication administration are included.

NUTRITION: SC 102
This course provides a basic introduction to the relationship between nutrition and normal body function and lays the foundation for understanding the role of diet and diet therapy as a therapeutic treatment. The focus is on the principles of optimal nutrition across the lifespan including recognition of macronutrients, micronutrients, non-nutritive substances, and common dietary sources of each. The physiologic process of digestion is included. Culture as it influences dietary choices and nutrition is explored. Factors affecting optimal nutrition including disease, deficiency, and life style choices are included. At the completion of this course, the student is prepared to progress to the planning of therapeutic diets in Term II.

TERM II COURSES:
MEDICAL/SURGICAL NURSING: NU 200
This course is designed to prepare the student to deliver patient-centered care to meet the needs of adult and pediatric patients and families along the continuum of care. The student will communicate effectively and use technology as a member of the health care team in acute and rehabilitation settings. The pathophysiology of common diseases and disorders is presented based on body system and includes the effects that injury and/or disability have on growth and development and human flourishing. The psychosocial aspects of illness are included with emphasis on preventative care and rehabilitation. The student will employ critical thinking, evidence-based practice, and the nursing process in collaboration with the health care tea m to maintain the patient's optimal level of functioning. The student will function as a patient advocate and provide effective client teaching while adhering to legal and ethical guidelines. Principals of diet therapy are integrated.

PHARMACOLOGY II: PH 201
This course covers the use of specific drugs to treat disorders of the various body systems. The student is expected to build upon their knowledge of dosage calculations and classifications of drugs, including the purpose, action, adverse effects, and contraindications of drugs within the classifications. In addition, students are expected to apply the nursing process in caring for patients receiving drug therapy. Emphasis is placed on assessment and evaluation of effects of drugs as well as patient teaching. The acquisition of knowledge related to commonly prescribed medications is encouraged.

TERM III COURSE:
FAMILY CENTERED NURSING: NU 300
Family Centered Nursing is a lifespan course which focuses on the care of specialized populations, incorporating the concepts of management and supervision in preparing the student to care for these patients and their families. Nursing care of the older adult population in the community and in the long-term care setting is a focus. Care of adult and pediatric patients in various settings is integrated. For the maternal-newborn population, the focus is upon normal maternal and newborn care, teaching and supporting the family unit, and application of safety principles. The ethical considerations when caring for each population are incorporated. The role and responsibility of the practical nurse in collaboration with the multidisciplinary healthcare team is emphasized along with team building, clinical decision making, and leadership concepts.

ACADEMIC GRADING

Academic reports will be issued at mid-term of Term I and II and at the end of each term. A minimum grade of 75% (C) is required to pass each course and progress to the next term. Grades are calculated to the 100th decimal point and are not rounded up. For example, a final course grade of 74.69 is recorded as a 74 and is not a 75. Refer to each individual course syllabus for more detailed grading information. Students receive a final letter grade for each course. Numerical and GPA equivalents are as follows:

Grade	Numeric Value	Grade Point Average (GPA)
A	94-100	4.0
A-	90-93	3.7
B+	87-89	3.3
B	84-86	3.0
B-	80-83	2.7
C+	77-79	2.3
C	75-76	2.0
C-	74.99 or below	No Grade Points

Note: Extra credit will not be granted; assignments are never “curved”; grades are never rounded.

ACADEMIC PROBATION/LEARNING CONTRACT

Students should at all times be aware of their progress and status in the program. This knowledge will afford students making unsatisfactory progress the opportunity to seek remediation and make the necessary changes to improve their grades. Any grade lower than 75 is considered failing. A student who has a failing average should promptly schedule a conference with the instructor of that course to seek academic support and discuss a remediation plan.

At mid-term, any student with a failing average will be placed on Academic Probation. Students must meet with the Nursing Programs Coordinator and will be issued a Learning Contract. The contract will outline the problem area(s) and state the terms that must be met for the student to pass the course. The contract will be signed by the student, the instructor, and/or by the Nursing Programs Coordinator. A copy of the contract will be placed in the student’s temporary record. If the terms of the contract are

not met by the specified date, the student ~~may~~ can opt for an academic Leave of Absence (LOA) if an LOA has not previously been taken while enrolled as a student within the Practical Nurse Program.

TESTING POLICY

The following rules apply during all academic testing:

1. Each student will be assigned a designated seat for testing; seats will be changed at the discretion of faculty.
2. Scratch paper, if needed, will be distributed and collected by the faculty.
3. Only school issued calculators are allowed and will be distributed by the faculty.
4. No eating, drinking, or talking is allowed during any test.
5. Students are encouraged to use the restroom before testing.
6. No hoods or hats are allowed during testing.
7. No smartwatches, ear buds, headphones, or cell phones are allowed during testing.
8. All cell phones and smart watches must be powered off and placed in the designated holder at the front of the classroom until testing is completed by all students**.**
9. Students cannot enter the classroom once an examination has started.
10. **Day students** arriving late for a nursing test, depending upon the time of arrival, will begin testing upon arrival or will be required to test at the end of the day.
    Evening students arriving late for a nursing test will begin testing upon arrival or will be required to test at the end of the night per faculty availability.
11. The faculty has the right to administer an alternate test to any student at any time.
12. Test grades will not be posted until a test analysis has been conducted. Grades will be posted within 3 school/business days of testing.
13. Students are responsible for accessing their own test grades from the Aspen Portal.
14. If an error in grading is discovered, the appropriate correction will be made and if necessary, will result in a change to the previously posted grade.

MAKE-UP TEST POLICY

If a student is absent, the student is required to take the test on the first day they return to school (class or clinical). The student must contact the Nursing Programs Coordinator to arrange a time to take the makeup test.
In the **Day Program**, all tests will be made up after school by appointment or during a free period Students returning to school on a clinical day must make an appointment to test after clinical at the school.

In the **Evening Program**, tests will be made up at the school before clinical, before evening classes, or on an "off day." Students must schedule test makeup by contacting the instructor or Nursing Programs Coordinator.

A student not adhering to this makeup policy will have a deduction of five (5) test points per day. After 7 days without specific arrangements with the Nursing Programs Coordinator for test makeup, the student will receive a grade of zero (0) on the test.

TEST ITEM QUERY FORM

Students are able to challenge the answer to a test question by submitting a Student Test Item Query Form (See Appendix B). The following rules apply when submitting a Student Test Item Query Form:

1. Query forms will be accepted up to three (3) days following the release of the test grade.
2. A separate form should be completed for each item queried.
3. Only queries that are complete will be reviewed by the faculty.
4. All faculty decisions are final.

ACADEMIC SUPPORT/REMEDIATION

It is the goal of Bristol-Plymouth Practical Nurse Program to support the success of all students. Students are responsible to seek out the course instructor(s) for additional instruction or help with course material when a student is not able to achieve a passing grade (75%) on an exam.

The student is responsible for identifying factor(s) that have contributed to a failing exam score by completing the test analysis form and developing an action plan to facilitate success on upcoming exams within seven (7) days of the posted failing grade. The student will schedule a time to review the failed exam, identify contributing factor(s) to the failed grade, and discuss and sign the remediation plan with the course faculty. It is the responsibility of the student to seek assistance and meet the goals of the remediation plan. Failure to complete a remediation plan and seek academic support can result in course failure.

If a student is failing in multiple courses, separate remediation plans are established for each course. The remediation plan(s) will be filed with the student's temporary record.

Students should schedule all sessions with an instructor in advance by email. Instructors are available by appointment each scheduled class day. The Nursing Programs Coordinator is also available for remediation by appointment. Faculty e-mails are listed on the PN website and in the student handbook.

NURSING LAB

The practice lab is the setting for the student to develop the basic nursing skills required of a practical nurse in a safe and supportive environment. Skills will be demonstrated by the faculty and then as students themselves practice these skills, they will be guided by the faculty. In addition, the lab is available for students to practice before and after day/evening classes and during lunch or dinner. Day and evening instructors are also available by appointment.

Students must master basic nursing skills in the lab before they are allowed to perform the skill(s) in the clinical setting. There is more than one way to correctly perform a skill; however, to be consistent, the faculty expects that students utilize the method taught in class. In the clinical setting, skill implementation will follow the guidelines found in the procedure manual at that facility.

To pass the Fundamentals of Nursing lab component, students must successfully pass each required skill. Evaluation of a student's competency in each skill is determined by direct observation of the student in the lab. Grades are issued by the faculty as pass or fail. If a student fails

to pass a skill, they should review the principles of the skill and schedule additional practice before another attempt to pass on the skill. For complex skills, students will only be allowed one attempt per lab session as remediation is required to be successful on the next attempt.

The faculty believes that a relaxed atmosphere and a climate of sharing promote learning. However, some structure is necessary to ensure that students obtain the maximum benefit with the lab time available. During scheduled lab time, uniforms are not required; however, uniforms are required for clinical simulations that take place in the lab. The following rules apply when in lab:

1. Food and beverages are not permitted during lab practice, pass off, or simulation; this includes gum.
2. No sitting or lying on beds unless a student is playing the role of the patient. Socks are required when lying in a lab bed.
3. No manikin should be moved unless directed by lab staff.
4. Keep the lab neat and clean and ready for the next student.
5. When a student has successfully passed off on a skill, the student will use the additional lab time for study or practice of another skill or in a specific learning activity as directed by the faculty.
6. If a student is absent from lab, it is their responsibility to contact the faculty to review what was missed and schedule makeup if indicated.
7. Each student will be issued a Skills Checklist. It is the student's responsibility to bring this to all labs so that upon successful completion of a skill (or when the student requires remediation), this can be documented.
8. Any broken or malfunctioning equipment should be reported immediately to faculty.
9. Students are to remain in the lab until dismissed.
10. No children are allowed in the nursing lab.

Tips for Nursing Lab Success:

- Master a skill before attempting to pass off.
- Have all the necessary equipment assembled before you are called to pass off.
- Practice under the observation of a classmate/group of students.
- Utilize lab time to develop skill, dexterity, and confidence.
- Students have individual strengths and weaknesses; work together to help each other.
- Utilize the lab instructors for guidance, additional demonstration, and clarification.

CLINICAL INFORMATION/POLICIES – Section C

STUDENT CONDUCT/CLINICAL EXPERIENCES

Students of the Bristol-Plymouth Practical Nurse Program are expected to uphold a sense of professionalism. The following applies to all clinical rotations:

1. Students must be on time when reporting to the clinical facility. Absences and tardiness are reported by the student to the agency ***and*** to the school prior to the beginning of clinical. If a student is more than **20 minutes late**, they will not be allowed to attend clinical on that day.

2. Students must park in the designated areas and observe the parking rules of the facility.
3. Students are held to the rules of HIPAA. Strict patient confidentiality must be observed at all times.
4. Instructors will discuss the chain of communication appropriate to each clinical site. Students must adhere to these guidelines.
5. Instructors are responsible for all assignments, supervision, and evaluation of students in the clinical area.
6. Cell phones are prohibited on all patient care units and according to facility policy.
7. All students must report to their instructor on arrival and prior to leaving the facility.
8. Clinical uniform must conform to the regulations of the Practical Nurse Program and also comply with the dress code of the clinical facility.
9. Students are to report all injuries to their clinical instructor immediately and a report must be completed by the student and instructor following the facility policy.

CLINICAL DRESS CODE

Practical Nurse students will report to all clinical areas in full uniform unless otherwise directed. The required full clinical uniform consists of the approved uniform top and bottom, ID badge, regulation black, navy, or white nursing shoes, plain white, black, or navy above-the-ankle socks, scissors, goggles, a watch with a second hand, and a pen. A scrub jacket is optional. Uniforms are to be clean and neat, including shoes (see below).

Practical Nurse students are required by federal and state law to wear their ID badge in all clinical facilities. Some clinical facilities will require the student to wear a facility issued ID. If the clinical agency provides an identification badge, then the facility ID badge is worn in addition to the Bristol-Plymouth Practical Nurse Program ID badge.

Uniform:

- Uniform top: Navy blue. A plain, white or navy long or short sleeve shirt is allowed to be worn under uniform top.
- Uniform bottom: Navy blue.
- Scrub jacket: Navy blue – optional. Sweaters/sweatshirts cannot be worn in patient care areas.
- Fleece Vest: Navy blue – optional.
- Socks: above the ankle, plain navy, black, or white only (no design/pattern, no peds).
- Shoes: professional nursing shoes, white, navy, or black. Only closed nursing shoes are acceptable; canvas or fabric shoes, Crocs (with holes), and open-back clogs not permitted. All shoes must have non-skid soles.

