

Greater Lowell Technical School of Practical Nursing



STUDENT HANDBOOK

Academic Year 2025 – 2026

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Approved by Greater Lowell Technical School Committee
on September 18, 2025



Greater Lowell Technical School

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WELCOME

The administration and faculty wish to welcome you to the Greater Lowell Technical School of Practical Nursing which is Approved with Warning Status for the Board of Registration of Nursing in Massachusetts, is Accredited by the Commission of the Council on Occupational Education (COE) and has achieved initial candidacy to Accreditation Commission for Education in Nursing (ACEN).

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

PURPOSE

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

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

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

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

SPECIAL ACCOMMODATIONS

Greater Lowell Technical School of Practical Nursing seeks to provide reasonable accommodations for all qualified individuals with a disability while adhering to all federal, state, and local laws, regulations and guidelines to provide an equal educational opportunity. It is the applicant's responsibility to request reasonable accommodation for their disability before the beginning of the program. Please contact the Program Director at 978-441-4872 for required information.

NONDISCRIMINATION POLICY

The Greater Lowell Technical High School does not discriminate on the basis of race, to include traits historically associated with race, including, but not limited to, hair texture, hair type, hair length and protective hairstyles, color, religious creed, national origin, limited English proficiency, sex, sexual orientation, age, gender identity, criminal record, disability, veteran status, genetic information, pregnancy or a condition related to said pregnancy, parental status and homelessness in the administration of its educational and employment policies, programs, practices or activities, as defined and required by state and federal law. In addition, Greater Lowell Technical High School is committed to providing a work and learning environment free from sex-based harassment and prohibits retaliation against any individual for making a complaint of conduct prohibited under this Notice, or for assisting or assisting in the investigation of such a complaint. The District's nondiscrimination policy and grievance procedures can be located at www.gltech.org. The following person has been designated to handle inquiries regarding educational non-discrimination policies: Name and Title: Tracy Encarnacao, Director of School Counseling/Title IX Coordinator Address: Greater Lowell Technical High School, 250 Pawtucket Boulevard Telephone: (978) 441-4955.

VALOR ACT

In accordance with the General Laws of Massachusetts [M.G.L. c. 15A §43(a)] the *Valor Act II* protects students enrolled in the Practical Nursing Program from incurring academic or financial penalties as a result of performing military service. A student called to or enlisted in active duty 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.

Applicants who have military health care education, training, or service are eligible for transfer of previously completed course credit in accordance with published policies. Due to the variety of opportunities for military health care occupation education, training, or service can vary, each applicant will be considered on a case-by-case basis in accordance with the NCSBN Analysis: A Comparison of selected military health care occupation curricula with a standard Licensed Practical/Vocational Nurse curriculum. Material that will be required to determine transfer include, but not be limited to: Transcripts; Course Descriptions; Skills checklists; and/or Evaluations.

MISSION STATEMENT

Greater Lowell Technical School of Practical Nursing supports the values and goals of our parent institution and commits to provide students with a dynamic academic and technical education to prepare them with the knowledge, skills and attributes needed to be successful in their chosen profession. We prepare and encourage students to be lifelong learners while realizing and pursuing their individual potential for personal and professional success.

PHILOSOPHY

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

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

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

CORE VALUES

At Greater Lowell Technical High School, We Strive To R.E.A.C.H.

Respect - We treat ourselves, others, and our surroundings with dignity through words and actions.

Effort - We work to the best of our abilities to make continuous progress without giving up or giving in.

Accountability - We own our words and actions and have the courage to accept responsibility for our decisions.

Commitment - We show dedication to our success, our school, and our community.

Honesty - We act with integrity and value the importance of truthfulness.

PROGRAM STUDENT LEARNING OUTCOMES

The Greater Lowell School of Practical Nursing will:

1. Patient Centered Care

Facilitate holistic care that recognizes an individual's preferences, values and needs, respecting the patient or designee as a full partner while providing compassionate, coordinated, age appropriate, safe and effective care.

2. Professionalism

Integrate personal accountability for the delivery and delegation of standard-based nursing care consistent with legal, ethical and humanistic principles.

3. Quality Improvement

Implement quality improvement initiatives to correlate with health care system practices.

4. Informatics and Technology

Utilize information and technology to communicate, manage knowledge, mitigate error, and support decision-making.

5. Communication

Utilize clear, concise, and effective communication with diverse patient populations and healthcare team members to promote positive health outcomes.

6. Safety

Detect the risk of harm to patients, providers, self, and designees through both system effectiveness and individual performance.

7. Evidence-Based Practice

Integrate clinical expertise, critical thinking, and consideration of patient's or designee's preferences, supported by the best current evidence, to make practice decisions.

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

PROGRAM TECHNICAL STANDARDS

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

These include:

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

ADMISSIONS POLICY

All candidates with a completed application and with the minimum required entrance assessment scores (56.7 for Math, 60.0 for Reading and 47.0 for English) will be interviewed. In the event that the school has more applicants than training capacity, qualified applicants will be placed on a waiting list determined by the admissions policy listed below. More qualified applicants than training slots for students are anticipated. **An applicant must have all required documents in order for consideration for admission into the Practical Nurse Program.**

The following Admissions Policy, along with a personal interview, will be used for decisions regarding program admissions and to develop a prioritized waiting list of qualified applicants. Qualified students that cannot be accepted initially will be notified they are on the waiting list and as openings occur seats may be filled.

ADMISSIONS DECISIONS ARE BASED ON:

- Entrance Exam
- Interview
- Required documents:
 - 1. Application**
 - 2. Original/Official U.S. High School Transcript** or a U.S. GED. If supplying a GED, we must see the GED Certificate and the Official Transcript of GED Test Results. **Students that do not possess a U.S. High School Transcript or a U.S. GED can:**
 1. Test for a U.S. GED in their city of residence, or
 2. Contact the Center of Educational Documentation Inc., P.O. Box 199 Boston, MA 02117, 1-617-338-7171, www.cedevaluations.com for information on having your foreign diploma evaluated for equivalency and authenticity.
 - 3. Resume**
 - 4. Professional Evaluation (3)**
 - 5. Documentation of Citizenship Status (one of the following): All documents Must be ORIGINALS**
 - A. Birth Certificate (original)
 - B. Certificate of Naturalization (original)
 - C. **VALID** U.S. Passport (original)
 - D. **VALID** Resident Alien Card (original)
 - E. **VALID** Employment Authorization Card (original)

****All non-citizen documentation will be submitted for verification with the Department of Homeland Security.**
 - 6. Social Security Card - Must be ORIGINAL**
 - 7. Proof of Residency**

Driver's License - If you possess a different address than was indicated on your license please provide:

 1. Resident's Utility Bill and/or Lease Agreement

****An applicant must have all required documents in order for consideration for admission into the Practical Nurse Program.**

ADMISSIONS PROCESS

1. Entrance Testing Procedure

An Entrance Examination is required for admission consideration. Refer to "Dates of Entrance Exam" for scheduled exam dates. No exams from other schools will be accepted. All applicants will be tested using the results from the "Test of Essential Academic Skills" test, more commonly called the **ATI TEAS Version 7**.

Applicants will be assessed in three areas:

- A) **Reading Assessment:** This test is 55 minutes with 39 scored items. This is a timed test.
- B) **Mathematics Assessment:** This test is 57 minutes with 34 scored items. This is a timed test.
- C) **English Assessment:** This test is 37 minutes with 33 scored items. This is a timed test.

All applicants must:

- D) Achieve a passing score of at least 60% correct answers in the Reading Assessment, score at least 56.7% correct answers in the Mathematics Assessment and score at least 47.0% correct answers in the English Assessment. These percentages of correct answers are the minimum scores for passing the TEAS test. An applicant must pass all three areas of assessment to qualify for an interview.
- E) Students wanting to retake the entrance exam must score above the 39% correct answer level in both the Reading Assessment, Mathematics Assessment and English Assessment sections of the TEAS test. If not, the applicant must wait until the following school year to retake the entrance exam.

