Shawsheen Valley School of Practical Nursing

100 Cook Street

Billerica, MA 01821

Academic Year

2026-2027

PN Program

Student Handbook

Telephone Numbers:
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www.shawsheenpracticalnursing.com

****handbook is subject to change (changes submitted 8/17/2026)**

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Welcome Letter

Shawsheen Valley School of Practical Nursing

June 2026

Dear Nursing Student:

Welcome to the practical nursing certificate program. It is a pleasure to have you as one of our students.

The Student Handbook will serve as the official document for all nursing program policies and procedures. Students are expected to be knowledgeable of and adhere to all nursing program policies and procedures. Students are encouraged to seek clarification of any information in the Handbook from program faculty and/or administrators.

I look forward to working with you and to a successful year.

Sincerely,

Patricia A. Noonan

Patricia A. Noonan, MSN, RN
Coordinator

DISCLAMIER

This handbook is intended for use by the students enrolled in the Practical Nurse Program at the Shawsheen Valley School of Practical Nursing. Every attempt has been made to publish the most current Practical Nurse Program policies and procedures as approved by the faculty. The faculty may be required to revise, delete, or add a policy for the purpose of maintaining compliance with regulatory and/or accreditation requirements and standards; in the event this occurs, the students will be notified via Shawsheen email account within 14 days of the change.

EQUAL EDUCATIONAL OPPORTUNITY

The Shawsheen Valley School of Practical Nursing admits students and makes available to them its advantages, privileges, and courses of study without regards to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, uniform military or veteran status, and/or economic or housing status.

Accreditation and Program Approval

Accreditation

The Shawsheen Valley School of Practical Nursing is accredited by the Commission of the Council on Occupational Education.

Contact information: Council on Occupational Education, 7840 Roswell Road, Building 300, Suite 325, Atlanta, GA 30350, Telephone: 770-396-3898, FAX: 770-396-3790, www.council.org

NLN Commission for Nursing Education Accreditation (CNEA)

"The Shawsheen Valley School of Practical Nursing Practical/Vocational Nursing Program holds pre-accreditation status from the National League for Nursing Commission for Nursing Education Accreditation, located at 2600 Virginia Avenue, NW, Washington, DC, 20037. 202-909-2487. Holding pre-accreditation status does not guarantee that initial accreditation by NLN CNEA will be received."

The pre-accreditation status is effective for three years, beginning February 13, 2025 and terminating February 28, 2028.

Approval

Fully Approved by the Massachusetts Board of Registration in Nursing. Last site visit, 3/2025

Program Directory

Coordinator: Patricia Noonan, MSN, RN	Salem State University
Faculty: Full Time:	
Jean Higgs, MSN, RN	Simmons College
Jeannette Papafagos, MSN, RN	UMass Lowell, Lowell
Stephanie McComber, BSN, RN	University of MA, Boston
Luanne Mulligan, BSN, RN	Salem State University
Donna Peters, DNP, RN	Rush University
Malik Simpson, MSN, RN	Capella University
Faculty Part Time:	
Nina Brophy, BSN, RN	Southern New Hampshire University
Eileen Pappalardo, MSN, RN	Mass College of Pharmacy and Health Professions
Salbina Raymond, BSN, RN	Laboure College
Villeroy Tah, DNP, RN	Elms College

All faculty can be reached at 978-671-3646

Administrative Assistant: Gina Cerbone at jcerbone@shawtech.org

Financial Aid Coordinator: Carol Geary at cgeary@shawtech.org

Nursing Program Organizational Chart

Superintendent Director

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Program Coordinator --- Financial Aid Coordinator

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Faculty Administrative Assistant

Nursing Program Information

Institutional Mission and Vision

At Shawsheen Valley Technical High School, it is our mission to provide a positive learning experience in a safe educational environment that encourages all students to reach their full potential, emphasizes the value of a strong work ethic, and prepares them for adult life in a competitive. **Revised, 4/2016, reviewed 4/2021**

Institutional Core Values: Accountability, Integrity and Respect (Adopted 6/2023)

Program Mission and Vision

The Shawsheen Valley School of Practical Nursing provides a formal program of scientific and theoretical information with concurrent clinical practice that focuses on multi-formity and holistic components across the lifespan. This will prepare the practical nursing student for a nursing profession while stressing the importance of continuing education throughout their career. Revised, 9/15/2022

Vision

We envision that the Shawsheen Valley School of Practical Nursing will:

- Prepare students to respond to the emerging health care needs of the individual in a changing health care system
- Enable students to function within the Massachusetts standards of practice, demonstrating safe, competent, legal, and ethical practice
- Employ highly qualified faculty that will create a climate in which students are motivated to maximize the use of their talents and abilities
- Foster an environment where critical thinking skills are developed
- Support community partnerships for the purpose of community service and integrating work experience with school programs
- Maintain a state-of-the-art facility that meets industry standards
- Practice sound and responsible fiscal management to provide appropriate resources for instruction
- Expect students to reach high academic and clinical achievement standards Developed August 2011, revised 2/2012, reviewed 9/2025, advisory 10/26

Nursing Program Philosophy

Nursing is recognized as an art and a science based on concepts, knowledge and clinical nursing care skills that are directed toward the promotion of health and the prevention of illness through communication and patient education.

Practical nursing education provides a formal program of scientific and theoretical information with concurrent clinical practice that is presented in a tiered learning approach. The program follows the normal sequence of human growth and development. The aging of our population requires that the curriculum place an emphasis on the older individual's physical, psychological, and social well-being, while assisting the individual to a dignified death or to live in a community with appropriate support systems.

The educational process is active, dynamic and takes a holistic approach, encompassing cultural, nutritional, pharmacological, and biopsychosocial human needs. Nursing education will describe, explain, explore, and predict individual human needs, needs of the family, and those of society. Nursing utilizes the nursing process, applied through critical thinking, to facilitate the wellness of individuals.

This practical nursing program is designed to respond to the emerging ever-growing integral role, helping to provide access to health care for people in their homes, hospitals, clinics, medical offices, extended health care facilities and long-term care facilities. Practical Nurses function within the standards of practice, demonstrating safe, competent, and legal/ethical practice.

Consistent with the philosophy of the institution, the practical nursing administration and faculty will work to create a climate in which students are motivated to maximize the use of their talents and abilities. The environment most conducive to learning is one in which the teacher and student share mutual respect, and where theory and clinical experiences are correlated and taught in a logical sequence. Practical nursing is an integral component of the nursing profession and provides a solid foundation for continuing nursing education as a continuum through articulation into professional nursing education programs. **Revised 9/2022**

Nursing Program Organizing Framework

The National Council of State Boards of Nursing's (NCSBN) test plan was utilized in validating our curriculum plan and designated hours for each content area. The NCSBN validates the 2026 NCLEX-PN Detailed Test Plan by conducting a practice analysis that is used to collect data on the current practice of entry-level practical/vocational nurses. Newly licensed practical/vocational nurses are asked about the frequency and priority of performing more than one hundred and forty-seven (147) nursing care activities. These nursing care activities are analyzed in relation to the frequency of performance, impact on maintaining client safety and client- care settings where the activities are performed. This analysis guides the development of a framework for entry-level nursing practice that incorporates specific client needs as well as processes fundamental to the practice of nursing. Successful completion of NCLEX is the requirement for licensure in the Commonwealth of Massachusetts.

The faculty at the Shawsheen Valley School of Practical Nursing has evaluated the categories with related activity statements to ensure that our curriculum is comprehensive and inclusive to meet the needs of the entry- level practical nurse. Our analysis was completed on the 2026- NCLEX test plan.

We also look forward to the integration of PN competencies through the Massachusetts Practical Nurse Council/ Massachusetts Nurse of the Future.

Link for current NCSBN NCLEX-PN test plan: https://www.ncsbn.org/publications/2026-nclex-pn-test-plan

Program Objectives

- The Shawsheen Valley School of Practical Nursing prepares entry-level graduates to:
- Apply the nursing process, based on scientific theory, to the care of culturally diverse clients throughout the life span and who have common, actual well-defined health problems.
- Manage the nursing care of individuals with actual, common well-defined health problems in a variety of structural settings in accordance with legal and ethical professional standards.
- Utilize therapeutic communication skills to collaborate with all members of the health care team, the individual, family, and community to promote wellness and the prevention of disease.
- Implement goal directed education plans to promote health of the individual client.
- Demonstrate professional attributes in the provision of safe, effective, practical nursing care. **Revised 2001, Reviewed 9/25, advisory 10/2026**

Curriculum Concepts (adopted 2017)

1. Safety includes Quality Improvement: Emphasis is placed on the system of care delivery that prevents errors, learns from the errors that do occur, and is built on a culture of safety that involves health care professionals, organizations and patients.
2. Evidenced Based Practice: The LPN will identify the value of using the best current evidence coupled with clinical expertise in consideration of patient's preference, experience and values to make their practice decisions. The NCSBN NCLEX-PN test plan will be used as the blueprint for curriculum.
3. Professionalism: includes Leadership: The Licensed Practical Nurse will demonstrate accountability of nursing care through respectful and ethical behaviors. The LPN will engage in leadership activities in collaboration with inter-disciplinary teams.