Other Requirements:

- Hair: long hair must be neat, off the collar, away from the face, and without decorative accessories. Hair color is to be of a natural hue. A neatly trimmed beard, mustache, or goatee is acceptable but otherwise the face must be cleanly shaven.
- Make up: Make-up must be kept to a minimum. If wearing false eyelashes, then protective eye wear is required in the clinical setting.
- Piercings: Tongue and facial piercings must be removed prior to entering a clinical site.
- Jewelry: One pair of stud earrings is permitted. Wedding rings are allowed. No other visible jewelry can be worn.
- Nails: Fingernails are to be natural nails and neatly manicured with rounded edges. Nails must be kept short. Nail polish, sculptured, acrylic, or any other synthetic nails are not permitted.

- Tattoos: Visible tattoos will be required to be covered according to clinical agency policy.
- Cleanliness and Hygiene: Students must effectively manage body odors. Uniform should be clean and free of odors. Cologne, after-shave, perfume, scented lotion, and cigarette smoke/vaping odors are not permitted.
- Note: Clinical dress code requirements are based on clinical partners and are subject to change.

SIMULATION GUIDELINES

Simulation is a safe, controlled, environment that provides students the opportunity to practice realistic situations without risk to patients.

1. All simulations are considered clinical days and are subject to clinical rules for attendance, behavior, dress code, and student evaluation.
2. The guidelines for lab practice apply.
3. All simulation experiences will be treated with confidentiality as would be done in a clinical situation.
4. Preparation for simulation often requires review of theoretical material prior to the simulation.
5. Goals and objectives will be provided at the beginning of each simulation.
6. Debriefing is a planned activity of each simulation as it allows students to evaluate their performance through self and group critique and reflection.
7. Students will complete a Simulation Evaluation at the end of each simulation activity.

CLINICAL EVALUATIONS & GRADING

A formative evaluation of a student's clinical progress will be issued at midterm in the Term I Fundamentals rotation and quarterly during the Term II Medical Surgical clinical rotation. A summative evaluation is issued at the end of each nursing course clinical rotation. Clinical experiences consist of in person clinical placements, simulation, clinical assignments, and asynchronous clinical activities. Students will be evaluated using an evaluation tool listing the clinical learning outcomes as identified under "Clinical Learning Outcomes".

Students will be evaluated for each clinical learning outcome according to the scale below. Students not meeting any of the objectives at the S (satisfactory) level will be issued a Learning Contract for the unmet objective(s) and placed on probation until the objective is met. A student not meeting the stated objectives according to the learning contract will fail the rotation and be withdrawn from the program. Learning outcomes marked with an * must be met at the S (satisfactory) level. A student who does not meet any of these learning outcomes marked with an * at the S (satisfactory) level will fail the rotation and be withdrawn from the program. See "Progression Policy" section.

A specific evaluation tool is used for each of the 3 terms that reflects the clinical learning outcomes for that term, as identified under "Clinical Learning Outcomes" section of this handbook. In Term I (Fundamentals of Nursing), students will receive an evaluation at the midpoint of the clinical rotation, as well as an evaluation at the conclusion of the rotation. In Term II (Medical Surgical Nursing), students will receive an evaluation at the end of each of the clinical site rotations, for a total of 4 evaluations. In Term III (Family Centered Nursing), there will be 1 clinical evaluation at the conclusion of the rotation.

All clinical rotations (Fundamentals of Nursing, Medical Surgical Nursing, and Family Centered Nursing) will be graded according to the following scale:

S = satisfactory	Very often (> or = to 75% of the time) meets the criteria; occasionally requires direction, guidance, or monitoring.
N = needs improvement	Often (> or = to 50% of the time) meets the criteria; intermittently requires direction, guidance, and monitoring.
U = unsatisfactory	Infrequently (< 50% of the time) meets the criteria; very often requires direction, guidance, and monitoring.
— = no opportunity	There was not an opportunity to observe this particular behavior.

Items marked with * must be met at satisfactory level.

CLINICAL LEARNING CONTRACT

At the issuance of clinical evaluations, any student with a grade of "needs improvement" or "unsatisfactory" for any clinical learning outcome will be placed on a clinical Learning Contract. The student must meet with the Nursing Programs Coordinator to review the unmet objective(s) and state the terms that must be met for the student to pass the clinical rotation. The Learning Contract will be signed by the student and the clinical faculty, and reviewed by the Nursing Programs Coordinator. A copy of the Learning Contract will be placed in the student's temporary record.

ANECDOTAL NOTE

Any issue which the faculty believes requires a change in behavior and/or is of serious concern requires an Anecdotal Note. This applies to all setting of the program. The faculty will meet with the student to discuss the occurrence and a plan to remediate to prevent a recurrence. The anecdotal note will be reviewed with the student, signed by the faculty and student, and will be retained in the student's temporary record.

CLINICAL LEARNING OUTCOMES

TERM I CLINICAL LEARNING OUTCOMES:

I –EVIDENCE-BASED CARE

Nursing Process:

a) Gathers objective and subjective data
b) Identifies normal and abnormal findings
c) Plans basic nursing care
d) Begins to evaluate the effects of care

Clinical Judgement:

e) Identifies scientific rationale for nursing care interventions

Patient-Centered Care:

f) Provides care with awareness of cultural considerations, growth, and development
g) Demonstrates caring behaviors

II – COMMUNICATION

Verbal Communication:

a) Utilizes therapeutic communication with patients and families
b) Employs effective communication skills when interacting with the health care team

c) Informs instructor in a timely manner regarding patient findings and concerns

Written Communication:

d) Demonstrates ability to accurately document care delivered

e) Completes fundamental clinical assignments

f) Submits clinical assignments on time

Patient Teaching:

g) Accurately reinforces health information

h) Explains nursing care according to patient learning needs

III – PROFESSIONALISM

Accountability:

a) Accepts constructive criticism and improves or changes practice(s)/behavior(s) accordingly

Time Management:

b) Completes required care activities in a specified time frame

c) Arrives on time to clinical experiences

d) Attends clinical experiences

e) Notifies school and clinical site according to tardiness/absence policy

Teamwork & Collaboration:

f) Participates in post conference discussions and learning activities

g) Contributes to the overall needs and functioning of the nursing unit

h) Works cooperatively with staff/peers

Legal, Ethical Practice:

i) Maintains confidentiality of patient data/information*

j) Acts as a patient advocate

Professional Demeanor:

k) Adheres to dress code policy

l) Demonstrates professionalism by utilizing appropriate behavior and language*

IV – SAFETY

Biological/Physical/Environmental Safety:

a) Identifies situations that warrant the need for assistance or guidance

b) Maintains a safe environment*

Clinical Competency:

c) Performs fundamental nursing skills accurately

d) Seeks out instructor for new learning

<u>TERM II CLINICAL LEARNING OUTCOMES:</u>

I –EVIDENCE-BASED CARE

Nursing Process:

a) Utilizes various sources to collect patient data

b) Identifies nursing problems
c) Plans and prioritizes care
d) Evaluates the effects of care and adjusts care as needed

Clinical Judgment:

e) Utilizes scientific rationale to guide care decisions and interventions

Patient-Centered Care:

f) Provides care that meets patient needs regarding culture, growth, and development
g) Demonstrates caring behaviors

II – COMMUNICATION

Verbal Communication:

a) Effectively utilizes therapeutic communication with patients and families
b) Communicates effectively with the multidisciplinary health care team
c) Reports relevant patient care data to instructor in a timely manner

Written Communication:

d) Utilizes various formats to accurately document patient care
e) Completes clinical assignments of medical-surgical patient
f) Submits clinical assignments on time

Patient Teaching:

g) Provides teaching with patients and families based on health care needs
h) Explains all nursing care according to patient learning needs

III – PROFESSIONALISM

Accountability:

a) Accepts constructive criticism and improves or changes practice(s)/behavior(s) accordingly

Time Management:

b) Completes required care activities in a specified time frame
c) Arrives on time to clinical experiences
d) Attends clinical experiences
e) Notifies school and clinical site according to tardiness/absence policy

Teamwork & Collaboration:

f) Participates in post conference discussions and learning activities
g) Contributes to the overall needs and functioning of the nursing unit
h) Works cooperatively with the multidisciplinary team

Legal, Ethical Practice:

i) Maintains confidentiality of patient data/information*
j) Acts as a patient advocate

Professional Demeanor:

k) Adheres to dress code policy
l) Demonstrates professionalism by utilizing appropriate behavior and language*

IV –SAFETY

Biological/Physical/Environmental Safety:

a) Anticipates and plans for assistance or guidance as needed

b) Maintains a safe environment*

Clinical Competency:

c) Implements and prioritizes care for medical surgical patients, including medication administration

d) Demonstrates knowledge of assigned medications

e) Safely administers assigned medications

f) Consults instructor for new and complex learning opportunities

TERM III CLINICAL LEARNING OUTCOMES:

I – EVIDENCE-BASED CARE

Nursing Process:

a) Utilizes all available sources to collect pertinent patient data

b) Identifies and prioritizes nursing problems

c) Plans, prioritizes, and evaluates care making adjustments as appropriate clinical judgment

Clinical Judgment:

d) Utilizes scientific rationale to guide and evaluate care decisions and interventions in a variety of settings

e) Identifies patients at risk for complications and provides care accordingly

Patient-Centered Care:

f) Provides holistic, compassionate, population specific care with attention to culture, growth, and development that meets patient and family needs

II – COMMUNICATION

Verbal Communication:

a) Employs therapeutic communication skills with patients and families in a variety of settings

b) Evaluates effectiveness of communications with the multidisciplinary health care team and makes adjustments as necessary

c) Reports relevant patient-care data to instructor and health care team members as appropriate in a timely manner

Written Communication:

d) Provides accurate, concise, timely documentation of patient care

e) Completes clinical assignments comprehensively, incorporating reflection and understanding of evidence-based care

f) Submits clinical assignments on time

Patient Teaching:

g) Supports health promotion through teaching with patients, their families, and the community

h) Explains all nursing care according to patient learning needs

III –PROFESSIONALISM

Accountability:

a) Accepts constructive criticism and improves or changes practice(s)/behavior(s) accordingly

Time Management:

b) Completes required care activities for various roles/settings of family centered nursing in a specified time frame

c) Arrives on time to clinical experiences

d) Attends clinical experiences

e) Notifies school and clinical site according to tardiness/absence policy

Teamwork & Collaboration:

f) Participates in post conference discussions and learning activities

g) Contributes to the overall needs and functioning of the care setting

h) Works cooperatively with the multidisciplinary team

Legal, Ethical Practice:

i) Maintains confidentiality of patient data/information*

j) Acts as a patient advocate

Professional Demeanor:

k) Adheres to dress code policy

l) Demonstrates professionalism by utilizing appropriate behavior and language*

IV – SAFETY

Biological/Physical/Environmental Safety:

a) Implements and adapts nursing care to minimize patient risk

b) Maintains a safe environment*

Clinical Competency:

c) Coordinates, delivers, and evaluates comprehensive care to patients and families across the lifespan

d) Demonstrates knowledge of assigned medications

e) Safely administers assigned medications

f) Collaborates with health care team and exercises increased autonomy in providing care

CLINICAL SITES AND CONTACT INFORMATION

Students are responsible for their own transportation and are required to travel to any of the clinical sites we affiliate with, including but not limited to, the STUDENT CLINCIAL SITE INFORMATION list identified below. In addition, students can be required to travel back to Bristol-Plymouth from the clinical site on clinical days. Students are encouraged to carpool whenever possible to clinical sites as parking is limited. Students who do so will leave their vehicles at Bristol-Plymouth designated green PN parking spaces. Note: The clinical site list is subject to change.