If the applicant decides to take the exam more than once, they will need to register again online and pay \$70 prior to that application deadline date to be considered for that exam. Please contact the secretary for payment information via email dsour@gltech.org or by phone at 978-441-4874. The applicant may take the entrance exam only twice from December 2024 through April 2025.

Students who fail the entrance exam may want to contact the following educational institutions for remediation:
Middlesex Community College - Bedford, MA, Adult Learning Center - 781-280-3662 (Bedford classes), 978-941- 1373 (Waltham classes), Lowell Adult Education - 978-937-8989

Preparing for the TEAS Exam

The **TEAS Pre-Test Study Manual** will be used by most students to prepare for this exam. Go to **www.atitesting.com** - to the "on-line store" to purchase this item.

2. Application Form

Upon achieving a passing score on the Entrance Exam, applicants must fill out the online registration form completely and accurately. The **\$140.00** application fee includes payment for one entrance examination session. Please note: applicants must be at least 17.5 years of age before classes begin.

3. Interview

All applicants who have met the entrance requirements will be notified by email. At that time, the applicant needs to **email** the Admissions Coordinator to set up an appointment for an interview.

These documents will be required on the day of the interview and will be evaluated for enrollment decisions.

Admissions Checklist:

A. Completed Application

B. Your Resume of recent education and work experience.

C. Original/Official U.S. High School Transcript or a U.S. GED. If supplying a GED, we must see the GED Certificate and the Official Transcript of GED Test Results. **Students that do not possess a U.S. High School Transcript or a U.S. GED can:**

1. Test for a U.S. GED in their city of residence, or
2. Contact the Center of Educational Documentation Inc., P.O. Box 199 Boston, MA 02117, 1-617-338-7171, www.cedevaluations.com for information on having your foreign diploma evaluated for equivalency and authenticity.

D. Professional Evaluation (3) - The evaluator must submit the form to the Admissions Coordinator via email jmachado@gltech.org or by mail to Greater Lowell Technical School 250 Pawtucket Blvd., Tyngsborough, MA 01879 ATTN: Practical Nurse Program. These letters must be from current/former supervisors and/or teachers. Do not submit letters from relatives or friends.

E. Documentation of Citizenship Status (one of the following): All documents Must be ORIGINALS

1. Birth Certificate (original)
2. Certificate of Naturalization (original)
3. **VALID** U.S. Passport (original)
4. **VALID** Resident Alien Card (original)
5. **VALID** Employment Authorization Card (original) All non-citizen documentation will be submitted for verification with the Department of Homeland Security.

F. Social Security Card - Must be ORIGINAL

G. Proof of Residency

Driver's License - If you possess a different address than was indicated on your license please provide:

1. Resident's Utility Bill and/or Lease Agreement

4. Special Accommodations

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

In order for the Greater Lowell Technical School of Practical Nursing to investigate, review and evaluate all special accommodations, the application must be submitted 30 days prior to the requested examination date. No late requests will be accepted. Individuals with a qualified disability seeking a reasonable accommodation will be notified by mail of the test accommodation prior to the examination date.

5. Basic Life Support Course (BLS Provider)

BLS Providers is required for all admitted PN students prior to starting their clinical experiences in early September. This can only be through the American Heart Association.

6. Health Requirements

Health Exams are required prior to being placed at clinical sites. The school also requires that all students be in good health as evidenced by:

- Pre-Entrance Medical Exam within a year
- Pre-Entrance Titres! NOT immunization records. (MMR, HBV, Varicella Titers, TSpot or Quantiferon Gold, CXR within the past year if Tspot or Quantiferon Gold is positive, TDAP within the last 10 years (Vaccine), Influenza (Vaccine), MenACWY for students 21 years of age or younger and Drug Screening
- Any other immunization requirements specified by the MA Department of Public Health
- COVID-19 current vaccines after 9/24.

Policies on immunization are subject to change due to clinical requirements.

Failure to have a complete health record submitted will require that the student be absent from the clinical area until the record is complete. This absence(s) will be considered the responsibility of the student and will cause a clinical absence(s), which will need to be made up at the end of the year. The policy regarding **"Attendance" (page 13-14)** will be applicable to this absence(s).

PROGRAM POLICIES

A. Family Educational Rights and Privacy Act (FERPA)

General Information

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

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

B. Maintenance of Records

Enrolled student

Enrolled student admission files are kept throughout the student's enrollment. Copies of admission data, transcripts, and evaluation reports are kept in the file, which is maintained by the Director and the secretary of the program. The health records will be maintained in a locked office to maintain HIPAA confidentiality.

Graduated students

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

Withdrawals/failures

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

C. Code for Nurses

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

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

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

D. ANA Code of Ethics

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

E. Good Moral Character

The Massachusetts Board of Registration in Nursing protects the health, safety and welfare of the citizens of the Commonwealth by licensing qualified Licensed Practical Nurses who possess the knowledge, skills and abilities needed to provide safe, competent nursing care. The Board publishes and regularly updates the Good Moral Character Licensure Requirement Information Sheet. Each applicant for initial nurse licensure by examination must comply with the Massachusetts General Laws Chapter 112, sections 74, 74A, and 76 require you to provide specific documentation for GMC evaluation if you answer yes to questions related to criminal or disciplinary history.

GMC also requires your consent, at the time of application submission, for a background check to be conducted by the Massachusetts Department of Children and Families (DCF) database. If there is a supported finding by DCF, you will be required to provide additional documentation related to those findings. Each initial applicant has the burden to demonstrate compliance with the Licensure Policy 00-01: Determination of Good Moral Character Compliance. Additional information may be found on the website below.

<https://www.mass.gov/service-details/good-moral-character-requirements-for-nursing-licensure>

F. CORI

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

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

G. Professional Behavior

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

All students are required to sign and adhere to the professional competencies contract.

H. Personal Dress and Appearance

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

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

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

I. Uniform Policy

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

1. Designated uniform – laundered and ironed. No elasticized or knit bottom pants allowed. Loose, comfortable fitting is encouraged.
2. A plain white long shirt is allowed under the uniform.
3. Identification badge (of affiliating facilities, when applicable).
4. Clean all white or all black professional shoes. No colored stripes will be allowed on sneakers; plain white nylon stockings with skirts or white socks with pants. No open back clogs, no Crocs with holes, and no canvas shoes are allowed.
5. Watch with a second hand. No smartwatches allowed in the clinical area.
6. Black pen.
7. All white uniform lab coats is allowed. No sweaters are allowed in the clinical areas.
8. Jewelry is limited to two smooth bands and plain stud earrings.
9. No facial or tongue ornamentation is allowed. Clear or flesh-colored plastic plugs will be required for enlarged ear lobe piercings.
10. Nail length must be kept trim for patient safety and hygiene purposes. No acrylic nails or overlays are allowed. Polish must be well maintained.
11. Bandage scissors, stethoscope, and pen light.
12. No unnatural artificial hair coloring allowed.

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

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

Violation of any of these policies may result in termination.

J. Attendance

Classroom

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

Class attendance is imperative for your personal and professional success.

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

There is no opportunity to make up for missed class time. Points will be deducted from that unit's test. This policy will be addressed in your individual course syllabi. Excessive absences that exceed 20% of class time for the semester will result in a lack of program progression and dismissal. Students with circumstances which lead to prolonged absence of 3 consecutive days or more must produce a health care provider note with expected date of return and may be eligible for alternate testing dates/formats.

In the event of an absence, you need to notify the first theory instructor of the day via their school email.

It is recognized that students are adults and should be able to determine when, if ever, they need to be absent. (Medical, optical and dental appointments **MUST** be scheduled for non-school hours). While some absences cannot be avoided, students should make every effort to attend all classes and clinical experiences.