4. Communication: includes informatics and technology and teamwork and collaboration: The LPN will interact effectively utilizing therapeutic communication with patients, families and members of inter-disciplinary team. The LPN understands the physiological, psychosocial, developmental, spiritual and cultural influences necessary for effective communication. The LPN incorporates and personalizes informational technology into their professional knowledge base while protecting privacy.
5. Patient Centered Care: Utilize systems-based practice throughout the patient experience to ensure that meeting patient, or designee, and family goals is the focus of the interdisciplinary teams' holistic approach toward achieving optimal level of wellness.

Curriculum Plan

Course Number	Course Name	Hours	Comments
	Term 1 (16 weeks)		
101	Anatomy and Physiology (including 16 hours of Medical Terminology)	48	
102	Fundamentals of Nursing I Theory (includes 6 hours of Microbiology) Simulated Laboratory Clinical	 86 55 130	
103	Human Growth and Development	32	
105	Nutrition	16	
106	Pharmacology	48	
107	Vocational Trends 1	16	
	Term 1: Class and Laboratory Hours: 301 Clinical Hours: 130 Total Term 1: 431		
	Term II: 8 weeks		
202	Mental Health Concepts: 34 Clinical: 10	44	
203	Maternity and Pediatric Nursing Theory: 48 Clinical: 35	83	
204	Fundamentals of Nursing II Clinical 86	86	
	Total Term II hours: Clinical: 131/ Theory: 82	213	
	Term III: 16 weeks		
301	Vocational Trends II Theory	16	
302	Medical Surgical Nursing Theory: 108 Clinical including clinical simulation: 240	 348	
303	Geriatric Nursing Theory: 36 (included 10 hours of Dementia Training) Clinical: 66	102	

Total: Theory: 543, Total Clinical: 567, Total scheduled hours: 1110

NURSING PRGRAM POLICIES AND GUIDELINES

Academic Advising

All students are encouraged to seek academic advising with the coordinator of the nursing program. It is recommended that a student meet with the coordinator to discuss academic progress in the event they fail to obtain a course average of 75% at the designated mid-point of each term. A student is also required to meet with the coordinator of the nursing program when clinical issues arise, including but not limited to clinical probation, to discuss goal setting and remediation needed to meet course student learning outcomes. Students may be required to meet with the coordinator to discuss warning or probationary issues related to a breach in procedure, example violation of the electronic use policy, excessive absenteeism or tardiness, or difficulty with professionalism and acceptable communication between facilitators or peers.

Academic Integrity

The program expects all students to maintain high standards of academic honesty and integrity in all settings including theory, laboratory and clinical. Unless given express permission by facilitators, students shall not collaborate, share information in any way, give or take information on exams or submit any work that contains the ideas of others without attribution. Students may not write on the desks. Any form of cheating or plagiarism is considered a violation of program integrity and will result in disciplinary action.

Disciplinary action includes probation and dismissal. Non-compliance with testing procedures will result in dismissal. Students can appeal the decision in accordance with the established Grade Appeal and/or Appeals Process as outlined in the Practical Nurse Program Student Handbook.

The program expects all students to maintain high standards of academic honesty and integrity. Plagiarism is defined to be the use of any other person's work or ideas as though the work or ideas were your own, without giving the appropriate credit. The following are examples of a violation of academic ethics and/or plagiarism: sharing content on subject matter tests through the use of scrap paper or a shared calculator and sharing content on assignments through the use of shared medication sheets or history and assessment sheets for use in care planning.

(Revised per faculty meeting minutes: 6/26, submitted to MA BORN for approval: 7/2025)

Academic Progression (Satisfactory Academic Progress: SAP)

Students in the Practical Nursing Program must be making Satisfactory Academic Progress (SAP) according to the policies outlined in this handbook. These policies include, but are not limited to, academic, clinical, professional conduct and attendance.

To be eligible for Title IV aid, a student must maintain satisfactory academic progress as determined by the coordinator at the conclusion of each Term.

Evaluation of student achievement consists of the following:

1. Students must achieve a minimum theory grade of 75% in each individual course, have successfully passed 50% of the individual course examinations and have received a satisfactory or PASS rating in clinical practice to progress to the next level.
2. The Massachusetts Board of Registration in Nursing has identified that the lack of academic rigor in nursing education programs may negatively impact licensure exam pass rates; specifically rounding up on grades. Grades are calculated to the 100th decimal point and are not rounded up.

For example, an exam grade of 74.59 is not a 75%. Students must achieve a 75.00% final course average to progress through the program.

3. Remediation: Exam Soft allows a review of questions following each exam. Any student scoring below 75% on an exam in Term 1 and 80% on an exam in Term 2 or 3 will be recommended to attend remediation. This may include reviewing a completed exam with a facilitator, the coordinator or with a group of students. Remediation generally occurs on Tuesday or Wednesday at 3:30 PM. Hours spent in remediation will be applied to absence make-up time if applicable.
4. Students are expected to keep a record of their exam and assignment completion scores throughout the course to monitor their own progression.
5. Students will receive probationary letters mid-term if their average in a course is not a 75%. Students will be asked to meet with the coordinator to discuss an academic plan. (See below: policy for academic probation/dismissal)
6. Students not meeting the objectives of a clinical course will be notified in writing. They will be asked to meet with the coordinator and/or faculty member to write goals and discuss remediation. The student will have a specified amount of time to meet these goals.
7. Student impairment will be grounds for immediate dismissal.
8. The clinical component includes satisfactory performance in the nursing skills lab, completion of assignments in the electronic health record, journal, ATI, Davis Edge, pharmacology medication cards, and/or clinical simulation.
9. Clinical performance is evaluated by the nursing care provided, written assigned work, application of theory, professional attributes, and effective communication.
10. Numerical grades will be used in all courses except clinical.
11. Exam Make-up Procedure: The following will occur if a student misses an exam for an unexcused absence. First exam missed will result in a 10-point penalty. The second examination that is taken late will result in 20-point deduction, the third test missed will result in a 30-point reduction. The maximum number of unexcused absences is three.
12. All exams must be completed by Monday of the following week. If Monday is a holiday, the exam must be taken by Tuesday. Exams must be proctored and the student must arrive by 3 PM.
13. A MAXIMUM of one (1) retake in Medical Surgical Nursing examination is allowed. However, the final examination cannot be re-taken. A maximum of 75% will be recorded. The student will have one week from receiving the grade to re-take the exam. The time of the retake is 3 PM.
14. Tests cannot be reviewed on the day of the re-take or on the day of final examinations.
15. Prior to the start of each term (three terms in total), there will be a pharmacology math exam administered to every student. Students will need a 90% on each 30-question exam to pass medications. Each student is allowed three attempts. If they are unsuccessful in passing the medication exams on the third attempt with a 90%, they will be dismissed from the PN program. Test dates are December, March, and May. If a student is unsuccessful in passing any medication examination with a minimum grade of 90%, it is recorded as a clinical failure, and the student will be dismissed from the program. Students can use the school provided calculator for this exam. No other calculators can be used. The school cannot provide one of the nights of the test. If a student does not pass on initial attempt, they will be required to take the second attempt on the following Monday at 3 PM. If the student does not pass on the second attempt, they will require remedial action and will take the third attempt on the Wednesday of the same week at 3 PM.

16. Medication Knowledge Test: The Fundamentals of Nursing Medication list will have formal assessments at the following points: as listed on the Vocational Trends I syllabus and with the pharmacology math test prior to Medical Surgical and Geriatric Nursing Clinical. You must receive a grade of 75% or better in Term I. The initial grade will be the grade posted and calculated as part of the Vocational Trends I course grade. If you do not receive a 75%, you will have two additional attempts to receive a 75%. Additional tests prior to Medical Surgical Nursing and Geriatric Nursing will require a grade of 90% or better. The policy as stated above for the pharmacology math exams will be followed.
17. The Practical Nursing Program consists of three terms and 1110 clock hours. SAP is reviewed at the midpoint and at the end of each program theory course. A grade report is issued to students within two weeks of the start of the new term. Example, Term I grade reports will be distributed mid-January. The exception being Medical Surgical Nursing. Students will receive this grade noted on their final transcript. More frequent evaluations are done during clinical rotations however the clinical grade is derived from the Clinical Evaluation Tool for each clinical course.
18. All assignments count for hours earned in this program and must be completed to progress to the next term. Examples include journals, pharmacology medication cards, care plans, ATI testing, and Electronic Health Record assignments. These must be completed to progress to the next term or at completion of the course, example, Medical Surgical Nursing in Term III.
19. Incomplete Grade: An "incomplete" will only be given for extended absence with consideration as to when in the term the extended absence occurred. The incomplete must be converted to a numerical grade no later than two (2) weeks after the final scheduled course meeting. The requirements, (clinical make up time, missing assignments), to complete the course must be arranged with course facilitator(s) and the PN Coordinator prior to the final scheduled course meeting.
20. The consequence of not maintaining satisfactory academic progress is being placed on financial aid probation. Students will not be eligible for Title IV funding following non-progression. Re-in statement of financial aid eligibility will be determined following the re-admission procedure.

Revised 6/2025, Submitted to MA BORN for approval July 2025

- **Post-Exam Review Procedure**

  Students are expected to conduct themselves in a professional manner during all exam reviews provided by the facilitators. Post-exam reviews are conducted during Academic Assistance at the request of the student to the facilitator or program Coordinator. All hard copies of the exams are destroyed following the post-exam review.

  Students who wish to dispute any answer identified by the facilitators as the correct answer may do so, in writing via electronic communication. Please reference an appropriate resource, example, textbook, assigned journal article or video, and/or Power Point presentation. Arguing a question in a public forum is unprofessional. The faculty will consider the evidence provided by the student to determine if any change to the correct answer is warranted.