STUDENT CLINICAL SITE INFORMATION

Alden Court Nursing and Rehabilitation Center 389 Alden Rd., Fairhaven, MA 02719	(508) 991-8600
Bristol-Plymouth Regional Technical School (School Nurse Office) 207 Hart St., Taunton, MA 02780	(508) 823-5151
Child and Family Services, Inc. 965 Church St., New Bedford, MA 02740	(508) 984-5566
Early Intervention 68 Allison Ave., Taunton, MA 02780	(508) 880-0202
Hannah B. G. Shaw Home 299 Wareham St., Middleboro, MA 02347	(508) 947-0332
Hawthorn Medical Associates 535 Faunce Corner Rd., Dartmouth, MA 02747	(508) 996-3991
LifeCare Center of Raynham 546 South St. East, Raynham, MA 02767	(508) 821-5700
Middleboro Pediatrics 2 Lakeville Business Park, Lakeville, MA 02347	(508) 947-0630
Morton Hospital 88 Washington St., Taunton, MA 02780	(508) 828-7000
Southeastern Residential Services (SRS) 4 Fremont Cir., Taunton, MA 02780 25 & 29 Bassett St., Taunton, MA 02780	(508) 824-3866 (508) 823-2408
Sturdy Health 211 Park St., Attleboro, MA 02703	(508) 222-5200
Taunton State Hospital 60 Hodges Ave., Taunton, MA 02780	(508) 977-3000
Vibra Hospital of Southeastern MA (New Bedford Rehab Hospital) 4499 Acushnet Ave., New Bedford MA 02745	(508) 995-6900

TECHNICAL INFORMATION – Section D

Students will be oriented to the technology available in the Practical Nurse Program including use of student computers, software, and Internet programs as listed in the Technical Information Section. The IT Department and program secretary are available to assist any student with technology needs.

COMPUTER AND INTERNET USAGE

Students cannot use school computers to access any Internet site or sites that contain information that is inappropriate. Examples of inappropriate information/content include, but are not limited to, the following:

Students cannot access, upload, download, transmit, display, or distribute:

- offensive material: content that is in poor taste or could be considered obscene, abusive, or sexually explicit language, racist, illegal, harassing, or inflammatory.
- distribute dangerous material: content that provides direction in the construction of explosives or similar devices or instruction or practices that could injure the students themselves or others
- inappropriate contacts: materials that can lead to contact with strangers who could potentially threaten the student's health or safety.

COMPUTER INFORMATION AND RESOURCES

Each student will be assigned a user ID to log on to the Bristol-Plymouth computer domain. Students will be responsible to create a secure user password. Each user is responsible for all activity conducted under that account or username. No user is allowed to attempt to access another user's account. Passwords must be safeguarded at all times. Attempts to login as a system administrator will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems will be denied access to the Internet.

Logging in to a School Computer:

1. Press Ctrl+Alt+Delete at the same time. This will bring you to the log in prompt.
2. In the username field, type your first initial and full last name or assigned user name. (For example, John Smith's username would be "jsmith.")
3. In the Password field, type **your bptech.org (email) password**. This is case sensitive, which means it reads capital and lowercase letters.

If at any time a student forgets or feels that their password has been compromised, contact the program secretary to request your account be "reset" by the IT Department.

E-mail Accounts:

For electronic communications, students will be assigned a **@bptech.org** e-mail address (for example jsmith@bptech.org). All school e-mail correspondence will be sent to the student's @bptech.org e-mail address. Additionally, when contacting the Practical Nurse Program faculty/staff by e-mail, students should use this "@bptech.org" e-mail address to avoid being marked as 'spam.' Students are responsible for checking their e-mail frequently.

Logging in to Your B-P e-mail:

1. Open your web browser.
2. In the address bar, type http://mail.google.com/a/bptech.org and press enter. This will bring you to the @bptech.org e-mail log on page.
3. In the username field, type your assigned user name. This will be assigned by the IT Department prior to the start of school. The program secretary will notify you via your provided personal email once the school issued email is assigned. Directions to set up your BP email account will be included.

Student Information Portal: ASPEN

To assist students in monitoring their academic progress, Bristol-Plymouth provides students with access to their grades through the Aspen Portal. Students can login anywhere they have a secure Internet connection. Online access to this information is a privilege and inappropriate use will result in cancellation of access to the Aspen Portal. Students are expected to act in a responsible,

ethical manner. The administration, staff, or faculty will request that the system administrator deny, revoke, or suspend a specific user account for any use deemed inappropriate. Students should not share their User ID or password with anyone. User IDs and passwords will be distributed to students at the beginning of the school year.

Logging onto Aspen:

1. Open your web browser.
2. In the address bar, type https://ma-bptech.myfollett.com/aspen/logon.do and press enter. This will bring you to the Aspen home page.
3. In the Login ID field, type your first initial and full last name or *assigned user name*. For example, John Smith's username would be "jsmith."
4. In the Password field, type the assigned password. This is case sensitive, which means it reads capital and lowercase letters.

Viewing Your Grades:

1. Once you have logged in, you will be redirected to the Aspen home page.
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.
7. Students who are locked out of Aspen need to request their grade in person. Grades will not be given over the phone or by e-mail.

Resetting your Aspen Account:

1. After three failed attempts to log in to your Aspen account, your account will be disabled.
2. To reset your account, go to the Bristol-Plymouth website, click on "Parent Information" and scroll to "Aspen Student/Parent Portal" and click on the link, or use the following link: Bristol-Plymouth Aspen website - Reset

Accessing the ATI Site*:*

ATI testing will be used to complete several comprehensive assessments throughout the program. It is important for students to be able to access the ATI site to complete these assessments and retrieve their individual test results. Therefore, students should keep their user ID and passwords on hand when these assessments are scheduled.

Follow these steps:

1. Open your web browser.
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 on to the ATI testing site.

Accessing the Massachusetts Centralized Nursing Clinical Placement System (CCP):

This Clinical Placement System In-service must be completed to affiliate at either Morton Hospital or Sturdy Memorial Hospital before the facility orientation. Failure to complete the CCP modules and post tests will prohibit a student from attending orientation and

therefore the clinical rotation. Further information on how and when to complete the modules and specific facility requirements will be provided prior to the rotation.

New CCP Users:
If you are new to the Online Orientation program, follow the attached instructions "New Student instructions_2025-2026". They will guide you through the process of setting up a user account and then completing the online orientation program for the academic year 2025-2026. The centralized modules must be completed once per year. The HCO facility-specific material must be reviewed/completed prior to **each** clinical assignment that you have.

Self-Registration – Creating a User Account

- Go to: https://www.mass.edu/mcncps/welcome.asp
- Click **Login/Register** in upper right corner of screen.
- Next, use the **click here to register** link to open the Registration Form.
- Complete the form. Use your school-based email address if you have one. If not, use an email address you check frequently.

Logging In

- After registering, you will be returned to the Login page.
- Enter your username and password and click **Login.**
- If you forget your account information, click the **Click here for help** for instructions to access your account. See also the FAQs below.

Returning CCP Users:
As a returning student who **had a clinical assignment(s) last year, you should already have a CCP user account. Please** use this account. The system will remember you. **Do not create a new account.** Follow the attached instructions called "Returning Student Instructions_ 2025-2026". They will guide you through the re-certification process for the academic year. See Logging In above.
If you have forgotten your account credentials, use the link at the bottom of the login page to recover them.
Print a copy of the Clinical Assignment Ticket and submit to your clinical instructor. Every student will need a Clinical Assignment Ticket for clinical affiliation at either Morton Hospital or Sturdy Health.

MICROSOFT TEAMS

The Practical Nurse Program uses the Microsoft Teams learning platform to post all class documents including course syllabi and outlines and for posting program information including weekly schedules, rotation information, and contact information. Access to Microsoft teams is granted to all students with a bptech.org email account.

DAVIS ADVANTAGE

Davis Advantage is an adaptive, online learning platform that is integrated into the Fundamentals of Nursing, Medical Surgical Nursing and Family Centered Nursing courses to provide students with test preparation and remediation. Students must complete all Davis Advantage assignments as a requirement of passing the Fundamentals of Nursing, Medical Surgical Nursing and Family Centered Nursing courses as specified in the course syllabi. Chromebooks will be provided for Davis Advantage activities assigned during school hours.

CHROMEBOOKS

Students will be assigned a ChromeBook for use while in class to complete all web-based assignments and tests. ChromeBooks will be used for classroom activities. ChromeBooks cannot be taken home and must be returned to the storage cart and plugged in when not in use. Any damage to the device or charger must be immediately reported. Chromebooks must stay at the school and are not allowed to be taken home unless previously arranged with the Nursing Programs Coordinator.

WI-FI

Students can use the computers located in the student conference room and are allowed to bring in their own device for use in the classroom. A "Wi-Fi" network is available. Students must first log onto a BP desktop computer before connecting to the Wi-Fi network on their own electronic device. Please see the secretary if help is needed to access the Wi-Fi.

ARTIFICIAL INTELLIGENCE (AI) USE:

Responsibilities of Students

- Seek instructor guidance before using AI.
- Disclose AI assistance in coursework.
- Fact-check AI-generated outputs for accuracy and bias.
- Ensure originality in submitted work and avoid over-reliance on AI.

Acceptable Uses of AI

- Using AI for brainstorming and idea generation.
- Refining grammar, spelling, and writing structure.
- Gaining explanations of complex concepts.
- Assisting with debugging and troubleshooting problems.
- Using AI to enhance, but not replace, personal work.

Prohibited Uses of AI

- Submitting entirely AI-generated assignments or projects.
- Copying and pasting AI-generated content without modification or understanding.
- Using AI to complete exams, quizzes, or assessments without permission.
- Failing to disclose AI assistance in coursework.
- Relying on AI in a way that bypasses critical thinking and learning. learning.

Enforcement and Consequences

Failure to comply with this policy, including undisclosed AI use will result in penalties in accordance with the academic integrity policy.

SCHOOL INSURANCE

Students must provide proof of current health insurance as a condition of acceptance and maintain coverage throughout program enrollment. Failure to do so will result in dismissal.

SMOKING/VAPING

The Bristol-Plymouth Regional Technical School is smoke free. Smoking is prohibited in the school buildings, parking lots, adjacent grounds, and in vehicles parked on school property. This restriction applies to ALL smoking materials including, but not limited to, cigarettes, cigars, smokeless tobacco and electronic cigarettes, and vaping. *Students may not cannot smoke or vape while at a clinical site despite the facility's policy.*

STUDENT IDENTIFICATION BADGE

Each student will be issued a student identification badge at the beginning of each school year. The student should have their ID badge with them during the school day. The student must present their ID badge upon request by administration, teaching staff, or other appropriate staff to assist with the security of the facility.

SCHOOL NURSES' OFFICE

The School Nurse provides nursing assessment and first aid for illness or injury to students and staff members during school hours of 7:30 a.m. to 2:30 p.m.

ACCIDENTS

Bristol-Plymouth Regional Technical School makes every reasonable effort to provide a safe environment at school. All accidents should be reported promptly to an instructor or the Nursing Programs Coordinator. In non-emergency situations, students will be responsible for providing transportation if follow-up care is needed. In emergency situations, a student may be transported to the hospital by ambulance, which may be at the student's expense. Every attempt will be made to contact the student's named emergency contact.

BULLYING, CYBER-BULLYING, INTIMIDATION, HARASSMENT AND RETALIATION

It is the policy of the Bristol-Plymouth Regional School Committee to promote a learning environment and workplace that is professional and which treats all of those who learn and work here with dignity and respect. Bristol-Plymouth will provide an environment that is safe, comfortable, and free from hostility for all who work or learn within this school community and all who enter will be treated with mutual respect and courtesy. Bristol-Plymouth Regional Technical School will not tolerate any form of bullying and will respond to all reports of bullying in a timely fashion. All reports, with no exceptions, will be investigated and disciplinary action will be taken as described below. If the report involves school personnel as being the aggressor, action will be taken within the guidelines of collective bargaining agreements as required. There will be no tolerance for bullying by any person against another. All forms of bullying (including cyber-bullying), harassment, intimidation, and retaliation, as defined below, are unlawful and will not be tolerated at Bristol-Plymouth Regional Technical School. Because the Bristol-Plymouth School Committee takes allegations of any type of bullying, intimidation, harassment, and retaliation very seriously, all

complaints will be responded to promptly. This applies to students and members of the school staff, including, but not limited to, educators, administrators, school nurses, cafeteria workers, and custodians.

A. Definitions

Bullying (M.G.L. c.71, s.37O)

Bullying is conduct that is repeated by one or more persons and targets another person, causing one or more of the following:

- Physical or emotional harm to the targeted person or damage to their property
- Placement of the targeted person in reasonable fear or harm to themselves or damage to their property
- A hostile environment at school for the targeted person(s)
- Infringement on the rights of the targeted person at school
- Material and substantial disruption to the educational process or the orderly operation of the school.