Clinical Attendance

Clinical attendance is mandatory. If a student needs to be absent they must follow the call-in policy.

Call-In Policy:

Five (5) clinical absences will result in automatic probationary status, and a notice will be sent to the student. Any further absences will result in dismissal from the program. Students with circumstances which lead to prolonged absence or physical restrictions must produce a health care provider note with expected date of return to full duty with no restrictions.

All clinical hours must be made up at a cost of \$100.00 per day. Payment for clinical make-up time will be paid to the program secretary prior to the scheduled make-up time. Graduation paperwork will be delayed in processing if the above requirements are not met.

Absences in excess of three consecutive school days without notification to the Director of the program will result in automatic dismissal.

If you are unable to report to the clinical area, you are responsible for contacting the Nursing Instructor at least one (1) hour prior to clinical. Failure to follow the above call-in procedure for absence will be considered a No call-No show and result in automatic probationary status with an appearance before the faculty to discuss a plan of action for behavioral changes. Notifying a peer to inform the instructor of an absence will not be accepted and considered as a failure to call-in (No call – No show).

K. Tardiness

Class

Students should be in their seats and prepared for theory **prior** to class starting. This also includes remote learning. Entering class after the information has begun to be presented is very disruptive to the continuity of the presentation for both the class and instructor. If you arrive late and the door is shut, you are expected to wait until the beginning of the next period to enter class. Missing class will result in point deductions off that unit's test which are specified in each course's syllabus. Frequent loss of class content may also result in poor academic performance.

Clinical

As a future nursing professional, it is expected that students will arrive prior to their scheduled shift in order to prepare appropriately. Students must notify their clinical instructor as soon as possible when they anticipate being tardy. Failure to notify the instructor for tardiness will necessitate being dismissed for the day and the student will be charged an absence. Arrival to the clinical area later than 30 minutes will result in an absence for that day and the student will be sent home.

With the first tardy incident the student will receive a verbal warning. After the second tardy incident, a Student Improvement Plan will be initiated. Any subsequent tardiness will result in dismissal for the day and automatic probation. Any subsequent tardiness will result in dismissal from the program.

L. Parental Leave Policy

Students expecting a child during the program are entitled to 2 weeks of parental leave. During this time, it is the student's responsibility to keep up with coursework notes and testing. No points will be deducted for missed classroom hours or for tests taken within 48 hrs. of the scheduled testing time. All clinical hours will be made up via online, asynchronous assignments. The delivering mother must produce a provider note stating a return to school and clinical with no physical restrictions after the two-week leave period. In the event of a cesarean delivery, or if the return to full capacity is longer than two weeks, the student will be dismissed from the program and encouraged to return the following year. Partners must produce a provider note or maternal discharge note confirming the delivery date of their child.

M. Medical Clearance

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

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

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

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

N. Excused Leave:

Students will be granted:

1. **Funeral Leave:** up to three (3) days at any one (1) time in the event of death of a student's partner, child, or other significant family member. In certain circumstances, the Director may grant other or longer funeral leave.
2. **Jury Duty/Court Appearances:** students chosen for jury duty or have a required court appearance will be required to submit official documentation from the court. Long-term jury service may interfere with meeting the objectives of the program and will be evaluated on an individual basis.

O. Electronic Equipment:

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

Failure to follow this policy may place the student on probation and be reflected in their evaluations.

P. Social Media Usage and Maintaining Privacy and Confidentiality:

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

Refer to NCSBN Professional Boundaries for more information.

Any breach of privacy, confidentiality or professionalism will result in probation (see pages 20) or possible dismissal from the program.

Q. Financial Aid Information:

1. Withdrawal – Financial Aid Recipients:

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

2. Financial Aid –Satisfactory Academic Progress Policy

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

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

1. A minimum of 77% in each nursing course and 75% in non-nursing courses.
2. Successful completion of all clinical objectives presented at the beginning of each course. If a student does not meet the above stated requirements, she/he is terminated from the program. A student who has been terminated can apply for readmission for the following academic year.

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

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

R. Refund/Withdrawal Policy

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

- on or before the first class tuition, and fees will be refunded 100%, less \$100 for processing costs;
- during the first week of the program, August 20, 2025 – August 27, 2025, 70% of tuition will be refunded; during the second & third week of the program, August 28th, 2025 - September 12th, 2025, 30% of the tuition will be refunded;
- after September 12, 2025, tuition **will not** be refunded.

Please be aware that the refund percentages apply to the full tuition costs of the program, **not** a refund of the amount you have paid.

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

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

EDUCATIONAL POLICIES

A. Grading:

Testing:

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

- If you arrive late, you are required to take the exam and finish it in the allotted time given. In addition, **5 points will be deducted from your test grade.**
- If a student is absent for a test, the student must make up all missed tests before returning to the classroom. The student will be given an alternate test and 5 points per class day will be deducted from their test grade. All occurrences of late tests will be recorded and monitored. After the second occurrence per course, **10 points per class day will be deducted for all subsequent late tests.** Students will be notified by email prior to the initiation of the additional penalty.
- It is a student's responsibility to arrange to take their missed tests with their instructor.
- **All cell phones and smart watches** must be turned off and placed in the designated holder at the front of the classroom. Any notable phone alarms/notifications during the test will result in 2.5 points deducted from the exam.
- Students must remain in their seats after testing. Students must allow time for personal needs to be met prior to the exam starting. Repetitive disruptions of any kind may result in student violation of the professionalism contract. They may study quietly for other classes. **No cell phones or ear buds.**
- Students may use foam ear plugs for noise reduction purposes.

Assignments:

Assignments submitted late will incur a **5-point deduction per day**, with a maximum of 7 calendar days or 35 points removed. After 7 days, the student will receive a 0 for the assignment and as per program dismissal policy, **failure to pass in assigned course work will result in course failure.**

Artificial Intelligence (AI)

The Practical Nursing Program at Greater Lowell Technical School is committed to maintaining integrity, professionalism, and critical thinking in all learning experiences. Artificial intelligence (AI) tools, such as ChatGPT and Gemini, may serve as supportive resources when used appropriately. Within each course and/or assignment, the student will be notified of permission to use AI tools. Any unauthorized or inappropriate use of AI will be considered a violation of academic integrity and professional standards.

Fundamental Lab Attendance

Attendance at both Class lab and Skills lab is **mandatory**. Students must demonstrate proficiency in all lab skills to pass lab and to be able to perform those skills in clinical. Make-up labs will be offered every Thursday 2:30- 4:00 pm **for that week's topic**. You must make up the lab time the same week you were absent by signing up for lab make-ups (the sign up form is outside Mrs. Knowlton's office). **Every missed lab period will cause the student to lose 1 point for each period missed on that unit's test.**

Remediation/Counseling/Advising

Teachers are available by appointment throughout the program for test remediation, counseling, or advising. It is important for students who need help in passing exams to meet with the instructor to discuss strategies for success. During the first semester, students remediate with the instructor directly after failing each of the first 3 exams in all courses. After the third failed exam with remediation and during the second and third semesters, it is the student's responsibility to determine if further remediation would be helpful to their learning and make appointments accordingly. The instructors recognize that students are adults and accountable for their own learning, but this policy ensures early action in the program to allow time for changes. Students can be referred to formal remediation at any given time by any instructor, which will require attendance. Formal remediation will be considered an assignment and must be completed within 14 days for course progression.

B. Progression Criteria:

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

1. A minimum of 77% in each nursing course and 75% in non-nursing courses.
2. Successful completion of all clinical objectives presented at the beginning of each term.
3. Adherence to all school and affiliating facility policies.

C. Academic & Clinical Evaluations:

Term I – 17 weeks in length

There will be 2 academic reports and 2 clinical evaluations, one at midterm and the second at end of term, which will result in the final course grade.