  In the event a student requests an individual review of their exam, the facilitators reserve the right to lower a student's grade should it be identified that the student was awarded credit for an incorrect response. Should an error be identified that negatively affected the student's grade, an adjustment will be made accordingly. **Revised June 2022, reviewed August** 2025

Academic Probation

At the midterm point of each course, if a student has an average that is less than 75%, the student will be placed on academic probation. If at the end of the term, the student's average has not improved to at least 75% then the student will be immediately dismissed from the program.

The following procedure is followed when a student is in danger of failing a course at midterm:

- A formal letter will be sent to the student by the program coordinator stating that the student is failing a course or courses and that he or she will be placed on academic probation.
- A meeting will be set up with the program coordinator and the student to discuss remedial action. The student is strongly encouraged to attend all remediation sessions in the subject that he or she is having trouble.

At the end of the term, if the student has demonstrated sufficient progress and has obtained a passing average of at least 75% in the course or courses, he or she will be removed from academic probation status. If the student's average remains below 75% at the conclusion of the probationary period, he or she will be immediately dismissed from the program **Example, Medical Surgical Nursing completes prior to conclusion of Term III. If you do not have a course grade of 75% or higher at the completion of Medical Surgical Nursing, you cannot progress to Geriatric theory or clinical.** Revised 5/12, Reviewed 8/2026

Academic Dismissal/ Termination from the Program

Students will be immediately dismissed from the program in the following academic situations:

- A student who is placed on academic probation and does not achieve a grade of 75% by the end of the term, have successfully passed 50% of the individual course examinations and have received a satisfactory or PASS rating in clinical practice.
- A student who is ineligible for promotion to the next term or graduation. A student is ineligible for promotion if at the end of Term I or Term II if he or she has not achieved a passing average of 75% or better in all courses and/or has not completed the necessary hours published in the curriculum plan. At the end of Term III, all courses must be passing to be eligible for graduation. **Exception, Medical Surgical Nursing completes prior to conclusion of Term III. If you do not have a course grade of 75% or higher at the completion of Medical Surgical Nursing, you cannot progress to Geriatric theory or clinical.**
- A student who cheats on an assessment or presents work, as his or her own, that is copied from another student or source. Honesty, integrity, and honor are essential characteristics needed to practice the profession of nursing.
- A student who demonstrates unethical behavior, improper conduct, a disregard for school rules/regulations, ill health or emotional problems that interfere with the classroom learning experience.
- Violations include but are not limited to: breach of confidentiality; dishonesty/lack of integrity; unethical and/or unprofessional and/or illegal conduct; conduct in violation of any facility policy and/or procedure; and/or threatening behavior/harassment towards a facilitator, client, family member, fellow student, or any member of the clinical staff. Revised 5/26

Dismissal Appeal Process (for any dismissal)

Filing a Formal Appeal: A student may appeal a dismissal by submitting a formal letter to the program coordinator that clearly identifies and explains the reasons or issues that justify the appeal within five business days of the dismissal. The student should attach supporting documentation if available. The student has the burden of proof. The student must present clear evidence that the academic or clinical probation and/or the determination of unsatisfactory progress and/or program termination and/or the termination of financial aid unjust.

Upon receipt of the letter the following will occur as soon as reasonably practical:

Appeal Review: The program coordinator will meet with the student to clarify and review the issues raised in the formal appeal documentation. If attempts at informal resolution of the dispute fail, the student can request appealing the decision by moving the matter forward to the Superintendent Director's attention. The PN Coordinator is resposible for ensuring that the appeal process is completed in a timely fashion. Unless there are extenuating circumstances, the appeal process must be completed within 30 days from when the appeal was filed.

Appealing the Coordinator/Faculty's Decision: The losing party to the appeal process has a limited right to appeal. The appeal can be based only on procedural rather than substantial grounds. If the losing party believes that the appeal process was not properly followed and as a result he or she was treated unfairly, then he or she may file a written appeal with the Superintendent Director. The appeal can only be based on procedural errors that compromised the fundamental fairness of the process. Minor procedural errors that do not materially affect the outcome of the process are not grounds for appeal.
The Superintendent Director will review the appeal and conduct whatever investigation he or she deems appropriate. If the Superintendent Director determines that the appeal process was not properly followed and the failure to follow proper procedures biased the result of the appeal, then the Superintendent Director will vacate the judgment of the PN Coordinator and direct that the process be repeated with a different review committee. The decision of the Superintendent Director is final.

Admission Policy

The Admission Policy accompanies the Application for Admission located on our website and in our catalog. The Policy includes eligibility, application process, NLN-NEX PN testing procedure, Selection Process including Rubric and Admission Requirements. The admissions application is current for a period of 2 years counted by enrollment year.

Admission Requirements and Out of Compliance

(resulting in withdrawal of admission to the program (as it applies to accepted students) 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, skill and abilities needed to provide safe, competent nursing care. The Board publishes and regularly updates the Good Moral Character Licensure Requirement Information Sheet found on their website. Each applicant for initial licensure by examination must comply with the "Good Moral Character" requirement specified at G.L. c. 112, secs. 74, 74A, 76 and 80B. Each initial applicant has the burden to demonstrate compliance with the Licensure Policy 00-01: Determination of Good Moral Character Compliance.

"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."

The Shawsheen Valley School of Practical Nursing reserves the right to withdraw the awarding of program admission to any individual should the Program or the administration of the Shawsheen Valley Regional Technical High School District become aware of any individual's action that relates to:

- Nature or disposition of a criminal charge,
- An arrest,
- A pre-trial proceeding,
- Other judicial proceedings,
- Sentencing,
- Incarceration,

- Rehabilitation, and/or
- Release.

It is important to meet specific deadlines. Immunizations or evidence by titer must be submitted and verified for formal acceptance into the program.

Conditions of Enrollment:

1. Compliance with the MA DPH immunization requirements for Health Care Professionals including immunization for Covid 19 with booster (if required by clinical facility) and negative QuantiFERON Gold or additional documentation provided by your HCP for tuberculosis screening. Titers for MMR, varicella, hepatitis B are recommended if documentation of individual series is not available. Meningococcal vaccination is required for all students under the age of 21. Additionally, a recent, within 10 years of Tdap vaccination must be provided. Influenza must be received after 9/1/2026.
2. Verification of health insurance
3. Completion of Health Clearance Form
4. CORI: satisfactory clearance
5. Fingerprinting
6. Compliance with tuition and fee statement
7. Proof of AHA BLS CPR. We will be providing this certification for a fee if requested
8. Orientation completed with printed clinical ticket
9. Dementia training: 10 hour, basic and advanced

10 Financial obligations as discussed with the financial aid coordinator

Non-compliance will result in student withdrawal from program.

Advanced Placement

Advanced placement is not provided. The application process must be completed. Transfer credit will be awarded according to the transfer policy located in this handbook. Revised May 2019/reviewed 8/26

Advanced Placement or Transfer of Military Education, Training OR Service for a MILITARY HEALTH CARE OCCUPATION*

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

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

New policy, June 2025, Submitted for MA BORN approval

Attendance/ Dismissal for Attendance

Attendance/Make-Up Policy

The Shawsheen Valley School of Practical Nursing is committed to the philosophy that attendance is important in all classes, laboratories, clinical, and other activities related to your program. We expect 100% attendance for the entire program. Any student who is unable to attend a clinical day MUST notify the school and the clinical instructor of record. Any student that is unable to attend class must notify the PN office no later than 4:00pm. A written note from your physician written on the date of the absence must accompany your return to school. The note must clearly state you can return to clinical with no physical or psychological restrictions.

• Attendance is verified by the facilitator of each class, clinical and laboratory. Each student is responsible for entering their time daily in trajecsys. Hours for attendance are clearly identified on the school calendar.

Class, Clinical and Laboratory Absences

1. Absences are defined as excused or unexcused. The maximum number of absences for the entire ten-month period is five with a maximum number of three (3) being unexcused. The student will be dismissed from the program on the sixth absence.

2. Excused absences are defined as: a death in the IMMEDIATE FAMILY confirmed with documentation, an illness that requires hospitalization or is communicable as documented in a licensed health care provider's note obtained on the same date as the absence, court dates, and illnesses of an immediate family member.

3. Unexcused absences are absences not included in the above statement.

4. Three unexcused absences from class or clinical will result in probation. The fourth unexcused absence will result in dismissal from the program. All unexcused absences must be made up at the student's expense of $75 per absence.

5. All absences must be made up prior to the end of the term. The student with an excused absence will not be required to pay. Students with an outstanding balance of unexcused absence fees cannot progress to the following term.

6. Facilitators and the clinical agency determine the start time for clinical. If a student is going to be late, the student must notify the facilitator and nursing office (leave a message) prior to the start of the clinical day. Office number is 978-671-3646

7. Students who are dismissed from a clinical site due to non-compliance with the dress code, lack of designated identification badge and/or lack of preparation for the clinical expectations will receive an un-excused absence and will be required to pay $75 and make up the time.

8. Students must arrive at designated locations on time (please use the time piece designated by the facilitator- not your own individual device), in proper attire, with appropriate identification (nametag) and be prepared to participate in all aspects of the clinical learning experience. Students are expected to be at least 15 minutes early for clinical. Students are not permitted to leave the clinical site during lunch or break. The student is not allowed to go to their car or leave the designated area after arriving for clinical.