Hostile Environment Relative to Bullying

A hostile environment is a circumstance in which bullying causes the school environment to be permeated with intimidation, ridicule, or insult that is sufficiently severe or pervasive to alter the condition of an individual's education or function. The targeted individual becomes so concerned about bullying that they are unable to participate in, and concentrate on, academic, work, and/or other social activities.

Vulnerable Populations

Bristol-Plymouth recognizes that certain students are more vulnerable to becoming a target of bullying or harassment based on actual or perceived differentiating characteristics, including race, color, religion, ancestry, national origin, sex, socioeconomic status, homelessness, academic status, gender identity or expression, physical appearance, pregnant or parenting status, sexual orientation, mental, physical, developmental or sensory disability or by association with a person who has or is perceived to have 1 or more of these characteristics.

We need to include the specific steps that each school district, charter school, and collaborative school shall take to support vulnerable students and to provide all students with the skills, knowledge and strategies needed to prevent or respond to bullying or harassment.

Cyber-Bullying

Cyber-bullying is bullying through use of cell phones, computers, or other technology and includes, but is not limited to, conduct such as sending derogatory, harassing, or threatening email messages, instant messages, text messages, or blogs; creating websites or blogs that make fun of, humiliate, or intimidate others; and posting or sending embarrassing or inappropriate pictures or images of others. It may also include, but is not limited to, creating a website, blog, or posting by which the creator/author impersonates another person.

Intimidation

Intimidation is intentional behavior "which would cause a person of ordinary sensibilities" fear of injury or harm. It is not necessary to prove that the behavior was violent as to cause terror or that the target was actually frightened. Intimidation may be manifested in such manner as physical contacts, glowering countenance, emotional manipulation, verbal abuse, making someone feel lower than you, purposeful embarrassment, and/or actual physical assault. Behavior may include, but is not limited to, epithets, derogatory comments or slurs and lewd propositions, assault, impeding or blocking movement, offensive touching or any physical interference with normal work or movement, and visual insults, such as derogatory posters or cartoons.

Harassment

Harassment in school occurs when a person(s)'s behavior or inappropriate language is so severe and pervasive as to create a hostile, offensive, or intimidating school or work environment by which a person(s)'s participation in school activities are adversely affected or are reasonably feared to be adversely affected. Harassment can include any unwelcome verbal, written, or physical conduct which offends, denigrates, or belittles any individual because of race, color, sex, gender identity, religion, national origin, disability, sexual orientation, age, economic or homelessness status, or pregnancy or pregnancy related condition. Such conduct includes, but is not limited to, unsolicited derogatory remarks, or requests for sex, jokes, demeaning comments or behavior, slurs, mimicking, name calling, graffiti, innuendo, gestures, physical contact, stalking, threatening, bullying, extorting or display or circulation by any means of sexually suggestive written materials, forms of correspondence, or pictures.

Criminal Harassment (M.G.L. c. 265, s.43A)

Whoever willingly and maliciously engages in a knowing pattern of conduct or series of acts over a period of time directed at a specific person, which seriously alarms that person and would cause a reasonable person to suffer substantial emotional distress, shall be guilty of the crime of criminal harassment and shall be punished by imprisonment in a house of correction for not more than two and one-half (2 ½) years or by a fine of not more than $1,000, or by both such fine limited to conduct or acts conducted by mail or by use of a telephonic or telecommunication device including, but not limited to, electronic mail, Internet communications, or facsimile communications. Whoever, after having been convicted of the crime of criminal harassment, commits a second or subsequent such crime, or whoever commits the crime of criminal harassment having previously been convicted of a violation of section 43, shall be punished by imprisonment in a house of correction for not more than two and one-half (2 ½) years or by imprisonment in the state prison for not more than ten (10) years.

Harassment can be more specifically defined as:

Racial and Color Harassment

Racial or color harassment includes unwelcome verbal, written, or physical conduct directed at the characteristics of a person's race or color, such as nicknames emphasizing stereotypes, racial slurs, comments on manner of speaking, and negative references to racial customs.

Religious (Creed) Harassment

Harassment on the basis of religion or creed is unwelcome verbal, written, or physical conduct directed at the characteristics of a person's religion or creed, such as derogatory comments regarding surnames, religious tradition or religious clothing, or graffiti.

National Origin Harassment

Harassment on the basis of national origin is unwelcome verbal, written, or physical conduct directed at the characteristics of a person's national origin, such as negative comments regarding surnames, manner of speaking, customs, or language.

Sexual Orientation Harassment

Harassment on the basis of sexual orientation is unwelcome verbal, written, or physical conduct directed at the characteristics of a person's sexual orientation, such as negative name-calling and imitating mannerisms.

Disability Harassment

Includes harassment based on a person's disabling mental or physical condition and includes any unwelcome verbal, written, or physical conduct directed at the characteristics of a

person's disabling condition, such as imitating manner of speech or movement, or interfering with necessary equipment.

Sexual Harassment

Consists of unwelcome or unsolicited sexual advances, requests for sexual favors, and other verbal and physical conduct of a sexual nature when such conduct unreasonably interferes with school or creates an intimidating, hostile, offensive, or uncomfortable educational environment for the student. It is sexual harassment if submission to such conduct is made either explicitly or implicitly a term or condition of a student's academic advancement, or submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting such individual. Such conduct, even if it occurs off school grounds, may warrant discipline, depending on the circumstances.

There are two major categories of sexual harassment recognized by the courts:

Quid pro quo

Quid pro quo harassment occurs when an employee with authority or control over students offers them an educational benefit or educational advantage in exchange for sexual favors or gratification. Thus, either submission to, or rejection of, unwelcome sexual advances may result in quid pro quo harassment if the terms or conditions of one's education are impacted. Examples of such impact may include, but are not limited to: grade manipulation, academic punishment, or restriction of access to school programs or opportunities.

Hostile Environment Relative to Harassment

Sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when such advances, requests, or conduct have the purpose or effect of unreasonably interfering with an individual's participation in academic or school sponsored activities. Except for extreme cases, such as grabbing in a sexual way, a single incident does not constitute sexual harassment. Usually hostile environment cases involve repeated, pervasive, and harmful incidents that are harmful to the victim's emotional well-being.

Retaliation

Retaliation is any form of intimidation, reprisal, or harassment directed against a person who reports bullying, provides information during an investigation of bullying, or witnesses who observe and possess reliable information about bullying. It involves an individual "getting back at" another individual because of a belief that the individual reported bullying or provided information about it to an individual or others who may help the targeted person. An alleged aggressor may be found to have violated this anti-retaliation provision even if the underlying complaining of harassment or bullying (including cyber-bullying) is not found to be in violation with this policy.

Complainant: person making the complaint

Target: the person who has been allegedly bullied, cyber-bullied, harassed, or intimidated

Aggressor: person who has allegedly bullied, cyber-bullied, harassed, or intimidated

B. Acts of Bullying (Including Cyber-Bullying) and Retaliation Are Prohibited

The Bristol-Plymouth Regional Technical School District prohibits bullying (including cyber-bullying), intimidation, harassment, and/or retaliation as defined above both at school and under the following circumstances:

- On school grounds or any property adjacent to school grounds

- On any school vehicles
- At any school-sponsored, or school-related activities, functions, or programs
- Through use of any school computers, Internet connection, or other school based technology
- At a location or during activities that are not school related, or by using a private computer or cell phone, if the bullying creates a hostile environment at school for the targeted individual, infringes on the rights of the targeted individual in the school building, on the school grounds, or otherwise disrupts the orderly operation of the school

C. Reporting Obligations

Reporting by Staff

A member of the school staff, including, but not limited to, an educator, administrator, school nurse, cafeteria worker, or custodian, shall immediately report any instance of bullying, intimidation, harassment, or retaliation they have witnessed or become aware of to the school principal/designee.

Reporting by Students and Others

The District expects students and others who witness or become aware of an instance of conduct violating this policy involving a student to report it to the school principal/designee except when a reported bullying incident involves the principal or the assistant principal as the alleged aggressor. In such cases, the Superintendent-Director or designee shall be responsible for investigating the report, and other steps necessary to implement the Plan, including addressing the safety of the alleged victim. In all cases, reports should be made to the principal/designee. There will be no tolerance for bullying by any person against another.

Reporting to Local Law Enforcement

At any point after receipt of a report of conduct that is suspected of violating this policy, or during or after an investigation, if the school principal/designee has a reasonable basis to believe that the incident may involve criminal conduct, the school principal/designee will notify the local law enforcement agency. In addition, if an incident of this type involves a former student under the age of 21 who is no longer enrolled in a local school district, charter school, non-public school, approved private day or residential school, or collaborative school, the Superintendent-Director of the Bristol-Plymouth Regional Technical School or designee will notify local law enforcement if they believe that criminal charges may be pursued.

Reporting to Administration of Another School District or School

If an incident of behavior that violates the policy involves students from more than one school district, charter school, non-public school, approved private day or residential school, or collaborative and the Bristol-Plymouth Regional Technical School District will, consistent with state and federal law, promptly notify the appropriate administrator of the other school so that both may take appropriate action.

D. Procedures for Reporting Bullying, Cyber-Bullying, Intimidation, or Retaliation

Any individual who believes that they may have been bullied, cyber-bullied, intimidated, or is the target of retaliation should report the incident to the principal, Student Services Department, or any staff member. A staff member receiving such a report will assist the student in reporting the complaint to the principal and/or to a member of the Student Services Department. If the alleged aggressor is the principal, then the investigation will be conducted by the Superintendent-Director/designee, and if the alleged aggressor is the Superintendent-Director, then the investigation

will be conducted by the School Committee or its designee. There will be no tolerance for bullying by any person against another. The principal or the Student Services staff will provide the individual with a Form for Reporting.

Incidents of Bullying, Intimidation, or Retaliation

This form is available in the Principal's office and the Student Services Office. Anonymous reports can be made to the Principal in writing or by telephone at (508) 823-5151, Ext. 101 or the Student Services Department at (508) 823-5151, Ext. 115, or by emailing bullying@bptech.org. An individual who knowingly makes a false accusation of bullying or retaliation shall be subject to disciplinary action. (Discipline will not be issued on the basis of an anonymous report in isolation.)

Step 1

The complainant, or witness, or any individual aware of conduct violating this policy shall fill out a **Form for Reporting Incidents of Bullying, Intimidation, or Retaliation**. The complainant or other individual will be assisted with filling out the form if necessary. The complainant form shall be kept in a centralized and secure location in the Student Services Administrator's office if the complainant is a student. An adult employee complaining of being targeted will complete the form and submit it to the School Business Administrator. The complaint form shall detail the facts and circumstances of the incident or pattern of behavior. If a student under 18 years of age is involved, their parents shall be notified immediately unless, after consultation with the student, it is determined not to be in the best interest of the student. The specifics of the complaint, namely target, alleged aggressor, day of week of incident, location, time of day of incident, and reporter will be immediately added to the tracking record by the staff member receiving the completed form.

Step 2

A prompt, neutral investigation shall be completed by the Principal/designee except in cases where the principal is the alleged aggressor. The investigator shall advise the complaining party and the alleged aggressor(s) that the investigation shall be as confidential as practicable, the importance of the need for complete honesty, and that no retaliatory action will be tolerated. The investigation may consist of personal interviews with the complaining student, the alleged aggressor, and any other individuals who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. In determining whether the alleged conduct constitutes a violation of this policy, the complaint official should consider the surrounding circumstances, any relevant documents, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationship between the parties involved, and the context in which the alleged incident(s) occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.

In addition, Bristol-Plymouth Regional Technical School may take immediate steps, at its discretion, to protect the complainant, alleged aggressor, witnesses, or other individuals pending completion of an investigation of the alleged aggression and may make any appropriate referrals for assistance, including, but not limited to, counseling, rape crisis intervention, local law enforcement, etc. Such steps may include, but are not limited to, separating the parties in the school environment. The investigation will be completed as soon as practicable. The Principal/designee shall make a written report upon completion of the investigation and a copy of this report will be filed in the Student Services Office. The report shall include a statement of the investigatory steps taken and determination as to whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.

Step 3
Following the investigation, the investigator shall recommend what action, if any, is required. Bristol-Plymouth shall take appropriate action in all cases where the investigator concludes that this policy has been violated. Individuals who engage in conduct that is found to be in violation of this policy will be subject to discipline, however, disciplinary actions must balance the need for accountability with the need to teach appropriate behavior. Any person who is determined to have violated this policy shall be subject to action including, but not limited to, training, education, or counseling. School Committee policy, state and federal law including, but not limited to, the due process protections for students with disabilities will apply.
In addition to taking disciplinary action as described above, the Principal/designee will report conduct found to be in violation of this policy to local law enforcement if it is believed that further action in the form of criminal charges may be pursued. Nothing in this policy is intended to prevent school staff from addressing or taking disciplinary action against an individual for conduct that does not meet the definition of bullying, cyber-bullying, intimidation, harassment, or retaliation, as defined above, but that is nevertheless inappropriate for the school environment.