Term II – 16 weeks in length

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

Term III – 8 weeks in length

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

D. Deficiency Notices:

If a student's grade average in an individual course is below 75% for a non-nursing course or below 77% in a nursing course, he/she will receive a deficiency, which is written warning notification from the instructor of the course. The purpose of these deficiencies is to notify the student of the potential failure as well as to hopefully initiate improvement in order to successfully complete the course. Deficiency notices may also be given if clinical performance evaluations indicate possible failure in meeting the stated clinical objectives for the term. Any deficiency, whether clinical or theory, automatically denotes probationary status.

During Term I and Term II, deficiencies will be distributed at the $\frac{1}{4}$ and $\frac{3}{4}$ timelines for that term.

E. Student Improvement Plan:

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

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

F. Probation:

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

G. Program Dismissal:

At any time throughout the class year if a student exhibits any of the following, they may be dismissed from the program.

1. Failure to pass in assigned course work will result in course failure.
2. Failure to follow ethical/legal/safe care practices in clinical may include, but not limited to, the following:
 - A. Inability of the student to translate classroom theory into clinical practice
 - B. Exhibiting a consistent lack of compliance with the student nurse practice limitations as defined by the Massachusetts Nurse Practice Act and assessment by faculty.
 - C. Consistently failing to maintain communication with faculty regarding patient care.
 - D. Exhibiting dishonesty regarding patient care
3. Failure to meet Program attendance requirements
4. Improper conduct including but not limiting to: use of drugs, alcohol, hazing, sexual harassment, possession of weapons, charged with a felony/misdemeanor.
5. Violating academic/professional integrity which includes but is not limited to: cheating or plagiarism, sharing of test questions, and/or stealing or lying
6. Your health (physical or mental) interferes with your academic or clinical learning (judgment of a committee of faculty)
7. Nonpayment of tuition and/or fees.

The grievance process will be followed by the student/program if a student wishes to appeal a dismissal decision.

H. Appeal/ Grievance Policy for Promotional Considerations:

It is the belief of the Practical Nurse Program that every effort should be made by the parties involved to settle any disputes or misunderstandings among themselves. The student has the right to appeal decisions of the faculty. Appeal may be in response to a misinterpretation, inequitable application, or violation of promotional consideration within the program. The time limits specified on this policy shall mean school days.

Step One

A student who chooses to initiate the appeal process must present, in writing, a request for consideration by the faculty, to the Director of Practical Nursing Program within three (3) days of said decision. The appeal form for Promotional Consideration can be found on Google classroom. The Director and the faculty will determine within three (3) days after receipt of a written appeal when a hearing is to be scheduled. The Director of Practical Nursing will notify the student as to the time and place of the hearing. Staff present at the hearing will include Director and faculty representatives of both Day and Evening programs. During the hearing the student will describe their appeal in regards to misinterpretation, inequitable application, or violation of promotion consideration within the program. If the evidence presented is found to support the student's claim of misinterpretation, inequitable application, or violation of promotional consideration within the program the student will remain in the program

Step Two

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

Step Three

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

Step Four

If the appeal remains unsettled, the student may forward a written complaint to the Council on Occupational Education, 7840 Roswell Road, Bldg 300, Suite 325, Atlanta, GA 30357 or contact (800) 917-2081 or www.council.org.

I. Withdrawal:

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

The student will remain responsible for all financial obligations.

J. Withdrawal – Financial Aid Recipients:

Please refer to “Financial Aid Information” on page 16.

K. Re-admission (Term I)

Students that were enrolled in the GLTS PN program in the past 12 months but did not successfully complete Fundamentals of Nursing will be considered a full-time returning student and will be eligible for transfer credit granting, noted below. These students will receive a new enrollment agreement. For readmission, the student must write a letter/email to the Director and must state why they feel they were not successful in the program and what they are going to do differently to be successful upon readmission. The student must complete the ATI Practice Fundamentals exam as well as 2 hours of remediation. The returning student must provide 3 templates to verify remediation was completed and submit the templates to the Director. The date of the written application will determine one’s placement on the waiting list. If a student has been dismissed for reasons related to clinical safety, integrity or ethical reasons it will be cause for denial for readmission. If the student does not follow the proper procedure as outlined in Section I: Withdrawal, future acceptance into the program may be in jeopardy.

L. Readmission (Term II):

Readmission students for Term II are applicable to any student that has attended the GLTS PN Program in the past calendar year. The placement on the waiting list for Term II will be determined by the date of the receipt of application. These students will receive an Application for Admission Status Form. These students are exempt from the TEAS exam, application fee, professional evaluations, and resume submission. All required documentation will need to be completed prior to the start of the term, including a completed CORI, CPR certification, health record, drug testing, vaccination record and validation of citizenship status. All Readmission applicants must complete an updated application.

All students seeking readmission into Term II will be required to take a challenge test for Fundamentals of Nursing. This computerized exam is a review of the basic fundamental principles that are covered in the course, ensuring that the student has retained enough knowledge to be a safe and competent student nurse prior to entering Term II. In addition, remediation work will be assigned and due prior to the first day of class. All students seeking readmission for Term II will also be required to attend Fundamentals Lab for the last month of Term I. The specific dates will be supplied to the student by the Director. Completion of the challenge exam, remediation and attendance of the lab does not guarantee admission into Term II. After meeting readmission criteria, advanced placement to Term II can only occur if a seat is available. **Term II and III must be repeated consecutively during the same school year, regardless of previous passing nursing course grades.** Any students that did not complete Term III will return as a Term II Readmission student. All Term II Readmission students will be required to repeat Medical Surgical Nursing and Pharmacology II in addition to any other incomplete courses.

Tuition will be determined by the final hour calculations that will need to be completed within the Program. The following rates will be used for tuition costs: \$7.00 an hour in-district classroom hours, \$11.00 an hour out-of-district classroom hours, \$12.00 an hour for out-of-state classroom hours and \$8.00 an hour for all clinical hours.

M. Course Exemption:

Greater Lowell Technical School of Practical Nursing does not allow course exemption.

N. Transfer

No alteration in tuition may occur as a result of credit granting unless these courses are allowed for Readmission in Term II or Term III. This determination is based upon the number of courses, type of courses, and amount and availability of student open positions.

Transfer credit granting will be determined by the following criteria:

Co-requisites and prerequisites will be evaluated according to our curriculum plan. Official transcripts will be used to determine course alignment for credit consideration and must be submitted prior to the beginning of the program for credit granting.

- An official transcript, mailed directly to the Director from the previous educational institution, for a course completed within the past three years.
- The course outlines may be required in order to determine similarity in content.
- A minimum grade of 77%/C+ must be achieved for nursing courses.
- A minimum grade of 75%/C for non-nursing courses.
- Any course may only be repeated once. An unsuccessful prior attempt with a course in another school will be considered as the first attempt and repetition of that course within this program will be considered the second attempt.

The following courses are eligible for transfer credit:

- Anatomy and Physiology (Term I)
- Fundamentals of Nursing (Term I)
- Microbiology (Term I)
- Nutrition (Term I)
- Pharmacology I (Term I)
- Growth and Development (Term II)

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

If transfer credit is granted, all Term I class credit will be granted with the exception of Vocational Trends Term I.

O. Advanced Placement:

We do not offer Advanced Placement options.

P. Educational Mobility Policy:

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

STUDENT INFORMATION

A. Student Mailboxes:

A labeled mailbox is available in the classroom. The contents of each mailbox are considered **personal** and should not be accessed by other students. It is the responsibility of each student to check these mailboxes several times throughout the day. Students are also responsible for checking their GLTS email daily.

B. Graduation:

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

The estimated cost of the National Council of Licensing Examination – Practical Nurse and the License application for Massachusetts alone is \$430.00. The cost of the National Examination is \$200 and the Massachusetts Practical Nurse License is \$230.

Other costs involved at the time of graduation are:

Graduation Uniform -	required, specifics will be discussed prior to graduation
School pin -	required and ordered approximately 1 month prior to graduation. The exact cost of the pin is determined by the individual selection by each student.