9. Classroom and clinical hours are made up as clinical days during the times specified on the program calendar. (calendar is accessible on www.shawsheenpracticalnursing.com)

10. Laboratory absences must be made prior to the next scheduled lab during the day at Shawsheen.

Revised 6/2025, submitted to MA BORN for review 7/2025

Tardiness/Early Dismissal

1. The total number of accrued tardy and dismissals for the program is five (5). Students will be dismissed from the program on the sixth occurrence. A tardy is defined as entering clinical, class or lab after the designated start time. Students entering class, clinical or lab after 1 hour, will be given an absence. For example, students entering class or lab after 6 PM will be counted as absent. All students must be at clinical within one hour of the designated start time to receive credit for the day. Dismissal is defined as

leaving class or lab after 7 PM or leaving clinical prior to 50% of the clinical time being completed. For example, if clinical begins at 8 AM, a student leaving before noon would be considered absent for the day. All missing hours greater than 1 hour must be made up.

2. You must be at the scheduled class, laboratory or clinical site on time. Being late will result in a tardy being documented in the attendance record.

3. Classroom tardiness: You cannot enter a class once it is in progress. If the instructor has begun teaching, you must wait until a break given by the instructor or until 5:30 PM (whichever occurs first) to enter the classroom.

4. You must notify the PN office and or the clinical Instructor if you are running late. Tardiness more than 1 hour after the start of clinical or class is considered as "absent" for day/evening.

5. You will receive a written assignment to be done at Shawsheen equal to the amount of time. Total time not present will be totaled and converted to equivalent number of days absent and added to total days absent. Example: 6 hours of tardiness and dismissal = one day absent.

5. Dismissal before noon on a weekend clinical shift or before 8 p.m. in the evening is considered as "absent" for day.

6. Early dismissal can only be approved by the instructor in the clinical area, lab, or classroom. All dismissals greater than 1 hour must be made up as clinical make-up. Unexcused will need to pay $75. Dismissal's less than one hour will need to complete an assignment prior to class in the building.

7. Students are not allowed to leave the building and return.

Revised 6/2026, Submitted to MA BORN for approval, July 2025)

Absence Procedure Procedures in the event of absence:

1. Student MUST call the school, facilitator, or assigned nursing unit of the clinical site on the day of absence PRIOR to assigned starting time. A "No call, no show" will result in immediate probation. One further incident will result in dismissal. (see additional statement below)

2. School Telephone Number (978) 671-3646 or (978) 667-2111, ext. 646. Clinical Telephone Number - will be provided by your clinical instructor.

3. Obtain permission from the coordinator or facilitator for early dismissal.

Revised 6/2025, Submitted to MA BORN for approval July 2025

Unexcused Absences from a Clinical Site (absences without notification)

No call/no show is unprofessional and unacceptable from any student in the PN Program. In an employment situation it may be cause for termination. Failure to notify of absences is a serious breach of student responsibility which will result in disciplinary action. The first offense will result in probation. A subsequent offense will result in dismissal.

Illness during the course of the class, lab, or clinical experience

If a student cannot carry out the assigned work for the day because of illness or physical restriction, the student will be dismissed and an absence will be assessed for that day or portion thereof.

Students on Financial Aid: Students who are absent for 14 consecutive days without notification are considered to have abandoned the program and will be withdrawn (see RETURN OF TITLE IV (R2T4)/REFUND REPAYMENTS). Funds will be returned by the institution in compliance with Federal Financial Aid Guidelines. Shawsheen Valley School of Practical Nursing's attendance policy dismisses the student after five (5) absences. Funds will be returned following the 14 consecutive days stated above

Revised 6/2025, Submitted to MA BORN for approval July 2025

ATI Assessment Procedure

Students are required to take ALL ATI assessments as scheduled. In the event of illness or extenuating circumstances, students are expected to notify the coordinator to re-schedule a proctored assessment. Students are expected to show documentation regarding the absence.
Please see assignments in Teams as they are assigned. Practice and Proctored assessments with a grade below Level 2 will require remediation in the form of a timed focus review. An assessment may also require submission of an active learning template and/or a re-take of an exam. adopted, May 2019/ reviewed 8/26

Audio/Video Recording

The audio or video recording of a class or non-public meeting requires the prior consent of the person (s) being recorded.

In Massachusetts, permission to record a classroom lecture including a review session requires consent of the instructor and all members of the class that is being recorded. Instructor and class permission are not required when a student is granted a reasonable accommodation as defined by the Americans with Disabilities Act.

Students who require recording or other adaptations of lectures as a reasonable accommodation for a disability should contact the coordinator in writing as directed by the student with special needs policy. Permission to allow the recording is not a transfer of any copyrights in the recording or related course materials. Such recordings and materials may be used only for individual or group study with other students enrolled in the same class, and may not be reproduced, transferred, distributed, or displayed in any public or commercial manner.

The unauthorized recording, reproduction or uploading of recordings onto the Internet may result in a violation of the recorded person's intellectual property rights and may result in disciplinary action.

Course materials are defined as lecture notes, outlines, power point presentations and slides, readings or other content made available to students through this program learning management system and email communications.

Recording is described as video or audio replication or photographic image recorded on devices including, but not limited to, audio recorders, video recorders, cell phones, Smartphones, digital cameras, media players, computers or other devices that record images or sound. Revised 5/2019, reviewed, 8/26

Availability of Faculty

Faculty can be contacted through their shawtech email address. Please contact them directly or ask the administrative assistant to facilitate a meeting with a faculty member.

Badges and Unauthorized Areas

Students need to provide one, 2 by 2, passport like photo on the first night of class. They will be issued a lanyard with a photo ID that must be worn while in the building at Shawsheen.

Students must only wear uniforms purchased from the school authorized vendor with identifiers embroidered on the uniform top. They must wear them for all outside clinical activities. Failure to wear the approved uniform will result in dismissal for the day, an unexcused absence and a $75 make up fee.

Students may be required to have their photo taken for an affiliation required identification badge. Students may be required to complete this prior to 5 PM in the evening. Adult students may meet in their classroom, laboratory, media center and in the cafeteria; all other areas are "off limits." Students found in an unauthorized area may be suspended from the program. **Revised 6/2014, reviewed 8/26**

Bereavement Leave

In the event of a death in the student's immediate family, the student will be granted up to **three consecutive days absence** from their normal schedule. Please refer to the attendance policy for the definition of immediate family.

Absence for bereavement is not included in the five-day maximum absence allowed policy. The absence does require make-up as described in the absence policy.

Breaks and Meals

There is no designated mealtime during class, lab, or evening clinical. You will receive a small break however meals should be eaten prior to class, lab, or evening clinical. Food is not allowed to be consumed in the seminar room or any room that has carpet. Covered beverages are allowed during class. No beverages are allowed in the lab or in the clinical unit. Lunch and breaks at clinical are per your facilitator. **You MAY NOT leave a clinical site to go to your car. Leaving the clinical unit requires permission from your clinical facilitator**. If Covid guidelines prohibit unmasking, a suitable alternative will be granted.

You MAY NOT leave Shawsheen once class begins. For example, you cannot complete an examination and leave to get coffee and return.

Campus Security/ Building Security

The United States Department of Education, Office of Postsecondary Education, in accordance with section 485 of the Higher Education Act of 1965 (HEA), as amended, as a condition of this institution's continued participation in Federal student financial assistance programs, collects data about the number and nature of crimes and fires on the campus of the Shawsheen Valley School of Practical Nursing.

To view the institutional data on crimes and fires at the Shawsheen Valley School of Practical Nursing go to: http://ope.ed.gov/security/GetOneInstitutionData.aspx; enter the name of the institution as "Shawsheen Valley School of Practical Nursing" with the city, Billerica, click continue. A copy of the most recent campus crime statistics is located on our website.

Career Development and Placement

Career development is an integral part of this program. During Vocational Trends II, job-seeking skills, resume development, cover letters, and interviewing techniques will be addressed. The program will aid students in their search for employment; however, we do not guarantee job placement. You will need to use a transcript request form. Your signature must be on the form for us to release your transcript.

Change of Address or Phone Number

Students must notify the PN office immediately in the event of a change in phone number or address.

Classroom Dress code

Students are expected to dress in a manner that is supportive of a positive learning environment. Clothing should be appropriate to the educational and physical climate.

Class: Students must wear an **appropriate health uniform including appropriate footwear (no boots or flip flops) to class**. Lab coats, the school issued fleece jacket or a long sleeve shirt under the uniform may be worn to class

NO SWEATSHIRTS OR COATS OVER THE UNIFORM IN CLASS, CLINICAL OR LAB. Students may not wear outerwear or scarfs in the classroom, lab, or clinical setting. In the event of snow, boots may be worn per communication by the PN office.