E. Closing a Complaint
In the event that it is determined that this policy has been violated, the Principal/designee will, in addition to taking disciplinary action:

- Notify the aggressor
- Inform the complainant of the steps that have been taken to prevent further acts of aggression to the extent allowed by legal restrictions
- Notify local law enforcement, if it is believed that criminal charges against the aggressor may be pursued

F. Confidentiality
Bristol-Plymouth Regional Technical School recognizes that both the complaining student and the alleged aggressor have strong interests in maintaining the confidentiality of the allegations and related information. The privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses will be respected as much as is practical, consistent with legal obligations to investigate, to take appropriate action, and to comply with any discovery or disclosure obligation.

G. Professional Development
Bristol-Plymouth will provide professional development to staff on an annual basis. Staff includes, but is not limited to, educators, administrators, school nurses, cafeteria workers, or custodians.
Each year the entire staff, as listed above, will receive training on the specifics of this entire policy. The training will consist of an overview of the steps that the Principal or designee or the Superintendent-Director when the principal is the alleged aggressor or the School Committee when the Superintendent-Director is the alleged aggressor, and will follow up on receipt of a report of bullying, intimidation, harassment, or retaliation, the duties of all staff members pertaining to a complaint about conduct in violation of this policy, an overview of the bullying prevention curricula, and age appropriate strategies to both prevent bullying and interventions to stop bullying incidents. All professional development offerings will provide evidence based information on all aspects of bullying, cyber-bullying, intimidation, harassment, retaliation, and behaviors which might be observed in incidents of this type. Each year there will be ongoing professional development that

will equip the staff to create a school climate that promotes safety, civil communication, and respect for diversity. In addition, staff responsible for implementation and oversight of the Plan to distinguish between acceptable managerial behaviors designed to correct misconduct, instill accountability in the school setting, etc. and bullying behaviors and bullying of students by school staff. Finally, the staff will receive written notification of this policy in the Faculty/Staff handbook.

H. Student Instruction on Bullying, Cyber-Bullying, Intimidation, Harassment, and Retaliation
It is the belief of the Bristol-Plymouth Regional Technical School that education is the mission of this school and a priority when addressing the subject of bullying, cyber-bullying, intimidation, harassment, and retaliation.

I. Resources and Support Services
The wellbeing and safety of our students is the most important aspect of life at Bristol-Plymouth Regional Technical School. Any student or family involved in any way, as a target or as an aggressor, will be apprised of all resources available to them. The school adjustment counselors and guidance counselors will work with students and families throughout the complaint process. Referrals to community based services will be made at an agency with expertise with this issue and age group.

J. Conclusion
Bristol-Plymouth Regional Technical School will provide an environment conducive to education and social development. Disrespectful behavior will not be tolerated. The District expects that all members of the school community will treat each other in a civil manner and with respect for differences. The environment will allow each individual to feel safe, secure, and socially comfortable so that they may concentrate on the business of learning. We understand that certain student groups may be more vulnerable to becoming targets of bullying, cyber-bullying, intimidation, and harassment. The District will take specific steps to create a safe, supportive environment for vulnerable populations in the school community, and provide all students with the skills, knowledge, and strategies to prevent or respond to conduct in violation of this policy.
At times, there are allegations of bullying which, upon investigation, do not meet the criteria for bullying. If the offense is not deemed to be bullying, then the Assistant Principal and the Pupil Services Administrator will evaluate the incident to determine whether the criteria for harassment is met, and if so, the harassment policy will be utilized.

K. Guidelines for Reporting and Investigating Harassment
In school systems, harassment may take many forms. The situation may be an instance of staff member to staff member, staff member to student, student to staff member, or student to student. Harassment prohibited by the District includes, but is not limited to, harassment on the basis of:

- Race
- Color
- Sex
- Gender identity
- Religion
- National origin
- Disability

- Sexual orientation
- Age
- Economic or homelessness status
- Pregnancy or pregnancy related condition

Sexual Harassment:

Sexual harassment is unwelcome conduct of a sexual nature. The definition includes:

- unwelcome conduct on the basis of sex that is so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the school's education program
- unwelcome sexual advances
- requests for sexual favors
- other verbal, nonverbal, or physical conduct of a sexual nature
- conduct by an employee conditioning an educational benefit or service upon a person's participation in unwelcome sexual conduct (quid pro quo harassment) and;
- sexual assault as defined by the Federal Clery Act.

The legal definition of sexual harassment is broad and in addition to the above examples, other sexually oriented conduct, whether it is intended or not, that is unwelcome and has the effect of creating an environment that is hostile, offensive, intimidating, to male, female, or gender non-conforming students or employees may also constitute sexual harassment.

- In all charges of harassment, the victim should report the complaint to ensure that the subsequent investigation is focused on the relevant facts.
- Any student who believes they have been harassed by another student or staff member should report the incident to the Assistant Principal, Principal or designee, Student Services Department, or any staff member.
- Any student who believes that they have been a victim of harassment by a member of the school staff should make a report to Pupil Services Administrator, at 508-823-5151 ext. 115. Harassment Complaint Forms are available in the Student Services Department or online at www.bptech.org or emailing bullying@bptech.org.
- Anonymous complaints will be reviewed but are inherently difficult to investigate and may not be procedurally fair; as a result, no disciplinary action shall be taken on anonymous complaints unless verified by clear and convincing evidence. All other complaints will be reviewed based on a preponderance of evidence standard.
- Any school employee that has reliable information that would lead a reasonable person to suspect that a person is a target of harassment, bullying, or intimidation must immediately report it to the Assistant Principal and/or Pupil Services Administrator. The administrator will document any prohibited incident that is reported and confirmed, and report all incidents of discrimination, harassment, intimidation, bullying, or cyber-bullying and the resulting consequences, including discipline and referrals, in accordance with state laws and regulations.
- If a situation involving a complaint of staff member to student harassment is brought to the attention of any staff member, the staff member must notify the Assistant Principal and/or Pupil Services Administrator immediately.
- In a situation involving a complaint of student to staff member harassment, the staff member must notify the Assistant Principal and/or Pupil Services Administrator.

- In a situation involving a complaint of staff member to staff member harassment, the staff member must notify the School Business Administrator.

Once a charge of harassment has been made, the following course of action will be taken: Dependent on the complainant, the Assistant Principal, Pupil Services Administrator, and/or School Business Administrator will investigate the charge through discussions with the individuals involved. Individuals should be informed of their rights to have a representative or legal counsel at the time of the discussion. In cases where the harassment is determined to be severe, persistent, when there is retaliatory behavior, or when it is not resolved through the above procedure, the situation will be referred to the administration (Principal or designee, Assistant Principal) for disciplinary action. In cases where the complainant is not satisfied with the outcome, the student has the option of filing a Harassment Complaint form with the Pupil Services Administrator.

L. Complaint Procedure

When student harassment reports are filed with the Pupil Services Administrator, the following steps will be taken:

Step 1

The complainant shall fill out a Harassment Complaint Form. This complaint form shall be kept in a centralized and secure location in the Pupil Services Administrator's office. The complaint form shall detail the facts and circumstances of the incident or pattern of behavior. All oral complaints will be investigated and the office receiving the complaint will promptly send to the complainant a written summary of the complaint to ensure accuracy.

Step 2

A prompt, independent investigation shall be completed by the Pupil Services Administrator 14 calendar days from the date of the complaint. The investigator shall advise the complaining party and the alleged perpetrator(s) that the investigation shall be as confidential to the extent practicable and that no retaliatory action will be tolerated. The investigation may consist of interviews with the complainant, the alleged harasser, and any other individuals who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. In determining whether alleged conduct constitutes a violation of this policy, the investigator should consider the surrounding circumstances, any relevant documents, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationship between the parties involved, and the context in which the alleged incident(s) occurred.

Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances. In addition, Bristol-Plymouth Regional Technical School may take immediate interim steps, at its discretion, to protect the complaining student, alleged harasser, witnesses, or other students pending completion of an investigation of alleged harassment and may make any appropriate referrals for assistance, including, but not limited to, counseling, rape crisis intervention, etc. Such steps may include, but are not limited to, separating the parties in the school environment. The Pupil Services Administrator shall make a written report to the school Principal or designee upon completion of the investigation. The report shall include a statement of investigatory steps taken and determination as to whether the allegations have been substantiated.

Step 3

The principal or designee shall determine what action or remedial conduct shall be taken. Any student who is determined to have violated this policy shall be subject to appropriate disciplinary action.

Step 4

The complaining student and the alleged harasser shall be informed of the results of the investigation, including whether the allegations were found to be factual, whether there was a violation of the policy, and whether disciplinary action was or will be taken.

M. Confidentiality

Bristol-Plymouth Regional Technical School recognizes that both the complaining student and the alleged harasser have strong interests in maintaining the confidentiality of the allegations and related information. The privacy of the complaining student, the individual(s) against whom the complaint is filed, and the witnesses will be respected to the extent practicable.

NONDISCRIMINATION

The Bristol-Plymouth School Committee is committed to providing all students with a safe and supportive school environment. Members of the school community are expected to treat each other with mutual respect.

The Bristol-Plymouth Regional Technical School does not discriminate on the basis of race, color, sex, gender identity, religion, national origin, sexual orientation, disability, age, economic or homelessness status, or pregnancy or pregnancy related condition in admission to, treatment, or employment in its programs and activities. All students shall have equal access to the general education program and full range of any occupational/vocational education programs offered by the District. The following person has been designated to handle inquiries regarding non-discrimination policies: Melanie Shaw, Pupil Services Administrator, Bristol-Plymouth Regional Technical School, 207 Hart Street, Taunton, MA 02780; (508) 823-5151.

DISCRIMINATION

Discrimination consists of actions taken against another which treat them unequally because of race, color, sex, gender identity, religion, national origin, sexual orientation, disability, age, economic or homelessness status, or pregnancy or pregnancy-related condition. Every student is entitled to equal educational opportunities. A student may not be discriminated against because of their race, color, sex, gender identity, religion, national origin, sexual orientation, disability, age, economic or homelessness status, or pregnancy or pregnancy related condition.

Students

For students, discrimination includes, but is not limited to, unequal treatment with regard to course registration, guidance counseling, course instruction, extra-curricular activities, and athletic programs. Students with disabilities are protected under federal and state law from discrimination. Such students are entitled to: (1) have their programs and activities in a physically accessible location; (2) be ensured “effective communication,” including, where necessary, the provision of additional aids and services; and (3) reasonable modification of a school’s policies and practices, where necessary, to

receive an equal opportunity education. Students with special educational needs may be entitled to an individualized educational program.

Complaint Procedure for Discrimination

Any student or staff member who feels they have been a victim of discrimination because race, color, sex, gender identity, religion, national origin, sexual orientation, disability, age, economic or homelessness status, or pregnancy or pregnancy-related condition should make a report to the Pupil Services Administrator, 508-823-5151, Ext. 115 or the appropriate guidance counselor, 508-823-5151, Ext. 115.

Alternative Complaint Procedures

In addition to, or instead of, filing a discrimination complaint through this policy, a person may choose to exercise other options, including, but not limited to, filing a complaint with state or federal agencies.

REGULATIONS FOR TITLE IX AND CHAPTER 622 Non-Discrimination Policies

In accordance with state and federal law, the District prohibits discrimination on the basis of sex, race, color, national origin, religion, disability, age, economic or homelessness status, or pregnancy or pregnancy related condition in all educational activities and programs operated by Bristol-Plymouth Regional Technical School including admission and employment.

Inquiries regarding compliance with Title IX may be directed to Bristol-Plymouth Regional Technical School Title IX Coordinator, the U.S. Department of Education's Office for Civil Rights (https://ocrcas.ed.gov/contact-ocr), or both:

Title IX Coordinator, Melanie Shaw
Pupil Services Administrator
Bristol-Plymouth Regional Technical School
207 Hart Street
Taunton, Massachusetts 02780
Phone: 508-823-5151 ext. 137 or 115
mshaw@bptech.org

To report information about conduct that may constitute sex discrimination or make a complaint of sex discrimination under Title IX, please refer to "Reporting Discriminatory Harassment and Bullying".