Graduation fee of \$50 paid with the student fees covers the flowers and photography/videography. It does not include the cost of a graduation uniform and nursing school pin. Elected Class Representatives will be responsible for coordinating graduation activities with the Director of Practical Nurse Program or her designee.

C. Student Organization:

Election of class representatives is held during the month of November. Student representatives include 3 elected class representatives. Graduation speakers will be voted on during the month of April.

The Class Representatives will be responsible for organizing and coordinating class activities, discussions, decisions and plans and will be a member of the Program Advisory Board. Representatives will be invited to attend Faculty and Advisory Board meetings. The Class Representatives will forward all questions, concerns and recommendations from the class to the Director or Coordinator.

The Class Representatives will be responsible for following the procedure of depositing into the activity account. Any fundraising or purchasing that exceeds \$1,000.00 must go out on quotes. The Director will explain this process to the officers.

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

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

D. Cancellation of Classes:

Day Division:

In case of severe weather, there is a possibility school may close. The following radio stations will broadcast the no school announcement at intervals between 6:00 AM and 7:00 AM on Radio Stations WCAP, WBZ, and WXLO. Television stations announcing “no school” reports are channels 4, 5, 7 and Fox 25. The no school announcement will state the Greater Lowell Technical High School **specifically!** If it is announced that the City of Lowell, or towns of Dracut, Tyngsboro, or Dunstable do not have school, that does not mean that Greater Lowell Technical High School is closed. “No school” announcements will also be broadcast by the use of an automated pre-recorded phone call. The message will be sent to the student’s phone at approximately 6:00 am on mornings when there is questionable weather. The message will state whether school is cancelled or delayed. When a 90-minute delay is announced on a clinical day, students will still report to the assigned clinical facility honoring the 90-minute delay.

Evening Division:

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

E. Parking:

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

F. Transportation:

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

G. Health and Safety Services:

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

1. Student Information

- A. Student information is gathered during the admission process.
- B. Student emergency contact information is included in the initial application for admission and updated as needed.
- C. All students provide updated health and immunization information as part of the admission process. These health records are found in the locked storage room off of the classroom.
- D. All students are required to provide proof of medical insurance as part of the admissions process.

2. Accident, Injury, or Illness

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

H. On the Job Accidents/Incidents:

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

I. Latex Allergy Policy:

Greater Lowell Technical School of Practical Nursing will try to provide a latex free environment; however, latex is not easily identified in an academic environment. Whenever possible, latex free products and equipment have been purchased for the lab. However, some essential products and manikins contain latex and therefore the lab is not entirely free of it. It is necessary for the student to monitor their environment for possible risk of exposure. If an EpiPen is prescribed, it is the student's responsibility to have their EpiPen on their person at all times.

J. School Insurance:

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

SAFETY POLICIES

A. Fire Drill

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

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

Fire Drill and Evacuation Procedure

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

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

B. Lockdown policy

The safety and security of our students is our number one priority. In the event that there is a threat of violence in or around the school, procedures for either a "Soft Lockdown" or "Hard Lockdown" will be followed as broadcast over the school intercom system by the Administration. If the threat is outside of the school building in the surrounding area, a "Soft Lockdown" will be initiated. If the threat is inside the school building or on our school campus a "Hard Lockdown" will be announced and A.L.I.C.E (alert, lockdown, inform, counter, evacuate) protocols will be initiated. Periodic Lockdown drills will be conducted by the school and the Tyngsboro Police Department

C. Drug and Alcohol policy

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

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

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

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

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

D. Drug Law (Chapter 227):

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

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

E. Substance Abuse Prevention:

The Massachusetts Substance Abuse Information and Education Helpline provides free and confidential information and referrals for alcohol and other drug abuse problems and related concerns. The Helpline is committed to linking consumers with comprehensive, accurate, and current information about treatment and prevention services throughout Massachusetts. Services are available Monday through Friday from 8:00 am to 10:00 pm and on Saturday and Sunday from 9:00 am to 5:00 pm. Language interpreters are also available. Call: (800) 327-5050. TTY: (800) 439-2370.

F. Bullying/Harassment:

At Greater Lowell Technical School of Practical Nursing, bullying, cyber-bullying, harassment and sexual harassment is prohibited and may result in disciplinary action by the school administration.

Definitions:

Bullying: is the repeated use by one or more students or by a member of a school staff including, but not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity or paraprofessional of a written, verbal or electronic expression or a physical act or gesture or any combination thereof, directed at a victim that:

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

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

Harassment: is defined as a course of conduct which annoys, threatens, intimidates, alarms, or puts a person in fear of their safety. Harassment is unwanted, unwelcomed and uninvited behavior that demeans, threatens or offends the victim and results in a hostile environment for the victim.

Hostile Environment : is a situation in which bullying causes the school environment to be permeated with intimidation, ridicule or insult that is sufficiently severe or pervasive to alter the conditions of the student's education.

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

School Staff includes, but is not limited to, educators, administrators, school nurses, cafeteria workers, custodians or support staff

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

G. Reporting Bullying/Harassment or Retaliation

Reporting by Students

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

H. Responding to Reports of Bullying/Harassment or Retaliation

1. Safety

Before fully investigating the allegations of bullying/harassment or retaliation, the Director of Practical Nursing /Assistant Superintendent or designee/Superintendent-Director or designee/School Committee or designee, with assistance of appropriate support staff will take prompt steps to assess the need to restore a sense of safety to the alleged victim and/or to protect the alleged victim from possible further incidents. Responses to promote safety may include, but not be limited to, creating a personal safety plan; pre-determining seating arrangements for the victim and/or the perpetrator in the classroom, or at lunch; identifying a staff member who will act as a "safe person" for the victim; and altering the perpetrator's class schedule and access to the victim. The Director of Practical Nursing/Assistant Superintendent or designee/Superintendent-Director or designee/ School Committee or designee, will take additional steps to promote safety during the course of and after the investigation, as necessary.

The Director of Practical Nursing or the Assistant Superintendent or designee/Superintendent-Director or designee/ School Committee or designee, will implement appropriate strategies for protecting from bullying or retaliation, a student who has reported bullying/harassment or retaliation, a student who has witnessed bullying/ harassment or retaliation, a student who provides information during an investigation, or a student who has reliable information about a reported act of bullying/harassment or retaliation. The student will have the opportunity to meet with the designee to determine the need and type of safety plan that will best meet their needs. The confidentiality of students and witnesses reporting alleged acts of bullying and /or retaliation will be maintained to the extent possible given the school's obligation to investigate the matter.

2. Obligations to Notify Others

Notice to law enforcement

At any point after receiving a report of bullying or retaliation, including after an investigation, if the Director of Practical Nursing/Assistant Superintendent or designee/ Superintendent-Director or designee/School Committee or designee, has a reasonable basis to believe that criminal charges may be pursued against the perpetrator, the Assistant Superintendent or designee/Superintendent-Director or designee/School Committee or designee, will notify the local law enforcement agency. Notice will be consistent with the requirements of 603 CMR 49.00 and locally established agreements with the local law enforcement agency.

3. Disciplinary Measures

If the Director of Practical Nursing/Assistant Superintendent or designee/Superintendent-Director or designee/School Committee or designee, decides that disciplinary action is appropriate, the disciplinary action will be determined on the basis of facts found by the Director of Practical Nursing/Assistant Superintendent-Principal or designee/Superintendent-Director or designee/School Committee or designee, including the nature of the conduct, the age of the student(s) involved, and the need to balance accountability with the teaching of appropriate behavior. Discipline will be consistent with the Plan, disciplinary policies and the school's code of conduct, up to and including long-term exclusion from school.

Discipline procedures for students with disabilities are governed by the federal Individuals with Disabilities Education Improvement Act (IDEA), which should be read in cooperation with state laws regarding student discipline.