Classroom Guidelines

1. General
    - There is no eating during class or laboratory.
    - Only students enrolled in the nursing program may attend class.
    - Students with the requested accommodation or adaptation must follow the guidelines specified on each course outline.
    - Disruptive students will be asked to leave the classroom, laboratory, or clinical site immediately. They will need to meet with the coordinator prior to being allowed to continue with the program requirements.
    - Use of auditory tones on portable electronic devices is not permitted.
    - Students may only utilize the school approved calculators for exams.
    - All students should be prepared to complete assignments, exams and projects using a variety of computer technology formats. Students were asked about technology knowledge and informed of requirements during their initial admission interview.
    - Students are not allowed to leave the classroom area frequently. Sufficient breaks are offered by the facilitators for use of the bathroom, etc.
    - Students are not permitted to leave the school property and return. For example, you may not leave campus to get a coffee following an exam and return.
    - **Students must wear their school ID while in the building and their clinical uniform when off site at a facility. Students will be sent home for non-compliance in the clinical setting and may be sent home for repeated offenses at the school site.**
    - Professional communication is required for all students in attendance. The facilitator has the right to dismiss students due to inappropriate communication and/or fighting.
    - The school buildings, off-site clinical sites and parking areas are smoke free, vape free and substance free. This school receives Federal Funds and therefore Massachusetts regulations for the use of marijuana are limited in this program.
2. Examinations/ Test Conduct
    - Students should be in their seats, ready for the examination at least 5 minutes prior to the start.
    - Students are not allowed to start an examination if they are late. Please see tardy policy.
    - Students are required to take assessments utilizing the Exam Soft application.
    - An orientation to the Exam Soft application will be given prior to testing during term I. The student is responsible for notifying the facilitator or coordinator in the event of not understanding the application.
    - All personal belongings need to be off the student's desk during examinations.
    - Scrap paper may be utilized by some facilitators, however students requesting the use of scrap paper may be asked to sit toward the front of the classroom.
    - Faculty may ask a student to move their seat at any time.
    - When completed, students should review their examinations quietly at their seats. When leaving the classroom, they should exit quietly and move away from the room.
    - ALL STUDENTS MUST LOG OUT of Examplify following each exam. The Shawsheen Valley School of Practical Nursing is not responsible for computer violations made by students.
    - Cheating on assessments is not tolerated. The proctor has the authority to dismiss a student from the exam for reasonable suspicion.
    - Students must complete all examinations in the allotted time. Students with accommodation must follow the policy outlined in their individual letter.

- Students are required to take all examinations as scheduled on the course schedule. In the event of an absence, the grade will be reflected as determined by excused or unexcused. All examinations must be made up within 3 days unless the coordinator deems otherwise.

3. Exam Review Policy
    - It is recommended students spend time reviewing their examination following submission in the Exam Soft application.
    - Students can ask for review of their examinations either independently or with a faculty member.
    - Examinations may not be reviewed on the day of a re-take (applies to Medical Surgical nursing, Pharmacology math and Medication Knowledge tests) or on the day of a final examination.
    - Examination grades will be released in a reasonable period. Please allow time for the facilitator and coordinator to review. Grades will be distributed via email upon completion.

Clinical Attendance

Please refer to the clinical attendance policy in the attendance section of this handbook. Pay attention to the references below.

- Facilitators and the clinical agency determine the start time for clinical. If a student is going to be late the student must notify the facilitator and nursing office (leave a message, please) prior to the start of the clinical day.
- Students must arrive at designated locations on time (please use the time piece designated by the facilitator- not your own individual device), in proper attire, with appropriate identification (lanyard or nametag) and prepared to participate in all aspects of the clinical learning experience. Students are expected to be at least 15 minutes early for clinical. Students are not permitted to leave the clinical site during lunch or break. The student is not allowed to go to their car or leave the designated area after arriving for clinical. If they must leave their designated area, they must notify the clinical facilitator.

Clinical Tardiness

Please refer to attendance/ tardy procedure. As a reminder, clinical tardiness greater than or equal to one hour is considered absent for the day.

The Facilitator and the clinical agency determine the start time for clinical. It may differ than the one posted on our school website.

Clinical Health Clearance

Students are required to receive health clearance prior to the start of their clinical courses. Clinical facilitators will be notified by the coordinator of any student in their group who has not met this requirement. No student may attend clinical without health clearance. This includes appropriate documentation of immunizations, titers, and antibody testing.

Clinical agencies may require specific immunizations and/or titers and/or tuberculosis screening in addition to the requirements of the MA DPH. Students who have not completed the Hepatitis B series and/or do not have a positive titer are required to sign a waiver acknowledging they are at risk for exposure to the Hepatitis B virus. Students who have tested positive for Tuberculosis in the past will be required to complete a Tuberculosis Screening Questionnaire on an annual basis.

Screening for Drugs of Abuse may be required by a clinical agency. This needs to be completed with the results verified prior to orientation at the agency.

Additional tests/ screening may be required by the clinical agency. Example, Covid-19 testing, antibody testing or testing for influenza. These are to be completed at an additional cost to the student.

Clinical and Lab Dress Code
Please purchase two complete uniforms with your name embroidered from our vendor.

The following criteria constitute the Shawsheen Valley School of Practical Nursing's Clinical and Lab Dress Code:

- The official school uniform consists of navy-blue scrubs and a white lab coat purchased from our vendor. Uniforms must be embroidered with Shawsheen and First Name Last initial of Student. Uniforms must NOT be form-fitting and must allow room for the student to function in all aspects of nursing. Uniforms must fit so the hem is at least an inch above the sole of the shoe and not dragging on the floor. Socks must be worn.
- Uniform tops with embroidered names must be worn in plain view while in uniform. **You will be sent home if you do not have your issued uniform top with name embroidered.**
- Student uniforms should only be worn during lab and clinical. Please do not wear the Shawsheen uniform to your place of employment.
- Additional attire: a white, collarless short sleeve t-shirt may be worn under the uniform if desired. No long sleeve shirts.
- Tattoos must be covered in clinical and lab. A white lab coat, purchased through our uniform vendor is the only accepted lab coat to be worn. The lab coat must have Shawsheen embroidered on the front. **You may not wear the fleece jacket to clinical.**
- Black or white uniform shoes or plain leather sneakers (no cloth or clogs) must be worn. Socks must be worn. The shoes must have a closed back and be impervious to liquids. Footwear must be clean and in good repair.
- Personal hygiene is essential. No strong smells of perfume, tobacco or other products will be allowed.
- Hair should be clean, neatly arranged above the collar. Student's hair color must be a natural color. Students must not be pushing hair out of their face while conducting nursing activities. If a head covering is worn in class, the ears must be exposed. Solid colored head bands can be worn at clinical to keep hair from falling into face.
- Fingernails should be short (not visible over the top of the finger), clean and rounded. Artificial nails, gel, gel dip, wraps and nail coloring are not permitted.
- Facial hair must be neatly trimmed.
- Artificial eyelashes are prohibited. Strip lashes and extensions can trap dust, debris, and ocular bacteria. They can fall off into a sterile field, an open wound, or a surgical incision during a procedure. Volumetric or overly long extensions can compromise the fit, comfort, and proper seal of required personal protective equipment.
- Jewelry is limited to wedding rings and a watch with a second hand. No necklaces, bracelets or dangling earrings can be worn. One pair of stud earrings is allowed. No facial piercings including nose or eyebrow piercings, tongue piercings or other skin piercings. No spacers are allowed. No ear gauges are allowed.
- **A school issued mechanical watch with a second hand (no Smart type watches), a stethoscope, a pen light, bandage scissors, black pen, gait belt, blood pressure cuff, Davis Drug Guide and safety glasses are considered essential equipment and must be brought to clinical and lab. The watch, pen light, bandage scissors, gait belt, blood pressure cuff and safety glasses are supplied in the lab bag as part of the student fees.**
- Refrain from chewing gum in the lab and clinical area. No food or beverages are allowed.
- Tobacco vapes or marijuana odor is not permitted.

Clinical and Lab Group

Students will be given an opportunity to complete a clinical request form. Students will need to change weekends at some point in the program and cannot go to the same clinical site twice. Requests will be honored to the best of our ability however clinical groups must remain constant with the number of group members. Students must have transportation to and from a clinical site. The program coordinator retains the ability to move students to a different clinical group if needed.

Students will be assigned to a variety of experiences in numerous agencies throughout the region. Students CANNOT request a specific clinical weekend and must be able to change their clinical weekends at the conclusion of Terms to meet the outcomes of clinical courses. Please ensure your current employer understands this. Students from Shawsheen Valley School of Practical Nursing are essentially guests in these agencies for whose presence there is a predetermined purpose. This purpose should be accomplished with a minimum of disruption to the host agency or to its personnel. The presence of the Shawsheen student should, in fact, result in positive gains for the agency as well as for the students. Students who are also employees of the clinical agency will be redirected to another clinical agency to complete their experience. The only time a student will be allowed to attend clinical where he or she is employed is if the clinical objectives cannot be met at another institution. **Revised 6/2014, reviewed 6/26**

Clinical Evaluation

The Clinical components of courses are graded as a Pass/ Fail. Each student is provided with an evaluation of their clinical performance based upon clinical competencies and assignments.

The facilitators will review the evaluation form, student learning outcomes, expectations, and written assignments during introduction to the course and at orientation to the facility.

The following evaluation forms are part of the permanent record and maintained for **one year following graduation:** Fundamentals of Nursing final evaluation, Fundamentals of Nursing II final evaluation, Maternity, Pediatrics, Mental Health and Medical Surgical mid-term and final evaluation and Geriatric Nursing final evaluation. The bi-weekly two-page evaluation tools may be utilized following a clinical weekend in Fundamentals of Nursing II and Medical Surgical Nursing. They give the students feedback regarding their ability to meet expected outcomes. They are not part of the permanent record but can be used for direct remediation if needed.

Please see the Satisfactory Academic Progress for Clinical Grading, Probation and Dismissal.