Bristol-Plymouth Regional Technical School has adopted grievance procedures that provide for the prompt and equitable resolution of complaints made by students, employees, or other individuals who are participating or attempting to participate in its education program or activity, or by the Title IX Coordinator, alleging any action that would be prohibited by Title IX or the Title IX regulations.

Title IX of the Education Amendments of 1972 (Title IX) prohibits discrimination on the basis of sex in educational programs and activities. The new regulations define sexual harassment as:

1. "An employee of the recipient [school district] conditioning the provision of an aid, benefit, or service of the recipient on an individual's participation in unwelcome sexual conduct;" or

2. "Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the recipient's education program or activity;" or
3. Sexual assault, dating violence, domestic violence, or stalking as defined by federal law.

Complaints:
The following people have a right to make a complaint of sex discrimination, including complaints of sex-based harassment, requesting that Bristol-Plymouth Regional Technical School investigate and make a determination about alleged discrimination under Title IX:

- A "complainant," which includes:
    - a student or employee of Bristol-Plymouth Regional Technical School who is alleged to have been subjected to conduct that could constitute sex discrimination under Title IX; or
    - a person other than a student or employee of Bristol-Plymouth Regional Technical School who is alleged to have been subjected to conduct that could constitute sex discrimination under Title IX at a time when that individual was participating or attempting to participate in Bristol-Plymouth Regional Technical School's education program or activity;
- A parent, guardian, or other authorized legal representative with the legal right to act on behalf of a complainant; or
- Bristol-Plymouth Regional Technical School's Title IX Coordinator.

Note that a person is entitled to make a complaint of sex-based harassment only if they themselves are alleged to have been subjected to the sex-based harassment, if they have a legal right to act on behalf of such person, or if the Title IX Coordinator initiates a complaint consistent with the requirements of 34 C.F.R. § 106.44(f)(1)(v).

With respect to complaints of sex discrimination other than sex-based harassment, in addition to the people listed above, the following persons have a right to make a complaint:

- Any student or employee Bristol-Plymouth Technical; or
- Any person other than a student or employee who was participating or attempting to participate in Bristol-Plymouth Regional Technical School's education program or activity at the time of the alleged sex discrimination.

Bristol-Plymouth Regional Technical School may consolidate complaints of sex discrimination against more than one respondent, or by more than one complainant against one or more respondents, or by one party against another party, when the allegations of sex discrimination arise out of the same facts or circumstances. When more than one complainant or more than one respondent is involved, references below to a party, complainant, or respondent include the plural, as applicable.

Basic Requirements of Title IX Grievance Procedures:

Bristol-Plymouth Regional Technical School will treat complainants and respondents equitably.

Bristol-Plymouth Regional Technical School requires that any Title IX Coordinator, investigator, or decisionmaker not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent. A decisionmaker may be the same person as the Title IX Coordinator or investigator.
Bristol-Plymouth Regional Technical School presumes that the respondent is not responsible for the alleged sex discrimination until a determination is made at the conclusion of its grievance procedures.

Bristol-Plymouth Regional Technical School has established the following timeframes for the major stages of the grievance procedures: the investigation will be completed as soon as practicable, for major stages, including for example, evaluation (i.e., the decision whether to dismiss or investigate a complaint); investigation; determination; and appeal, if any].

Bristol-Plymouth Regional Technical School has also established the following process that allows for the reasonable extension of timeframes on a case-by-case basis for good cause with notice to the parties.

Bristol-Plymouth Regional Technical School will take reasonable steps to protect the privacy of the parties and witnesses during its grievance procedures. These steps will not restrict the ability of the parties to obtain and present evidence, including by speaking to witnesses; consult with their family members, confidential resources, or advisors; or otherwise prepare for or participate in the grievance procedures. The parties cannot engage in retaliation, including against witnesses.

Bristol-Plymouth Regional Technical School will objectively evaluate all evidence that is relevant and not otherwise impermissible—including both inculpatory and exculpatory evidence. Credibility determinations will not be based on a person's status as a complainant, respondent, or witness.

The following types of evidence, and questions seeking that evidence, are impermissible (i.e., will not be accessed or considered, except by Bristol-Plymouth Regional Technical School to determine whether one of the exceptions listed below applies; will not be disclosed; and will not otherwise be used), regardless of whether they are relevant:

- Evidence that is protected under a privilege recognized by Federal or State law or evidence provided to a confidential employee, unless the person to whom the privilege or confidentiality is owed has voluntarily waived the privilege or confidentiality;
- A party's or witness's records that are made or maintained by a physician, psychologist, or other recognized professional or paraprofessional in connection with the provision of treatment to the party or witness, unless Bristol-Plymouth Regional Technical School obtains that party's or witness's voluntary, written consent for use in its grievance procedures; and
- Evidence that relates to the complainant's sexual interests or prior sexual conduct, unless evidence about the complainant's prior sexual conduct is offered to prove that someone other

than the respondent committed the alleged conduct or is evidence about specific incidents of the complainant's prior sexual conduct with the respondent that is offered to prove consent to the alleged sex-based harassment. The fact of prior consensual sexual conduct between the complainant and respondent does not by itself demonstrate or imply the complainant's consent to the alleged sex-based harassment or preclude determination that sex-based harassment occurred.

Notice of Allegations:

Upon initiation of Bristol-Plymouth Regional Technical School's Title IX grievance procedures, Bristol-Plymouth Regional Technical School will notify the parties of the following:

- Bristol-Plymouth Regional Technical School's Title IX grievance procedures and any informal resolution process;
- Sufficient information available at the time to allow the parties to respond to the allegations, including the identities of the parties involved in the incident(s), the conduct alleged to constitute sex discrimination, and the date(s) and location(s) of the alleged incident(s);
- Retaliation is prohibited; and
- The parties are entitled to an equal opportunity to access the relevant and not otherwise impermissible evidence or an accurate description of this evidence. [If Bristol-Plymouth Regional Technical School provides a description of the evidence: The parties are entitled to an equal opportunity to access the relevant and not otherwise impermissible evidence upon the request of any party.]

If, in the course of an investigation, Bristol-Plymouth Regional Technical School decides to investigate additional allegations of sex discrimination by the respondent toward the complainant that are not included in the notice provided or that are included in a complaint that is consolidated, Bristol-Plymouth Regional Technical School will notify the parties of the additional allegations.

Dismissal of a Complaint:

Bristol-Plymouth Regional Technical School may dismiss a complaint of sex discrimination if:

- Bristol-Plymouth Regional Technical School is unable to identify the respondent after taking reasonable steps to do so;
- The respondent is not participating in Bristol-Plymouth Regional Technical School's education program or activity and is not employed by Bristol-Plymouth Regional Technical School;
- The complainant voluntarily withdraws any or all of the allegations in the complaint, the Title IX Coordinator declines to initiate a complaint, and Bristol-Plymouth Regional Technical School determines that, without the complainant's withdrawn allegations, the conduct that remains alleged in the complaint, if any, would not constitute sex discrimination under Title IX even if proven; or
- Bristol-Plymouth Regional Technical School determines the conduct alleged in the complaint, even if proven, would not constitute sex discrimination under Title IX. Before dismissing the complaint, Bristol-Plymouth Regional Technical School will make reasonable efforts to clarify the allegations with the complainant.

Upon dismissal, Bristol-Plymouth Regional Technical School will promptly notify the complainant of the basis for the dismissal. If the dismissal occurs after the respondent has been notified of the allegations, then Bristol-Plymouth Regional Technical School will also notify the respondent of the dismissal and the basis for the dismissal promptly following notification to the complainant, or simultaneously if notification is in writing.
Bristol-Plymouth Regional Technical School will notify the complainant that a dismissal may be appealed and will provide the complainant with an opportunity to appeal the dismissal of a complaint. If the dismissal occurs after the respondent has been notified of the allegations, then Bristol-Plymouth Regional Technical School will also notify the respondent that the dismissal may be appealed. Dismissals may be appealed on the following bases:

- Procedural irregularity that would change the outcome;
- New evidence that would change the outcome and that was not reasonably available when the dismissal was made; and
- The Title IX Coordinator, investigator, or decisionmaker had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that would change the outcome.

If the dismissal is appealed, Bristol-Plymouth Regional Technical School will:

- Notify the parties of any appeal, including notice of the allegations, if notice was not previously provided to the respondent;
- Implement appeal procedures equally for the parties;
- Ensure that the decisionmaker for the appeal did not take part in an investigation of the allegations or dismissal of the complaint;
- Ensure that the decisionmaker for the appeal has been trained consistent with the Title IX regulations;
- Provide the parties a reasonable and equal opportunity to make a statement in support of, or challenging, the outcome; and
- Notify the parties of the result of the appeal and the rationale for the result.

When a complaint is dismissed, Bristol-Plymouth Regional Technical School will, at a minimum:

- Offer supportive measures to the complainant as appropriate;
- If the respondent has been notified of the allegations, offer supportive measures to the respondent as appropriate; and
- Take other prompt and effective steps, as appropriate, through the Title IX Coordinator to ensure that sex discrimination does not continue or recur within Bristol-Plymouth Regional Technical School's education program or activity.

Investigation:

Bristol-Plymouth Regional Technical School will provide for adequate, reliable, and impartial investigation of complaints.

The burden is on Bristol-Plymouth Regional Technical School—not on the parties—to conduct an investigation that gathers sufficient evidence to determine whether sex discrimination occurred.

Bristol-Plymouth Regional Technical School will provide an equal opportunity for the parties to present fact witnesses and other inculpatory and exculpatory evidence that are relevant and not otherwise impermissible.

Bristol-Plymouth Regional Technical School will review all evidence gathered through the investigation and determine what evidence is relevant and what evidence is impermissible regardless of relevance.

Bristol-Plymouth Regional Technical School will provide each party with an equal opportunity to access the evidence that is relevant to the allegations of sex discrimination and not otherwise impermissible, in the following manner:

- Bristol-Plymouth Regional Technical School will provide an equal opportunity to access either the relevant and not otherwise impermissible evidence, or an accurate description of this evidence. [If Bristol-Plymouth Regional Technical School provides a description of the evidence: Bristol-Plymouth Regional Technical School will provide the parties with an equal opportunity to access the relevant and not otherwise impermissible evidence upon the request of any party.];
- Bristol-Plymouth Regional Technical School will provide a reasonable opportunity to respond to the evidence or the accurate description of the evidence; and
- Bristol-Plymouth Regional Technical School will take reasonable steps to prevent and address the parties' unauthorized disclosure of information and evidence obtained solely through the grievance procedures. Disclosures of such information and evidence for purposes of administrative proceedings or litigation related to the complaint of sex discrimination are authorized.

Questioning the Parties and Witnesses:

Bristol-Plymouth Regional Technical School will provide a process that enables the decisionmaker to question parties and witnesses to adequately assess a party's or witness's credibility to the extent credibility is both in dispute and relevant to evaluating one or more allegations of sex discrimination. The investigation may consist of personal interviews with the complaining student, the alleged aggressor, and any other individuals who may have knowledge of the alleged incident.

Determination Whether Sex Discrimination Occurred:

Following an investigation and evaluation of all relevant and not otherwise impermissible evidence, Bristol-Plymouth Regional Technical School] will:

- Use the [preponderance of the evidence or, if applicable, clear and convincing] standard of proof to determine whether sex discrimination occurred. The standard of proof requires the decisionmaker to evaluate relevant and not otherwise impermissible evidence for its persuasiveness. If the decisionmaker is not persuaded under the applicable standard by the evidence that sex discrimination occurred, whatever the

quantity of the evidence is, the decisionmaker will not determine that sex discrimination occurred.

- Notify the parties in writing of the determination whether sex discrimination occurred under Title IX including the rationale for such determination, and the procedures and permissible bases for the complainant and respondent to appeal, if applicable;
- Not impose discipline on a respondent for sex discrimination prohibited by Title IX unless there is a determination at the conclusion of the grievance procedures that the respondent engaged in prohibited sex discrimination.
- If there is a determination that sex discrimination occurred, the Title IX Coordinator will, as appropriate:
    - Coordinate the provision and implementation of remedies to a complainant and other people Bristol-Plymouth Regional Technical School identifies as having had equal access to Bristol-Plymouth Regional Technical School's education program or activity limited or denied by sex discrimination;
    - Coordinate the imposition of any disciplinary sanctions on a respondent, including notification to the complainant of any such disciplinary sanctions; and
    - Take other appropriate prompt and effective steps to ensure that sex discrimination does not continue or recur within Bristol-Plymouth Regional Technical School's education program or activity.