If the Assistant Superintendent-Principal or designee/Superintendent-Director or designee/School Committee or designee, determines that a student or staff knowingly made a false allegation of bullying or retaliation, that student or staff may be subject to disciplinary action consistent with the school's code of conduct/student handbook, including long-term exclusion from school for students and up to and including termination for employees.

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

I. Sexual Harassment - Title IX

Purpose:

Greater Lowell Technical High School ("the District") is committed to maintaining an educational and working environment that is safe, supportive and free from discrimination based on sex, including sexual harassment, in accordance with appropriate Federal and State laws.

The District does not discriminate on the basis of sex, and prohibits sex discrimination in any program or activity that operates including in admission and employment.

Policy:

Sex discrimination, including sexual harassment, of students and employees occurring in the school's programs and activities, including locations, events, and/or circumstances in which the school district exercises substantial control, is unlawful and will not be tolerated by this organization. Further, any retaliation against an individual who has complained about sex discrimination including sexual harassment, or retaliation against an individual for cooperating with an investigation is unlawful and will not be tolerated. Similarly, if an investigation results in a finding that the complainant knowingly and falsely accused another person of discrimination or sexual harassment, the complainant will be subject to disciplinary action.

Because the School District takes allegations of sex discrimination including sexual harassment, seriously, we will respond promptly to complaints of such and where it is determined that such inappropriate conduct has occurred, we will act promptly to eliminate the conduct and impose such corrective actions as is necessary, including disciplinary action up to and including termination of employment or dismissal of a student from the District where appropriate.

Please note that while this policy sets forth our commitment of maintaining an educational and working environment that is free of sex discrimination including sexual harassment, the policy is not designed or intended to limit our authority to discipline or take remedial action for workplace conduct or student conduct we deem is unacceptable, regardless of whether that conduct satisfies the definition of sex discrimination including sexual harassment.

Definitions:

In the educational context, sexual harassment means conduct on the basis of sex that satisfies one or more of the following:

- An employee of the recipient conditioning the provision of an aid, benefit, or service of the recipient on an individual's participation in unwelcome sexual conduct ("quid pro quo harassment");
- Unwelcome, 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 ("hostile environment harassment"); or
- "Sexual assault" as defined in 20 U.S.C. 1092(f)(6)(A)(v), "dating violence" as defined in 34 U.S.C. 12291(a)(10), "domestic violence" as defined in 34 U.S.C. 12291(a)(8), or "stalking" as defined in 34 U.S.C. 12291(a)(30)

While it is not possible to list all those additional circumstances that may constitute sexual harassment, the following are some examples of conduct which if unwelcome, may constitute sexual harassment depending upon the totality of the circumstances including the severity of the conduct and its pervasiveness:

- Unwelcome sexual advances -- whether they involve physical touching or not;
- Sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life; comment on an individual's body, comment about an individual's sexual activity, deficiencies, or prowess;
- Displaying sexually suggestive objects, pictures, cartoons;
- Unwelcome leering, whistling, brushing against the body, sexual gestures, suggestive or insulting comments;
- Inquiries into one's sexual experiences; and
- Discussion of one's sexual activities.

The following additional definitions apply:

"Actual knowledge" means notice of sexual harassment or allegations of sexual harassment to any employee of the district, except that this standard is not met when the only official of the district with actual knowledge is the respondent (where the respondent is an employee). Imputation of knowledge based solely on vicarious liability or constructive notice is insufficient to constitute actual knowledge. Complaints will be addressed whenever the district has actual knowledge of the allegation

"Consent" means cooperation in act or attitude pursuant to an exercise of free will of a conscious person with informed knowledge of the nature of the act or actions. A current or previous relationship shall not be sufficient to constitute consent. Consent will not be found when submission to the act or actions is undertaken due the influence of fear, fraud, forcible compulsion, threats, and/ or the complainant possessed any legal incapacity to consent at the time of the act or actions. Consent is a defense to all types of sexual harassment.

"Complainant" means an individual who is alleged to be the victim of conduct that could constitute sexual harassment.

"Deliberate indifference" means a response to sexual harassment that is clearly unreasonable in light of the known circumstances.

"Emergency removal" means the suspension or expulsion of a student on an emergency basis, consistent with state law. Nothing in the Title IX regulations precludes a district from removing a respondent from the district's education program or activity on an emergency basis, provided that the district follows all procedures under Massachusetts law, undertakes an individualized safety and risk analysis, determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal, and provides the respondent with notice and an opportunity to challenge the decision immediately following the removal.

"Formal complaint" means a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment and requesting that the district investigate the allegation of sexual harassment.

"Respondent" means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

"Supportive measures" means non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the recipient's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the recipient's educational environment, or deter sexual harassment. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures. The district must maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of the recipient to provide the supportive measures. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.

Complaints and Reports of Sexual Harassment

Students:

If any student believes that he or she has been subjected to sexual harassment, the student is encouraged to immediately report the conduct to any faculty member, school nurse, school counselor, coach or other trusted employee of the District, who will refer the matter to the Director of Practical Nursing. This may be done in writing or orally.

Upon receiving actual notice of alleged sexual harassment without a formal complaint, staff members must notify the Director of School Counseling/Title IX Coordinator. The Director of School Counseling/Title IX Coordinator will contact the complainant within two school days of receiving the complaint and do the following:

- Discuss and offer supportive measures;
- Consider the complainant's wishes with respect to supportive measures;
- Explain that supportive measures may be received with or without filing a formal complaint;
- Determine whether the complainant wishes to file a formal complaint; and
- Explain to the complainant the purposes of filing a formal complaint.

Formal Complaint:

A formal complaint is a written document or electronic submission (such as an email) that alleges sexual harassment against a respondent and requests the District conduct an investigation into the allegation. A complainant can file a formal complaint with the Director of School Counseling/Title IX Coordinator (for students) or Director of Human Resources (for employees) in person, by mail, telephone, or by email. The Director of School Counseling/Title IX Coordinator or Director of Human Resources can also sign a formal complaint on behalf of a complainant.

There is no time limit or statute of limitation on timing to file a formal complaint. However, at the time of filing a formal complaint, an alleged victim must be participating or attempting to participate in a program or activity of the school district. Additionally, the district has discretion to dismiss a formal complaint where the passage of time would result in the district's inability to gather evidence sufficient to reach a determination regarding responsibility, or when the district loses responsibility for the respondent (i.e. the respondent no longer attends or is employed by the district.)

The District will dismiss a formal complaint if the conduct alleged would not constitute sexual harassment as defined in this policy even if proved, did not occur in the school district's education program or activity, or did not occur against a person in the United States. It could investigate the conduct under other school policies and procedures. The District may dismiss the formal complaint or any allegation in the complaint, if at any time during the investigation or appeal: a complainant notifies the Director of School Counseling/Title IX Coordinator (for students) or Director of Human Resources (for staff) in writing that the complainant would like to withdraw the formal complaint or any allegations in the complaint. The school district must send written notice of any dismissal.

Written Notice:

Before any investigation begins, the District will provide prior written notice to both parties including sufficient details. Sufficient details include the identities of the parties involved in the incident, if known, the conduct allegedly constituting sex-based discrimination or sexual harassment, and the date and location of the alleged incident, if known. The written notice must include a statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process. The written notice must inform the parties that they may have an advisor of their choice, who may be, but is not required to be, an attorney, and may inspect and review evidence.

If additional allegations are added during the course of the investigation, additional written notice must be provided.

Option for Information Resolution:

Where appropriate after notice has been given, the district may consider offering the parties an option for informal resolution (i.e. mediation), that does not involve a full investigation and adjudication. Informal resolution may only be offered after a formal complaint is filed, and the parties must give written consent to engage in this process. Complainants may elect to pursue formal procedures at any step in the process of making their complaint, even if informal resolution has already begun. Respondents may elect to follow formal procedures and decline informal resolution.