Clinical Dismissal and Performance
Includes Student Behavior in the Clinical Site and Laboratory

Students will be immediately dismissed from the program in the following situations:

- Any student who is placed on clinical probation and does not demonstrate a level of practice that meets minimum nursing performance standards by the end of the 30-day probation period or conclusion of a clinical term.
- Any student who is ineligible for promotion to the next term or graduation. A student is ineligible for promotion if at the end of Term I or Term II, he or she has not achieved a passing grade in clinical and a theory average of 75% or better in all courses. At the end of Term III, all clinical courses must be passed to be eligible for graduation.
- Any student who demonstrates poor attendance and/or punctuality that becomes detrimental to the student's progress as outlined in the attendance/tardy section of the handbook.
- Honesty, integrity, and honor are essential characteristics needed to practice the profession of nursing. Students may be dismissed from the program for falsifying information or any other dishonest act.

- Any student who demonstrates unethical behavior, improper conduct, a disregard for school and/or clinical site rules/regulations, ill health or emotional problems that interfere with the laboratory and/ or clinical learning experience may be dismissed from the program. Revised 5/19, reviewed 5/26

Clinical Warning

Students can receive a verbal or written clinical warning in the following circumstances:

- Assignments received past the due date.
- Uniform and dress code violation

Clinical Probation

Students will be placed on a 30-calendar-day probation period or until the end of the term if 30-days is not possible, at any point in time that the clinical instructor of record determines that the student's level of practice, in accordance with his or her clinical placement, does not meet minimum nursing performance standards.

The following procedure will be followed when a student is placed on clinical probation:

- A formal letter will be sent to the student by the coordinator stating that the student is being placed on clinical probation for a period of 30 calendar days or the conclusion of the clinical rotation.
- A meeting will be set up with the coordinator and the student to discuss remedial action. The student will write individual goals and submit them to the coordinator within 5 days.
- At the end of the 30-day probation period or conclusion of the clinical rotation, the student will meet with the coordinator to discuss his or her progress. If the student has demonstrated sufficient progress, then he or she will be removed from clinical probation status. If the student has not demonstrated sufficient progress by the conclusion of the 30-day probationary period, he or she will be immediately dismissed from the program. Revised 5/17, reviewed 8/26

Clinical Makeup

Please see the attendance policy for clinical make up information.

Clinical Orientation

MA Centralized Clinical Placement Orientation: This online orientation must be completed, with a ticket submitted, by due date listed on the calendar. There are four on-line modules. Some clinical sites require additional parts of the online orientation prior to the first night of orientation for each term. This module includes a test in addition to the four modules. The total time alloted for this assignment is 10 hours and will be documented as such in Trajecsys.

The facilitators will review agency policy and procedures including emergency information on the first day of the rotation. Please notify the facilitator if you are unsure about any procedure following orientation. Documentation of attendance is required for the agency and school's records. You will not be allowed to participate in clinical without a formal orientation.

Code of Ethics

It is expected that the practical nurse student will respect and maintain patient confidentiality. A critical characteristic necessary to ensure patient safety that is expected of the practical nurse student and of all health care professionals is honesty. It is imperative that the student reports accurate infromation, in a timely manner, to the clinical facilitator and/or clinical staff regarding your assignment, whereabouts, and/or patient status. **Never leave a clinical unit without reporting off to your clinical facilitator and ensuring your patient is safe.**

Any violations will be considered serious and could result in dismissal from the clinical site and/or nursing program.

CORI/SORI Requirements and Fingerprinting

All students are required to undergo a Criminal Offender Record Information (CORI) and/or Sex Offender Record Information (SORI) check following acceptance. Additional screening may be required in response to clinical facilities request. The results of the student's CORI or SORI may negatively impact participation in this academic program and/or clinical. If a student cannot attend a clinical component they cannot complete this program.

All students requesting licensure in MA must comply with the "Good Moral Character" requirement specified at G.L. c. 112, sec 74, 74A, 76, and 80B. This is available as a link on our website.

Fingerprinting: All students are required to be fingerprinted prior to the start of the school year. Log into www.indentogo.com. The screening is for school K through 12. Shawsheen's code is 08710000.

Course Exemption

There is no provision for course exemption. Reviewed 8/26

CPR Requirement

In compliance with clinical agency requirements, the students are required to obtain and maintain professional Cardiopulmonary (CPR) Certification throughout the duration of the program. The **only** acceptable CPR course is Basic Life Support, American Heart Association, BLS Provider. You must provide your certification card to the office prior to the start of the year.

Drug Screening/ Screening for Substances of Abuse

Drug/ Alcohol Policy

A student's performance must be free of any impairment caused by prescription or non-prescribed drugs or alcohol use. Students enrolled in this program may be required to undergo and pass a drug and/or alcohol screening analysis to be eligible for placement in a clinical facility. Students assigned to clinical education experiences at our contracted facilities may also be required to undergo and pass random drug screening analysis to remain at that clinical facility and in the program. Students who fail a screening or fail to comply within the designated time frame will be ineligible for clinical placement, which will affect their status in the program.

A "negative-dilute" drug screening result is judged inconclusive and is not considered successfully meeting the drug screening requirements. Those students who undergo drug screening which results in "negative-dilute" will submit to a random drug test within 24 hours of the notification of the previous test result to confirm the negative status of the screening. This test can be repeated once. Any further "negative-dilute" results will be considered a failed drug screening. Only students who undergo and pass drug screening will be eligible for clinical placement.

Students who test positive for marijuana use are unable to continue in clinical placement which will affect their status in this program. A student who has a prescription for Medical Marijuana and tests positive for marijuana will also be ineligible to participate in clinical placement due to the federal restriction on the use of marijuana. While the use of Medical Marijuana is permitted in Massachusetts, marijuana remains classified as a controlled substance under federal law and its' use, possession and/or cultivation at educational institutions remains prohibited.

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 facilitator will determine the appropriate course of action which may include but is not limited to immediate treatment, and/or referral, and/or immediate removal from the clinical site. Medical clearance and a conference with the student will be required prior to her/his return.

Any student who comes to school **under the influence** or has **consumed, possessed or distributed** drugs and/or alcoholic beverages of any kind while in school, on school grounds, or at any school-sponsored clinical site/ function will be subject to the following:

- Notification to law enforcement agency where appropriate and/or
- Due process hearing and/or
- Disciplinary action up to and including termination from the program and/or
- Drug screen at the students' expense

The Shawsheen Valley School of Practical Nursing or any clinical facility reserves the right to require random urinalysis testing and/or CORI at any time while the student is enrolled in the Practical Nurse Program. Such testing will not be requested unless "reasonable suspicion" is found that the student is under the influence of alcohol or drugs. Indications of intoxication or being under the influence of drugs may include, but not be limited to, observable phenomena such as bloodshot eyes, flushed face, disorientation, slurred speech, the smell of alcohol or any illegal substance including marijuana, failure to grasp instruction, erratic behavior, unusual behavior, changes in behavior and such similar behavior associated with intoxication or being under the influence of drugs. Events such as direct observation of alcohol or drug use or possession of alcohol or a drug; arrest or conviction for an alcohol or drug-related offence; the identification of a student as the focus of a criminal investigation into illegal drug possession use, or trafficking; information provided either by reliable and credible sources or independently corroborated; or newly discovered evidence that the student had tampered with a previous drug test may constitute "reasonable suspicion".

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

Should the student be allowed to return to school, the following should be presented at the readmission meeting:

1. If there is reason to suspect the student remains under the influence of an illegal substance, evidence must be if student is free of all substance (alcohol/drugs).
2. Documentation of attendance at a rehabilitative program or counseling, whichever is deemed most appropriate by the coordinator of the Practical Nurse Program.
3. Students must demonstrate a willingness to pursue extra help after school until such time that missed schoolwork is up to date. The attendance policy and clinical make-up policy will be upheld. This may require taking a leave of absence until the following academic year. The Shawsheen Valley School of Practical Nursing reserves the right to limit re-admission on a space available condition.

A second violation of the drug/alcohol policy **will** result in termination from the Shawsheen Valley School of Practical Nursing.

Any student who has been prescribed a narcotic or other medication which they have reason to believe could impair their ability to function should inform the coordinator prior to participating in program activities. The Program respects the privacy of its students and will work cooperatively with any student who is taking such medication and his/her healthcare provider to ensure such medications will not interfere with the student's ability to perform safely, without risk to the student or others. Adopted, 8/2015, revised 5/20, reviewed 6/26

Search and Seizure

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

1. There is a **reasonable suspicion** to believe that the items in possession are illegal or in violation of school rules or constitute a hazard to health and safety of the students or others.

2. The Shawsheen Valley School of Practical Nursing will work cooperatively with law enforcement agencies and the K-9 unit to search school property. Student vehicles parked on school grounds will be searched if there is reasonable suspicion of illegal items or violation of school rules anywhere on campus.

The Shawsheen Valley School of Practical Nursing assures that no individual rights will be violated in conjunction with searches. Students who, in the opinion of any faculty member, administrator or the school nurse, may be in possession of, or under the influence of any controlled substance or may be in possession of any materials dangerous to the student or other students, may be asked to empty their pockets and/or possessions and may be subject to a search. Examples of items subject to this regulation include, but are not limited to drugs, alcohol, weapons, pornography, stolen goods, fireworks, explosives, and/or tobacco products.

It is not the intent of the School District to violate individual liberties; however, the obligation of the school is to provide a **safe environment conducive to the learning** of all students. Adopted 8/2016, reviewed 6/26

Crisis Services

Crisis Services are available 24 hours per day, every day throughout the year. The following information is provided should student need assistance in dealing with a crisis.