- Comply with the grievance procedures before the imposition of any disciplinary sanctions against a respondent; and
- Not discipline a party, witness, or others participating in the grievance procedures for making a false statement or for engaging in consensual sexual conduct based solely on the determination whether sex discrimination occurred.

Appeal of Determinations, if offered:

Bristol-Plymouth Regional Technical School offers the following process for appeals from a determination whether sex discrimination occurred:

i) Procedural irregularity that affected the outcome;
ii) New evidence that was not reasonably available at the time the determination was made;
iii) Title IX Coordinator, investigator, or decision maker had a conflict of interest or bias.

The Superintendent shall issue a written decision concerning the appeal within ten school days of receipt, unless extended for good cause.

This appeal process will be, at a minimum, the same as Bristol-Plymouth Regional Technical School offers in all other comparable proceedings, including proceedings relating to other discrimination complaints.

Informal Resolution

In lieu of resolving a complaint through Bristol-Plymouth Regional Technical School's Title IX grievance procedures, the parties may instead elect to participate in an informal resolution process. Bristol-Plymouth Regional Technical School does not offer informal resolution to resolve a complaint that includes allegations that an employee engaged in sex-based harassment of an elementary school or secondary school student, or when such a process would conflict with Federal, State, or local law.

Supportive Measures

Bristol-Plymouth Regional Technical School will offer and coordinate supportive measures as appropriate for the complainant and/or respondent to restore or preserve that person's access to Bristol-Plymouth Regional Technical School's education program or activity or provide support during Bristol-Plymouth Regional Technical School's Title IX grievance procedures or during the informal resolution process. For complaints of sex-based harassment, these supportive measures may include [DESCRIBE RANGE that complies with § 106.44(g)].

Disciplinary Sanctions and Remedies

Following a determination that sex-based harassment occurred, Bristol-Plymouth Regional Technical School may impose disciplinary sanctions, which may include [LIST OR DESCRIBE RANGE]. Bristol-Plymouth Regional Technical School may also provide remedies, which may include verbal warning, written warning, reprimand, detention, suspension, expulsion, or any other remedial action including, but not limited to, training, education, counseling. In addition to taking disciplinary action as described above, the Principal or designee will report conduct found to be in violation of this policy to local law enforcement if it is believed that further action in the form of criminal charges may be pursued.

STUDENT'S RIGHTS AND GRIEVANCE POLICY*

The purpose of the Student Rights and Grievance Policy is to guide practical nurse students with information about their rights and responsibilities, including a process for conflict resolution.

Before invoking the grievance procedure, a reasonable effort will be made by those involved in a dispute to resolve it amicably through open and cooperative dialogue. Only when such efforts are unsuccessful should the student grievance procedure be invoked.

Student Grievance Procedure:

STEP I	Student presents the concern to a faculty member at an arranged meeting. Meeting notes will be taken and maintained by the faculty member and if necessary forwarded (refer to Step II).
STEP II	If the situation was not resolved (with the faculty member), it shall be presented by the student in writing to the Nursing Programs Coordinator. This shall occur within ten

(10) school days after Step I is completed. The Nursing Programs Coordinator will meet with the party(ies) involved in an effort to resolve the grievance. The Nursing Programs Coordinator will respond to the student(s), in writing, within five (5) days after the meeting.

STEP III If the problem is not resolved, an appeal will be made to the Superintendent-Director. A copy of the written student grievance and faculty/director notes from Step I and Step II will also be provided. This should occur within ten (10) days after Step II is completed. The Superintendent-Director will choose to meet with the student(s) involved to resolve the grievance. The Superintendent-Director will respond to the student(s), in writing, within five (5) days after the meeting.

STEP IV If the grievance is still not resolved, either party, within ten (10) school days after the reply of the Superintendent-Director, will be allowed to request a meeting with the School Committee for a hearing. All parties involved must be notified of the request.

If a resolution cannot be reached locally, or if the grievant wishes to bypass the local procedure, the Bureau of Equal Educational Opportunity (Chapter 622) or the Office of Civil Rights (Title IX) will become involved.

HAZING

MASSACHUSETTS GENERAL LAWS, CH. 269

SECTIONS 17 & 18

Section 17. Whoever is a principal organizer or participant in the crime of hazing as defined herein shall be punished by a fine of not more than three thousand dollars ($3,000) or by imprisonment in a house of correction for not more than one (1) year, or both such fine and imprisonment.

The term "hazing" as used in this section and in Sections 17 and 18, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep, rest, or extended isolation.

Section 18. Whoever knows that another person is the victim of hazing as defined in Section 17 and is at the scene of such crime, to the extent that such person can do so without danger or peril to themselves or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine.

INHALANT ABUSE POLICY

MASSACHUSETTS GENERAL LAWS, CHAPTER 270 Crimes Against Public Health

Section 18. Substance having property of releasing toxic vapors.

No person shall intentionally smell or inhale the fumes of any substance having the property of releasing toxic vapors, for the purpose of causing a condition of intoxication, euphoria, excitement, exhilaration, stupefaction, or dulled senses or nervous system, nor possess, buy or sell any such

substance for the purpose of violating or aiding another to violate this section. This section shall not apply to the inhalation of anesthesia for medical or dental purposes. Whoever violates the provisions of this section shall be punished by a fine of not more than two hundred dollars ($200) or by imprisonment for not more than six (6) months, or both. Any person who is discovered by a police officer or special police officer in the act of violating this section may be arrested without a warrant by such police officer or special police officer, and held in custody, in jail, or otherwise, until a complaint is made against them for such offense which complaint shall be made as soon as practicable and in any case within 24 hours, Sundays and legal holidays excepted.

Students who are found in violation of the Inhalant Abuse Policy will be disciplined per the Impaired Student Policy.

POSSESSION OF WEAPONS OR CONTROLLED SUBSTANCES, ASSAULT OF EDUCATIONAL PERSONNEL

Massachusetts General Law Ch. 71, §37H authorizes the principal to expel students as follows:

1. Any student who is found on school premises or at school-sponsored or school-related events, including athletic games, in possession of a dangerous weapon, including, but not limited to, a gun or a knife; or a controlled substance as defined in Chapter Ninety-Four C, including, but not limited to, marijuana, cocaine, and heroin, may be subject to expulsion from the school or school district by the principal.
2. Any student who assaults a principal, assistant principal, teacher, teacher's aide or other educational staff on school premises or at school-sponsored or school-related events, including athletic games, may be subject to expulsion from the school or school district by the principal.
3. Any student who is charged with a violation of either paragraph (1) or (2) shall be notified in writing of an opportunity for a hearing; provided, however, that the student may have representation, along with the opportunity to present evidence and witnesses at said hearing before the principal.

   After said hearing, a principal may, at his discretion, decide to suspend rather than expel a student who has been determined by the principal to have violated either paragraph (1) or (2).
4. Any student who has been expelled from a school district pursuant to these provisions shall have the right to appeal to the superintendent. The expelled student shall have ten days from the date of the expulsion in which to notify the superintendent of his appeal. The student has the right to counsel at a hearing before the superintendent. The subject matter of the appeal shall not be limited solely to a factual determination of whether the student has violated any provisions of this section.
5. Any school district that suspends or expels a student under this section shall continue to provide educational services to the student during the period of suspension or expulsion, under section 21 of chapter 76. If the student moves to another district during the period of suspension or expulsion, the new district of residence shall either admit the student to its schools or provide educational services to the student in an education service plan, under section 21 of chapter 76.
6. Districts shall report to the department of elementary and secondary education the specific reasons for all suspensions and expulsions, regardless of duration or type, in a manner and form established by the commissioner. The department of elementary and secondary education shall use its existing data collection tools to obtain this information from districts and shall modify those tools, as

necessary, to obtain the information. On an annual basis, the department of elementary and secondary education shall make district level de-identified data and analysis, including the total number of days each student is excluded during the school year, available to the public online in a machine readable format. This report shall include district level data disaggregated by student status and categories established by the commissioner.

7. Under the regulations promulgated by the department, for each school that suspends or expels a significant number of students for more than 10 cumulative days in a school year, the commissioner shall investigate and, as appropriate, shall recommend models that incorporate intermediary steps prior to the use of suspension or expulsion. The results of the analysis shall be publicly reported at the school district level.

PHYSICAL OBJECTS ON SCHOOL PROPERTIES

(City of Taunton Ordinance)

No person shall bring upon any public school property situated within the City of Taunton or have in their possession or under their custody and control on any such property, any physical object which can be used as a dangerous weapon. The term "dangerous weapon" shall include, in addition to those objects defined by statute as dangerous weapons, any physical object which has not been authorized by the school's administration to be present on such school property of the possession, custody or control of which is specifically prohibited by the school's established code of discipline.

Violation of this ordinance shall be punished by a fine of not less than one hundred ($100.00) dollars nor more than two hundred ($200.00) dollars for the first offense. Any second offense shall be punishable by a fine of two hundred ($200.00) dollars.

Authority to Arrest: A police officer shall have the authority to arrest without a warrant any person they have probable cause to believe has violated any provision mentioned herein.

FIREARMS

CHAPTER 269, SECTION 10

Whoever not being a law enforcement officer and not withstanding any license obtained by their under the provision of Chapter one hundred and fifty, carries on their person a firearm hereinafter defined, loaded or unloaded, in any building or on the grounds of any secondary school, college or university without the written authorization of the board or officer in charge of such secondary school, college or university, shall be punished by a fine of not more than one thousand dollars ($1,000) or by imprisonment for not more than one (1) year, or both. For the purpose of this paragraph, "firearm" shall mean any pistol, revolver, rifle or smoothbore arm from which a shot, bullet or pellet can be discharged by whatever means.

LOCKDOWN DRILL PROCEDURE

When it becomes necessary for all staff and students to remain locked in classrooms and offices due to a situation in the community or on school grounds, the Principal/designee may initiate a lockdown. The procedures for lockdowns and shelter-in-places will be developed by the School Crisis Team and disseminated by the school staff.

FIRE/EMERGENCY PROCEDURE

Our goal is to achieve a very rapid and safe evacuation of the building. Evacuation drills are for the protection of students and staff. The following regulations will be strictly enforced:

1. All staff and students **must** leave the building during drills.
2. Maintain silence so that directions from fire officials and/or faculty may be clearly understood.
3. When outside, remain with your group and wait quietly for re-entrance according to instructions.
4. At no time should students go to vehicles.

COMPUTER HARDWARE POLICY

Bristol-Plymouth computers/devices are managed in order to allow for students to use the systems only for educational purposes. Under no circumstances is a student to attempt to modify the existing hardware configuration of a Bristol-Plymouth computer/device, either by opening the case or changing BIOS and/or other hardware settings. Students are responsible for reporting any damage discovered on school computers/devices immediately.

It is specifically set forth in this policy that under NO circumstances are students, staff, or visitors allowed to connect their own personal computers, laptop or notebook computers, or any other electronic device to any of the Bristol-Plymouth computers or to the Bristol-Plymouth internal network, without the expressed knowledge and written consent of the Principal or their designee.

Summary of Computer Usage

This is a list of common things students are **NOT** permitted to do:

- Use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language or to access material that is profane or obscene, or visit Internet sites that contain obscene, hateful, or other objectionable materials.
- Use, alter, create, or distribute a password not specifically issued to them.
- Use school resources to engage in "hacking," other unlawful activities, or any attempts to otherwise compromise system security.
- Use school resources to engage in, plan, or encourage unlawful or mischievous activity.
- Use school computer resources to engage in commercial activity intended to generate personal financial gain, any illegal activity, or solicit e-mails that are unrelated to school activities.
- Engage in personal attacks, including prejudicial or discriminatory attacks.
- Knowingly or recklessly post false or defamatory information about a person or organization, or post information that could cause damage or disruption.
- Make or post indecent remarks, proposals, or materials on the Internet or on the School District's network.
- Store data or programs in network locations or local hard drives except those areas designated for their individual storage.
- Send or receive any material that is obscene, defamatory, or which is intended to annoy, harass, or intimidate another person.
- Upload, download, or otherwise transmit commercial software or any copyrighted materials belonging to parties outside of the school district, or the school district itself.