Informal resolution may not be used if the allegation is against an employee respondent. Facilitators of informal resolution will be designated by the Director of School Counseling/Title IX Coordinator and must not be biased against any of the parties.

If the complainant and the respondent feel that their complaint has been sufficiently addressed through informal resolution, then no further action needs to be taken. This voluntary informal resolution must occur within five (5) school days after receiving the complaint of discrimination unless both parties agree otherwise. The results of the informal resolution will be maintained by the facilitator, in writing.

Investigation:

If informal resolution is not offered to or accepted by the parties, the Title IX Coordinator will designate an investigator and a decision maker, who may not be the same person. The Title IX Coordinator is free to cast himself/ herself as the investigator, but not the decision-maker.

The investigator must not be biased against any of the parties at the outset of the investigation. The investigator will be responsible for interviewing parties and witnesses, finding facts, and making determinations related to credibility, all of which will go into a written report. The investigator must avoid all questions that are protected by legal privilege, unless the privilege has been waived, and should avoid asking about the complainant's sexual history unless it is directly relevant to prove consent to the conduct at issue or to prove that the conduct was committed by someone other than the respondent.

The District 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.

Prior to completion of the investigative report, the school district will send to each party and the party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy, and the parties will have ten (10) days to submit a written response to the evidence, which the investigator will consider prior to completion of the investigative report.

The investigator must avoid making any final determinations of responsibility for sexual harassment.

Findings should be written in a factual way in an investigative report. Credibility determinations may not be based on an individual's status as complainant, witness, or respondent.

During the investigative process and any further hearings, complainants and respondents have a right to have advisors of their choice participate in all aspects of the proceedings. The district will provide both parties with written notice of investigative interviews, meetings, and hearings, with sufficient time to prepare.

After the investigator has completed the investigation, the designated decision maker will be assigned to determine final responsibility or lack thereof for violating this policy. The decision maker must not be biased against any of the parties. Before the district can determine responsibility, an investigative report will be sent to the parties and they will be given ten (10) days to respond. The decision-maker will offer both the complainant and respondent the opportunity to submit proposed relevant, written questions to ask of any party or witness, to respond to questions posed by another party, and to offer additional limited follow-up. Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent. The decision-maker(s) must explain to the party proposing the questions any decision to exclude a question as not relevant.

After this process is complete, the decision-maker will create a written determination regarding whether sexual harassment has occurred using a preponderance of the evidence standard.

A "preponderance of the evidence" means that it is more likely than not that the alleged conduct occurred. The decision-maker shall further recommend what action, if any, is required. If it is determined that sexual harassment occurred, the District will take steps to prevent the recurrence of the harassment and correct its discriminatory effect on the complainant and others if appropriate.

The written determination must be issued to both parties simultaneously and must include:

- (A) Identification of the allegations potentially constituting sexual harassment;
- (B) A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held;
- (C) Findings of fact supporting the determination;
- (D) Conclusions regarding the application of the recipient's code of conduct to the facts;
- (E) A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the recipient imposes on the respondent, and whether remedies designed to restore or preserve equal access to the recipient's education program or activity will be provided by the recipient to the complainant; and
- (F) The district's procedures and permissible bases for the complainant and respondent to appeal (a copy of, or direct reference to, this policy will suffice).

If there is a finding that sexual harassment occurred, the school district will provide remedies to the complainant designed to restore or preserve equal access to the school district's education program or activity. Such remedies may include supportive measures.

Formal disciplinary actions may be imposed in the event that the preponderance of the evidence indicates a violation of this policy, up to and including expulsion or termination. Any disciplinary action will be in accordance with due process rights under State law and any applicable collective bargaining agreement.

As indicated above, these procedures do not limit the District from removing a student or employee from a program or activity on an emergency basis based on immediate threats to people's physical health or safety or placing an employee on administrative leave during the pendency of the investigation.

Records

A record will be maintained for a period of seven years of any actions, including supportive measures, taken in response to a report or formal complaint of sex-based discrimination or sexual harassment and district staff will document the basis for the district's conclusion that its response was not deliberately indifferent.

Training

The district will ensure that Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process, receive training on the definition of sex-based discrimination including sexual harassment, the scope of the recipient's education program or activity, how to conduct an investigation and grievance process including hearings, appeals, and informal resolution processes, as applicable, and how to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias.

The district will ensure that decision-makers receive training on any technology to be used in interviews and on issues of relevance of questions and evidence, including when questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant.

The district also must ensure that investigators receive training on issues of relevance to create an investigative report that fairly summarizes relevant evidence.

Any materials used to train Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process, must not rely on sex stereotypes and must promote impartial investigations and adjudications of formal complaints of sex-based discrimination including sexual harassment.

These training materials will be posted on the school district's website.

Appeals

Either party may appeal the decision to dismiss a formal complaint or from the decision maker's determination of responsibility in writing to the Superintendent-Director within fifteen (15) calendar days of receipt of the notice of dismissal or determination of responsibility. Appeals will only be allowed for the following reasons:

- (A) Procedural irregularity that affected the outcome of the matter;
- (B) New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and
- (C) The Title IX Coordinator, investigator(s), or decision-maker(s) had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter.

The school district will notify the other party in writing when an appeal is filed and implement appeal procedures equally for both parties. Both parties will have a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome.

The Superintendent-Director or designee, as a further impartial decision-maker, will review the comprehensiveness and accuracy of the investigation and the conclusions, and issue written findings to both the complainant and respondent within thirty (30) calendar days of the appeal.

The Superintendent-Director maybe reached at (978) 441-4800.

External Grievance Procedure

Any student who chooses not to use the District's internal grievance procedures or who is not satisfied with the District's internal grievance procedures may file a complaint of discrimination or harassment with an appropriate state or federal agency.

The Office for Civil Rights, US Department of Education
5 Post Office Square, 8th Floor Boston, MA 02109-3921
Telephone: 617-289-0111, FAX: 617-289-0150, TDD: 877-521-2172

The Massachusetts Commission Against Discrimination One Ashburton Place
Sixth Floor, Room 601 Boston, MA 02108
Phone 617-994-6000, TIY: 617-994-6196

The Equal Employment Opportunities Commission John F. Kennedy Federal Building
475 Government Center
Boston, MA 02203
Phone: 1-800-669-4000

Referral to Law Enforcement, Other Agencies

Some alleged conduct may constitute both a violation of District policies and criminal activity. The Assistant Superintendent-Principal, Superintendent-Director, or designee will refer matters to law enforcement and other agencies as appropriate under the law or District policy, and inform the complainant/ alleged victim of the right to file a criminal complaint.

Cooperating with an Investigation

Retaliation:

It is expected that employees and students will cooperate fully in the investigation of a complaint of sex-based discrimination including sexual harassment, harassment and discrimination. Employees are expected to do all that they can to prevent and discourage sexual harassment, harassment and discrimination from occurring.

Nondiscrimination on the Basis of Sex

Title IX-Sexual Harassment

It is the policy of the Greater Lowell Technical High School District ("the District") not to discriminate on the basis of sex in the educational program and activities of the school district. This policy will extend to students, with regard to educational opportunities, and employees with regard to employment opportunities and third parties.

The District will continue to ensure fair and equitable educational and employment opportunities, without regard to sex, to all its students and employees. If you believe that you or someone else has been harassed or discriminated against on the basis of sex, please refer to GREATER LOWELL TECHNICAL HIGH SCHOOL POLICY ON TITLE IX-SEXUAL HARASSMENT which includes the grievance procedure and the GLTHS general non-discrimination policies and procedures, including GLTHS Bullying Prevention and Intervention Plan.

A copy of the policy including grievance procedure is available in other languages at the office of the Director of School Counseling (Title VI and Title IX Coordinator) at the Greater Lowell Technical High School, 250 Pawtucket Boulevard, Tyngsboro, Massachusetts 01879, Telephone: (978) 441-4955.