- Child and Family Services of the Merrimack Valley: Family Services, 430 North Canal Street, Lawrence, MA 01840, 978-327-6600
- Massachusetts Department of Children and Families: Lowell Area Office, 33 East Merrimack ST., Lowell, MA 01852, 978-275-6800
- Lahey Health Behavioral Services: Lowell Area: 800-830-5177; Haverhill Area: 800-281-3223; Lawrence Area: 877-255-1261; Salem Area: 866-523-1216

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 always available. Call: (800) 327-5050. TTY: (800) 439-2370

Educational Mobility

Educational mobility enables an individual to move from one educational level to another with acknowledgement of acquired competencies and minimal repetition of previous learning. Shawsheen Valley School of Practical Nursing builds a solid foundation for future endeavors in professional development and educational mobility. To facilitate articulation agreements with Rivier University, curriculum standards are reviewed by the nursing departments of articulating schools to define curriculum foundations necessary to create educational mobility. We believe in the educational integrity of the Shawsheen Valley School of Practical Nursing curriculum to serve as a solid foundation for future endeavors in professional and educational mobility, therefore, we encourage all students to complete the entire curriculum of this program without using transfer credits. We do not allow our educational goals to be influenced by race, color, religion, sexual orientation, age, national origin or status as a handicapped person, Veteran of the Vietnam era or Disabled veteran. Reviewed 8/26

Electronic Communication Procedure

When communicating via electronic mail with facilitators, peers, and/or staff, students are expected to adhere to the following guidelines:

- Check your shawtech email daily. The Shawsheen Valley School of Practical Nursing communicates utilizing your school email.
- Include a subject line with a descriptive phrase of the topic of the message.
- Begin messages with a salutation and address faculty and staff formally (i.e. “Dear Mrs. Jones”).

- Respect other's privacy – do not forward personal emails sent to you. The exception to this is any information that implies a threat to the safety of self or others.
- Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.
- Acknowledge and return messages promptly.
- Reply with caution – do not "Reply All" unless appropriate for the message.
- Do not use an old or unrelated message to start a new conversation.
- Be concise.
- Correct grammar and correct spelling and punctuation are expected.
- End the communication with your name.

Note that electronic mail is not guaranteed to be private. The Shawsheen system administrators do have access to all email. Messages relating to or in support of illegal activities may be reported to the authorities. Adopted, 8/2016, reviewed 8/26

Electronic Device/ Cell Phone Policy

If the student brings his/her cell phone, Smart type watch, or other electronic device into class, laboratory and/or clinical and the instructor visualizes or hears it, he/she will be asked to leave immediately. Class is defined as the time in the building entered in Trajecsys regardless of your location in the building. Example, a student with a cell phone in the hallway during the time frame of 5-10 pm is considered in violation of this policy. This will count as an unexcused absence, and he/she will be required to make up the time at an expense of $75.00. The grading policy, as applied to unexcused absences, will be in effect. The student will have three days to make up for a test and will start at a 10% penalty. **The first offense will result in probation and the second would be grounds for dismissal.** Revised 5/2019 to include Smart type watches, reviewed 8/26

Emergencies

Please give your emergency contact the phone number of the clinical facilities (located on our webpage) and the numbers for the PN office 978-671-3646 and seminar room (your classroom) 978-671-3684. If the phone rings in the seminar room, please answer it.

Emergency Contact Form

Students will complete an emergency contact form at orientation. This information is to be released in the event of an emergency for the purpose of notifying the contact person of the situation and to secure treatment in a medical emergency. This form is kept in a secure cabinet in the PN office.

Extenuating Circumstances

The faculty of the Practical Nurse Program recognizes that unforeseen, extenuating, and/or emergency situations may occasionally arise. These will be evaluated by the Coordinator of the Program in collaboration with the program facilitators. The Program Coordinator reserves the right to reconsider a student's status due to extenuating circumstances.

Examples of extenuating circumstances may include the following:

- Hospitalization with documentation
- Death or serious illness of an immediate family member as defined in the attendance policy
- Extended illness documented by a health care provider.

Extenuating circumstances or extended illness may force a student to withdraw from the program. Should this occur, the student must submit a written request for the leave of absence to the Coordinator. Students who leave the program for absence of any kind are subject to the conditions of the Re-admission Policy current at the time of the desired return. The attendance policy outlines the maximum absences allowable in the program. The initial application is considered active for a period of two consecutive school years. This includes the year the student was initially enrolled. Following that time lapse, the student will need to complete the admissions process in its' entirety.

Good Moral Character

Good Moral Character Information for Initial Licensure in Massachusetts: The Massachusetts Board of Registration in Nursing, as a regulatory agency of state government, protects the health, safety and welfare of citizens of the Commonwealth by licensing qualified Registered Nurses and Practical Nurses in accordance with Massachusetts General laws Chapter 112, sections 74, 74A and 76, and Board regulations at 244 CMR 8.03 and 8.04. The laws and regulations governing nurse licensure require that an applicant: have graduated from a Board-approved nursing education program, have achieved a pass score on the National Council Licensure Examination (NCLEX) and be of "good moral character."

The initial applicant with one or more criminal conviction(s), and/or with past pending disciplinary action against a professional/trade license/ certificate must be evaluated for compliance with the statutory "Good Moral Character" licensing regulation.

"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."

Applicants are encouraged to see further information regarding determination of Good Moral Character by accessing the BORN website: https://www.mass.gov/service-details/good-moral-character-requirements-for-nursing-licensure

Graduation Requirements/ Graduation Policy

The following criteria must be met to fulfill requirements for graduation:

1. Successful passing of all theory courses with a final grade average of 75% or better, passing a minimum of 50% of examinations in a course, and achieve a satisfactory rating as outlined in clinical evaluation forms in all clinical courses.
2. Successful completion of required course, clinical and lab hours.
3. Meet attendance policy obligations as stated in the student handbook.
4. Have met all financial obligations with the Shawsheen Valley School of Practical Nursing. reviewed 8/26

Attendance at the graduation ceremony is voluntary. Students will receive a white graduation ceremony robe to wear for the ceremony. Please ensure appropriate footwear is worn.

Students not in appropriate attire will receive their diploma, however, will not be allowed to participate in the ceremony.

Grievance Procedure

A grievance is a difference in opinion regarding reported behavior, between a student and member of the faculty or any alleged inequitable or discriminatory treatment of a student.

It is the belief of the Shawsheen Valley School of Practical Nursing that every effort should be made by the parties involved to settle any disputes among themselves. However if all efforts fail, please use the following procedure:

Step One:

Whenever a participant or a group of participants has a complaint or any controversy, misunderstanding, or dispute arising as to the interpretation, application, or observation of any procedures or policies, they shall present said grievance in writing to the program coordinator within five (5) calendar days of the alleged incident. The program coordinator will arrange an informal meeting of all parties concerned and will endeavor to settle the grievance in this session within five (5) working days of when it was reported.

Step Two:

If the grievance is not settled at Step One, the aggrieved participants may request in writing **within five (5) calendar days** of the Step One Informal Meeting, a Step Two Formal Hearing to be held **within five**

(5) working days after the receipt of the written request from the aggrieved. This Step Two Formal Hearing is to be attended by the aggrieved, the Program Coordinator and the Superintendent Director who will submit a copy of his or her written decision on the grievance to the aggrieved and all parties concerned **within five (5) working days** of the Step Two Formal Hearing. Revised 5/12, Reviewed 8/26

Additional concerns regarding a grievance can be addressed to: Council on Occupational Education, 7840 Roswell Road, Building 300, Suite 325, Atlanta, GA 30350, Telephone: 770-396-3898, FAX: 770-396-3790, www.council.org

Harassment

Harassment is the unwanted attention from anyone through annoying, threatening, or demanding behavior causing fear and/or preventing another's normal behavior and actions. It can range from verbal baiting to name calling to sexual harassment.

The procedure dealing with harassment issues can be formal or informal. It may be possible to resolve an offensive situation informally without an extensive and involved investigation. However, any involved party may request a formal investigation at any time. Based on the seriousness of the charge, the Title IX coordinator may decide that a formal investigation is most appropriate to address issues

Informal Procedure

The Coordinator of the Practical Nurse Program may facilitate a conversation between the two parties where the complainant may tell the respondent that the behavior is offensive and must stop. Examples of possible resolutions under the procedures are:

- Verbal statements of apology.
- Letters of apology.
- Assurances that the behavior will end.
- Mediation.

The informal procedure will be completed within five (5) school days and the Coordinator of the Practical Nurse Program will notify all parties involved of the results of the informal process. The length of time for this procedure may be extended due to the illness of anyone involved in the procedure. If all parties involved in the informal process feel that a resolution has been achieved, no further action will be taken. If any of the parties feel that resolution has not been achieved, participants will engage in the following formal procedure.

Formal Procedure

A formal investigation is initiated when any of the following three criteria are met:

1. Any of the parties involved requests a formal procedure.
2. The Coordinator of the Practical Nurse Program requests the formal procedure is necessary due to the seriousness of the allegations or repeated behavior.
3. Any of the parties involved in the informal process feels that the informal procedure was either inadequate or unsuccessful.

The formal procedures will be completed within five (5) school days. The length of time for this procedure may be extended due to the illness of anyone involved in the procedure. During this time the Title IX Coordinator will:

1. Document the allegations in written form.
2. Notify a parent/guardian if a student under 18 years of age is involved.
3. Investigate the complaint and prepare a written report with a description of any actions already taken or proposed.
4. Notify all parties of the results of the investigation including parent/guardian if a student under 18 years of age is involved.