- Download any files**,** especially music and videos, from the Internet, unless directed to by an instructor for educational purposes.
- Download any software or electronic files without implementing virus protection measures that have been approved by the District.
- Trespass in other's folders, work or files, or use another's password.
- Reveal or publicize confidential information, which includes, but is not limited to, student, employee, or patient data.
- Install any applications or software onto Bristol-Plymouth computers.
- Disable or modify any running tasks or services or intentionally interfere with the normal operation of the network, including the propagation of computer viruses and sustained high volume network traffic that substantially hinders others in their use of the network.
- Transfer and/or store music files from the Internet and/or any personal devices to Bristol-Plymouth systems.
- Use proxies or other means to bypass the content filtering systems in place and/or defeat any settings that prevent the access of material deemed and flagged as inappropriate by the blocking devices.
- Use remote accessing software, hardware, or web based services to take control of any network attached device or workstation located either inside or outside the school network.
- Remove any License decals or inventory control tags attached to the systems.
- Students must honor copyrights and licenses, as well as the legal rights of the software producers any network providers.
- Any student who inadvertently accesses an inappropriate site must immediately leave the site and report it to their instructor.
- Attempts to log onto the network as a system administrator.

Internet Procedures & Expectations

Appropriate use of the Internet must be in support of education and research, and consistent with the educational objectives of the Bristol-Plymouth Regional Technical School District. Users shall not access inappropriate material. Transmission of material in violation of any state or federal regulation is prohibited. Use for commercial activities, product advertisement, or political lobbying is prohibited.

NATIONAL VOTER REGISTRATION ACT OF 1993

The law requires that educational institutions make available affidavits of voter registration forms. The mail-in affidavits are available in the Guidance Office.

ASBESTOS

This notification is required by the Asbestos Hazard Emergency Response Act (AHERA, 40 CFR Part 763 of Title II of the Toxic Substances Control Act). Asbestos Management Plans have been developed for Bristol-Plymouth Regional Technical School. These plans are available and accessible to the public at the school office.

VIDEOTAPING AND INTERCEPTION OF WIRE AND/OR ORAL COMMUNICATIONS

No student shall record either audio, an image or video using any electronic device, including cell phones, of any administrator, faculty member, staff or employee without their permission.

Violations of the Massachusetts electronic surveillance statute "M.G.L. Chapter 272; Section 99. Interception of wire and oral communications" may be reported to the Authority Having Jurisdiction (AHJ), at the discretion of the administration.

VIDEO SURVEILLANCE

In an effort to increase school security, provide greater safety for students, staff and visitors, and to reduce vandalism and theft, many areas of the school campus – both inside and outside of the school buildings, are subject to observation and monitoring by video surveillance cameras. Recordings of such observations are available for use by the school district and its administrative staff, as well as the SRO and local police to enforce the law or the provisions of school district policies.

APPENDIX A: LEAVE OF ABSENCE REQUEST FORM

BRISTOL-PLYMOUTH REGIONAL TECHNICAL
SCHOOL PRACTICAL NURSE PROGRAM

Leave of Absence Request Form

Student's Name: _____DAY EVE Class of _____

Date of Request: _____

Reason for Request: _____

_____

_____

Student Plan to return: _____

_____

_____

_____

_____ _____

Student Signature Date

-------THIS SECTION FOR NURSING PROGRAMS COORDINATOR USE ONLY-------

Exit Interview Date: _____

Program Director Comments: _____

_____

_____

_____

Plan for Readmission (if applicable): _____

_____

_____

Nursing Program Coordinator Signature: Date:

_____

_____

APPENDIX B: STUDENT TEST ITEM QUERY FORM

BRISTOL-PLYMOUTH REGIONAL TECHNICAL SCHOOL
PRACTICAL NURSE PROGRAM

Student Test Item Query

Name: _____Date:_____

Course: _____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 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 the course textbook, or published material listed on the course outline such as journal articles or a website – PowerPoint information is **not considered a published reference.*

APPENDIX C: POLICY INFRACTION NOTICE

BRISTOL-PLYMOUTH REGIONAL TECHNICAL SCHOOL
PRACTICAL NURSE PROGRAM

Name of Student _____

Date of Issuance _____

This notice will serve as a warning that on _____ you were not in compliance with the _____ policy/practice as stated in the Practical Nurse Handbook (handbook pg. ____).

This reminder is for your information and provides you the opportunity to change/correct this behavior going forward. Should you have further infractions pertaining to this stated policy/procedure, a meeting with the instructor/Nursing Programs Coordinator will be scheduled to further discuss the issue.

Refer to Infraction Notice in the Student Handbook for additional information.

Please sign and return this notice to the program secretary.

Student signature _____ Date _____

Instructor/Nursing Programs Coordinator signature _____ Date _____

APPENDIX D: IMMUNIZATION AND SCREENING RECORD

BRISTOL-PLYMOUTH REGIONAL TECHNICAL SCHOOL
PRACTICAL NURSE PROGRAM
207 Hart Street, Taunton, MA 02780

Immunization and Screening Record

Student Name: _____ **DOB:** _____

Address: _____

_____

In accordance with the Massachusetts Board of Registration in Nursing regulation, candidates for admission to a nursing program must provide evidence of compliance with the Massachusetts Department of Public Health (DPH) immunization recommendations for Post-Secondary Institutions and Adult Occupational Immunizations for Health Care Personnel (HCP). **The DPH guidelines are printed on the back.** Other immunization requirements are required by affiliating health care agencies and state mandate. At this time, these include influenza and COVID-19 vaccines and Tuberculosis screening is indicated below. **Lab evidence of immunity by titer must be submitted with this form**.

REQUIRED IMMUNIZATIONS and SCREENINGS

	1st dose (date)	2nd dose (date)	or evidence of immunity (must be attached)
MMR – 2 doses or titer			
Varicella – 2 doses or titer or reliable history			

Tdap – see DPH requirement on back	Tdap date:

Hepatitis B – see DPH requirement on back	3 doses of Engerix-B or Recombivax – HB on a 0, 1, and 6 month schedule **or**	2 doses of Heplisav-B on a 0 and 1 month schedule	Test for Hepatitis B surface antibody (anti-HBs) 1-2 months after the final dose. (include titer result)
	#1 date:	# 1 date:	
	#2 date:	# 2 date:	
	#3 date:		

Influenza Vaccine – required annually each flu season	Date:	
COVID-19 Vaccine: "updated COVID-19 vaccine" ("updated" is the vaccine released in September 2023 and is subject to change per MA DPH)	Date:	
Tuberculosis screening: required annually	Result:	
Test done:	Date planted:	Date read:
Chest x-ray (if applicable) **date:**	Result:	

Meningococcal: 1 dose MenACWY (formerly MCV4) required **for students 21 years of age or younger**	Date:

Provider Signature _____ Date_____

Address_____

Please return to: Practical Nurse Program, Bristol-Plymouth Regional Technical School, 207 Hart Street, Taunton, MA 02780 or fax to 508-822-2687. Student may also hand-deliver HCP completed documentation.

Rev 5/17; 6/19; 7/19, 11/19, 11/20, 6/21, 10/21, 6/22, 9/22, 10/22, 6/24, 5/25, 6/25

APPENDIX D:

Massachusetts School Immunization Requirements 2025 - 2026§

Requirements apply to all students including individuals from other countries attending or visiting classes or educational programs as part of an academic visitation or exchange program. Requirements apply to all students in every grade, even if they are over 18 years of age.

College (Postsecondary Institutions)†

Requirements apply to all students and all full- and part-time health science students. Meningococcal requirements apply to the group specified in the table below.

Tdap	**1 dose;** and history of a DTaP primary series or age-appropriate catch-up vaccination. Tdap given at ≥7 years may be counted, but a dose at age 11-12 is recommended if Tdap was given earlier as part of a catch-up schedule. Td or Tdap should be given if it has been ≥10 years since Tdap.
Hepatitis B	**3 doses;** laboratory evidence of immunity acceptable; 2 doses of Heplisav-B given on or after 18 years of age are acceptable
MMR (Measles, mumps, rubella)	**2 doses;** first dose must be given on or after the 1st birthday and second dose must be given ≥28 days after first dose; laboratory evidence of immunity acceptable; birth in the U.S. before 1957 acceptable only for non-health science students
Varicella	**2 doses;** first dose must be given on or after the 1st birthday and second dose must be given ≥28 days after first dose; a reliable history of chickenpox* or laboratory evidence of immunity acceptable; birth in the U.S. before 1980 acceptable only for non-health science students
Meningococcal	**1 dose;** 1 dose MenACWY (formerly MCV4) required for all full-time students 21 years of age or younger; the dose of MenACWY vaccine must have been received on or after the student's 16th birthday; doses received at younger ages do not count towards this requirement. Meningococcal conjugate vaccine, MenACWY (MCV4) and MenABCWY, fulfill this requirement; monovalent meningococcal B (MenB) vaccine is not required and does not meet this requirement. Students may decline MenACWY vaccine after they have read and signed the MDPH Meningococcal Information and Waiver Form provided by their institution.

§ Address questions about enforcement with your legal counsel. School requirements are enforced at the local level.

†Medical exemptions (statement from a physician stating that a vaccine is medically contraindicated for a student) must be renewed annually at the start of the school year, and religious exemptions (statement from a student, or parent/guardian if the student is <18 years of age, stating that a vaccine is against sincerely held religious beliefs) should be renewed annually at the start of the school year.

*A reliable history of chickenpox includes a diagnosis of chickenpox or interpretation of parent/guardian description of chickenpox, by a physician, nurse practitioner, physician assistant, or designee.

Adult Occupational Immunizations

Massachusetts Recommendations and Requirements for Health Care Personnel (HCP)

Tdap	See above
Hepatitis B	See above
MMR	See above
Varicella	See above
Meningococcal	See above
COVID-19**	1 dose of the most up-to-date COVID-19 vaccine. This may be changed/updated by the State at any time. Appropriate number of doses to be up to date with COVID-19 vaccines. https://www.cdc.gov/coronavirus/2109-ncov/vaccines/stay-up-to-date.html
Influenza**	1 dose of flu vaccine every flu season. All HCP should receive annual flu vaccine.

Health care personnel (HCP) include full- and part-time staff with or without direct patient contact, including physicians, students, and volunteers who work in inpatient, outpatient, and home-care settings. See immunization of Health-Care Personnel – Recommendations of the ACIP. www.cdc.gov/mmwr/pdf/rr/rr6007.pdf

These guidelines are based on the recommendations of the Advisory Committee on Immunization Practices (ACIP). For specific ACIP recommendations, refer to the full statements at www.cdc.gov/vaccines/hcp/acip-recs/vacc-specific/index.html; visit the MDPH website at www.mass.gov/dph/imm; or call MDPH 617-983-6800.

Tuberculosis Screening (TB)**	Required annually

** These are requirements as dictated by affiliating health care agencies

APPENDIX E: Health Clearance Form

BRISTOL-PLYMOUTH REGIONAL TECHNICAL SCHOOL
PRACTICAL NURSE PROGRAM
207 Hart Street, Taunton, MA 02780

Health Clearance Form

DOCUMENTATION ON THIS FORM IS REQUIRED. ALTERNATIVE DOCUMENTATION WILL NOT BE ACCEPTED.

Name of PN Student: _____ Date of Birth: _____

Dear Health Care Provider:

For the protection of students, patients, faculty and others, nursing students must provide documentation that they can fully participate in the program of study. This includes being able to meet the demands of mentally, physically, and emotionally providing bedside patient care in simulated and clinical settings.

The MA Board of Registration in Nursing regulations 244 CMR 9.00 states: *Impaired means the inability to practice nursing with reasonable judgment, skill and safety by reason of alcohol or drug abuse, use of other substances, a physical or mental illness or condition, or by any combination of the foregoing.*

TO BE COMPLETED BY THE HEALTH CARE PROVIDER:

This is to verify that the above named student, was examined by me on _____and found to be:

_____ Well student with no conditions/impairments identified that would limit this student's ability to fully participate in all activities of the Practical Nurse Program.

_____ Conditions/impairments have been identified that would prohibit this student's ability to fully participate in the activities of the Practical Nurse Program.

Please identify any conditions or limitations that would/may affect this student's ability to fully participate in the Practical Nurse Program:

By signing below, I, the Health Care Provider, verity the above documentation.

Signature of Health Care Provider:	
Date:	
Printed Name:	
Address:	
City/Town, State:	
Telephone:	

All student information is confidential.