GLTHS NONDISCRIMINATION STATEMENT:

The Greater Lowell Technical High School does not discriminate on the basis of race to include traits historically associated with race, including, but not limited to, hair texture, hair type, hair length and protective hairstyles, color, religious creed, national origin, limited English proficiency, sex, sexual orientation, age, gender identity, criminal record, disability, veteran status, genetic information, pregnancy or a condition related to said pregnancy, parental status and homelessness in the administration of its educational and employment policies, programs, practices or activities, as defined and required by state and federal law. In addition, Greater Lowell Technical High School is committed to providing a work and learning environment free from sex- based harassment and prohibits retaliation against any individual for making a complaint of conduct prohibited under this Notice, or for assisting or assisting in the investigation of such a complaint. The District's nondiscrimination policy and grievance procedures can be located at www.gltech.org. The following person has been designated to handle inquiries regarding educational non-discrimination policies: Name and Title: Tracy Encarnacao, Director of School Counseling/Title IX Coordinator Address: Greater Lowell Technical High School, 250 Pawtucket Boulevard Telephone: (978) 441-4955.

Any complaints of sexual harassment will be reported to the Director of Practical Nursing at (978) 835-9292.

The TITLE IX Coordinator will be notified and a formal complaint will be filed.

Any complaint directly involving the Director of Practical Nursing should be reported to the Title IX Coordinator at (978) 441-4955.

J. Campus Crime Awareness/ Campus Security:

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

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

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

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

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

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

K. Crime Statistics:

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

Greater Lowell Technical School of Practical Nursing Program Curriculum

Term I

Day Division: August 20, 2025 to December 12, 2025	Hours	Required
Evening Division: August 20, 2025 to December 12, 2025		Minimal Grade
Anatomy & Physiology	49 Hrs.	77
Microbiology	16 Hrs.	75
Pharmacology I	20 Hrs.	77
Nutrition	16 Hrs.	75
Mental Health Concepts in Nursing (Theory)	25 Hrs.	77
Mental Health Concepts in Nursing (Clinical)	6.5 Hrs.	PASS
Vocational Trends & Adjustments I	36 Hrs.	77
Fundamentals of Nursing (Theory)	58 Hrs.	77
Fundamentals of Nursing (Lab)	96 Hrs.	PASS
Fundamentals of Nursing (Clinical)	<u>90 Hrs.</u>	PASS
TERM I TOTAL	412.5 Hrs.	

Term II

Day Division: December 15, 2025 to April 10, 2026	Hours	Required
Evening Division: December 15, 2025 to April 10, 2026		Minimal Grade
Growth & Development	25 Hrs.	77
Pharmacology II	27 Hrs.	77
Nutrition in Health Problems	27 Hrs.	77
Medical/Surgical Nursing (Theory)	87 Hrs.	77
Medical/Surgical Nursing (Clinical)	<u>281.5 Hrs.</u>	PASS
TERM II TOTAL	447.5 Hrs.	

Term III

Day Division: April 13, 2026 to June 17, 2026	Hours	Required
Evening Division: April 13, 2026 to June 17, 2026		Minimal Grade
Care of the Elderly Individual (Theory)	31 Hrs.	77
Care of the Elderly Individual (Clinical)	72 Hrs.	PASS
Care of the Mother & Infant (Theory)	31 Hrs.	77
Care of the Mother & Infant (Clinical)	36 Hrs.	PASS
Pediatric Nursing (Theory)	31 Hrs.	77
Pediatric Nursing (Clinical)	<u>36 Hrs.</u>	PASS
TERM III TOTAL	237 Hrs.	

****Greater Lowell Technical School of Practical Nursing has been approved by the Board of Nursing on 9/10/25 for the substitution of 43 hours throughout the curriculum.****

TOTAL PROGRAM HOURS 1097 HOURS

******TOTAL CLINICAL HOURS 522 HOURS**

Projected date of Graduation is: June 17, 2026.

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

Cooperating Health Care Agencies

D'Youville Life & Wellness Community

Emerson Hospital

Lahey Hospital and Medical Center

Lowell General Hospital

Methuen Public Schools

Middlesex Sheriff's Office

New England Pediatric Care

St. Joseph Hospital of Nashua N.H.

Sunny Acres Nursing and Rehabilitation Center

THE NIGHTINGALE PLEDGE

*I solemnly pledge myself before God and in the presence of this assembly
to pass my life in purity and to practice my profession faithfully. I will
abstain from whatever is deleterious and mischievous,
and will not take or knowingly administer any harmful drug. I will do all in
my power to maintain and elevate the standard of my profession,
and will hold in confidence all personal matters committed to my keeping
and all family affairs coming to my knowledge in the practice of my
calling. With loyalty will I endeavor to aid physicians in their work
and devote myself to the welfare of those committed to my care*

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

Greater Lowell Technical School of Practical Nursing

Academic Integrity

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

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

Cheating is defined as the giving or attempting to give, or receive unauthorized information or assistance during an examination or while completing assigned projects. If cheating has been determined, the student will be immediately dismissed from the program.

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

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

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

Any student suspected of violating this policy will be reported to the Program Director. An immediate investigation will take place. If the student is found to be guilty of violating any portion of the policy, the student will be dismissed from the program.

**Greater Lowell Technical School of
Practical Nursing**

Academic Integrity Acknowledge

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

Student's Name Printed

Student's Signature

Date

**Greater Lowell Technical School of
Practical Nursing**

STUDENT AGREEMENT

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

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

Student's Name Printed

Student's Signature

Date

GREATER LOWELL TECHNICAL SCHOOL OF PRACTICAL NURSING
2025 – 2026 SCHOOL CALENDAR

August 18, 2025	Monday	Teachers In-Service
August 19, 2025	Tuesday	Orientation (Day and Evening)
August 20, 2025	Wednesday	1 st Day of School for Student
August 29, 2025	Friday	No School- Labor Day Recess
September 1, 2025	Monday	No School - Labor Day
September 12, 2025	Friday	Term I – ¼ Deficiencies
October 13, 2025	Monday	No School – Columbus Day
October 17, 2025	Friday	Term I – Mid-Term Grades & Clinical Evaluations
October 23, 2025	Thursday	Fall Program Advisory Committee Meeting
November 7, 2025	Friday	Term I – ¾ Deficiencies
November 11, 2025	Tuesday	No School – Veteran’s Day Observed
November 26, 2025	Wednesday	Early Dismissal (Days Only) NO EVENINGS CLASSES
November 27-28, 2025	Thurs./Fri.	No School - Thanksgiving Recess
December 12, 2025	Friday	End of Term I – Final Grades & Clinical Evaluations
December 23, 2025	Tuesday	Early Dismissal (Days Only) NO EVENINGS CLASSES
Dec. 24, 2025-January 2, 2026	Wed. – Fri. Mon. – Fri.	No School – Winter Vacation Week
January 5, 2026	Monday	School Reopens
January 16, 2026	Friday	Term II – ¼ Deficiencies
January 19, 2026	Monday	No School-Martin Luther King, Jr. Day
February 13, 2026	Friday	Term II – Mid-Term Grades & Clinical Evaluations
February 16-20, 2026	Mon. - Fri.	No School – February Vacation
March 13, 2026	Friday	Term II – ¾ Deficiencies
April 3, 2026	Friday	No School – Good Friday
April 10, 2026	Friday	End of Term II – Final Grades & Clinical Evaluations
April 20-24, 2026	Mon. - Fri.	No School – April Vacation
May 6, 2026	Wednesday	Spring Program Advisory Dinner & Meeting
May 15, 2026	Friday	Term III – Mid-Term grades & clinical evaluations
May 25, 2026	Monday	No School - Memorial Day
June 15, 2026	Monday	Last Day of Classes (Tentative)
June 17, 2026	Wednesday	Graduation (Projected)