Recommendations for discipline will be referred to the Superintendent Director. Discipline in harassment cases will be dealt with in accordance with school policy. All documentation of harassment grievances will be kept on file with the Title IX Coordinator.

APPEALS

A party may appeal the Title IX Coordinator's decision in writing, to the Superintendent Director within ten (10) days of receipt of the findings of the formal procedure. The Title IX Coordinator's decision will be reviewed to ensure adequacy of the investigations and conclusions. Parties will be given an opportunity to submit additional relevant information. The Superintendent Director will decide and inform all involved parties of his decision within thirty (30) school days.

TITLE IX – SECTION 504 AND CHAPTER 622

The Director of Guidance Services is the coordinator for the Title IX of the Educational Amendments of 1972, Section 405 of the Rehabilitation Act of 1973, and Chapter 622 of the Massachusetts Act of 1971. These laws protect students from discrimination based on gender or physical disability. Students who feel they have been excluded from participation in, denied the benefits of, or subjected to discrimination under any educational program or activity at the Shawsheen Valley Technical High School on the basis of gender or disability should bring the grievance to the attention of the Title IX Section 504 coordinator. Chapter 622 further ensures that all aspects of public-school education in Massachusetts must be fully open and available to both sexes and minority groups. No school may exclude a student from any course, activity, service, or resource available in that public school on account of race, color, gender, sexual orientation, religion, or national origin.

Students who feel that they have been deprived of their rights under these Acts are encouraged to seek compliance by following the Student Grievance Procedure or by filing a complaint with the Office of Civil 'Rights, United States Department of Education, Region 1, 140 Federal Street, 14th Floor, Boston, Massachusetts 02110.

Hazing

State law stipulates "Whoever is a principle organizer or participant in the crime of hazing or whoever knows that another person is the victim of hazing and is at the scene of such crime should report such crime to the Director of Community Services or an appropriate law enforcement official as soon as reasonably possible. Whoever fails to report such a crime shall be punished by a fine of not more than $500.00. Please refer to the provisions of MGL c269,ss 17,18, and 19. Aligned with our parent institution

Health Clearance- Student

Students are required to receive Health Clearance prior to the start of the program. No student may attend clinical without health clearance. A missed clinical will result in an unexcused absence.

Please refer to www.shawsheenpracticalnursing.com Current Student link

All students enrolled in the Shawsheen Valley School of Practical Nursing program must meet compliance with the MA DPH immunization requirements for Health Care Professionals including immunization for Covid 19 with booster (if required by clinical facility) and negative QuantiFERON Gold or additional documentation provided by your HCP for tuberculosis screening. Titers for MMR, varicella, hepatitis B are recommended if documentation of individual series is not available. Meningococcal vaccination is required for all students under the age of 21. Additionally, a recent, within 10 years of Tdap vaccination must be provided. Influenza must be received after 9/1/2026.

If you choose to waive the influenza vaccination you will be subject to adhering to the policies of the agencies. Clinical agencies reserve the right to require immunization against Covid 19. The facility reserves the right to exclude you from participating at their clinical site. (revised, 5/2021m reviewed 8/26)

The Shawsheen Valley School of Practical Nursing reserves the right to require any student who has declared either verbally or in writing a physical or emotional condition, to provide documentation from a

licensed practitioner. The licensed practitioner must state the student has medical clearance to participate in all class, laboratory, and clinical experiences. Revised 5/2021, reviewed 8/26

Health Insurance

All students are required to carry personal health insurance while they are enrolled in this program. Documentation of current health insurance needs to be presented to the administrative assistant by the first night of class.

HIPAA Compliance and Social Networking Policy

All students are expected to comply with the requirements of the Health Insurance Portability and Accountability Act (HIPAA) as applied to both the theoretical and clinical components of this educational program. Information that leads to the identification of a patient, faculty member, staff member and/or other student, in written or pictorial expression, will be dealt with severely, including possible dismissal from this program and/or involvement with law enforcement agencies. This includes posting on any social networking site, an example being Facebook. No photographs may be taken on any patient units at any time. **Revised 5/2014, reviewed 8/26**

Incident Report

Every effort should be made by students completing laboratory/ clinical activities to prevent both injuries and exposure to communicable disease or blood borne pathogens. If an accident or an exposure incident affecting a student should occur, it is the combined student/facilitator responsibility to initiate the following actions:

1. Students will report the incident to the lab/ clinical facilitator and complete any required documentation by Shawsheen and/or the clinical agency.
2. Facilitator will refer student to the nearest hospital emergency room for appropriate assessment and treatment. The student must have active health insurance for the entirety of the program.
3. The Facilitator will complete the Shawsheen accident form.
4. Note: The facilitator will make a written notation on the accident form if a student refuses medical care.

Laboratory Safety

The following procedures should be followed in the simulation laboratory:

1. No food or drinks may be brought into the lab.
2. No personal items may be stored on the floor in the lab. Students can use the seminar room for their belongings.
3. Students must bring their purchased lab bags to all simulation labs as directed by the lab schedule.
4. After all labs each student work area must be clean. Waste must be properly disposed of. Sharps must be placed in the provided puncture resistant containers.
5. All models, equipment and supplies removed from cabinets or closets are to be returned. Please be neat.
6. Students will not use the patient simulator independently. The facilitator is responsible for the safe and correct use of this equipment.
7. All groups are dismissed from the lab at the same time. In the event one group completes the skills prior to the other, students should practice vital signs including manual blood pressures and pharmacology medication knowledge.

Latex Allergy Management

Applicants to health care programs need to be aware that several products used in health care contain latex. The Shawsheen PN Program will make every effort to provide a latex free environment on campus; however latex is not always easily identified in an academic environment. It is necessary for the student to be aware of their environment and possible risk of exposure.

Students who suspect to have a confirmed latex allergy must provide medical documentation and will be required to sign an acknowledgement of their risk and responsibility for avoiding latex whenever possible. Students with a latex sensitivity are responsible for the costs of any testing to confirm the sensitivity.

Students with a latex allergy will be at some risk while completing the program. The Shawsheen PN Program is not able to guarantee the clinical environment will be latex free. Students will agree to allow communication of their latex allergy status to appropriate clinical agencies by the Program Director to facilitate placement and planning. **Adopted 8/2016, reviewed 8/26**

Learning Accommodations

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

Reasonable examination modifications will be provided to eligible students as stated in the Student with Special Needs clause on all syllabi if requested within the specified time frame. Any accommodation provided must maintain the psychometric nature and security of any examination. Exam modifications, which fundamentally alter the nature or security of examinations, are not permitted.

A student has no obligation to inform the coordinator, faculty, and/or facilitators that he or she has a disability; however, if the student wants an academic accommodation or if a student wants other disability-related services, the student must identify himself or herself as having a disability. The disclosure of a disability is always voluntary. For example, a student who has a disability that does not require services may choose not to disclose his or her disability. However, should a student choose not to disclose a disability, having not received accommodations may not later be used as a basis for a grade appeal or grievance.

For additional information, please see, *Students with Disabilities Preparing for Postsecondary Education: Know Your Rights and Responsibilities,* U.S. Department of Education, 2001, at: http://www2.ed.gov/about/offices/list/ocr/transition.html. **Adopted, 8/2015, reviewed 6/26**

Licensure and NCLEX Registration

To practice nursing in Massachusetts, one must hold a valid, current license issued by the Massachusetts Board of Registration in Nursing. Nursing practice as a "graduate nurse" is illegal in Massachusetts.

Massachusetts General Laws, Chapter 112, Section 74 and 74 A specify nurse licensure requirements. Students will attend an informational session during Vocational Trends II with a presentation of obtaining licensure.

Please see link on our webpage, www.shawsheenpracticalnursing.com for more information on licensure.

Nursing Skills Lab

The nursing skills lab allows the student to practice skill acquisition is a safe, non-judgemental setting in alignment with theoretical content.

Attendance is required for all scheduled lab activities. Students must make up the lab prior to the next scheduled lab if they are absent.

A student may perform a skill in the clinical area under the guidance of clinical facilitators only after it has practiced in lab.

Open lab time, during which a faculty member is present, is available per student request. Appointments are necessary for extra support and time for independent practice.

Out of Compliance

It is important to meet specific deadlines. See previous stated guidelines under Admission.

Parking and Transportation

Parking stickers may be issued by the clinical site. Students must display a parking sticker and must park in the designated lot. Cars will be towed, at the owner's expense, for any violations. Parking is not permitted in the visitor's area under any circumstances.

Students must park in the clearly marked areas only. There is absolutely no parking in front of the brick garage outside the Life Science Wing. Cars are only allowed to be parked in designated marked spaces. The Visitors parking lot outside the bakery cannot be used until after 2:15 p.m. Failure to obey the parking regulations set by the school may result in a fine or towing of your vehicle at your expense. Students are responsible for their own transportation to all clinical assignments. Parking spaces at clinical agencies is at a premium. Students may find it convenient to use a carpool system to avoid competing for the few spaces available. Observe the parking rules of the agency; avoid infringing on the space designated for facility staff.

Program Evaluation

At the conclusion of each course, clinical experience, and the program, the student is asked to complete specific forms evaluating the course, clinical experiences, learning resources and the program in its entirety. Students' recommendations for improving the Practical Nurse Program are appreciated, reviewed carefully, and incorporated in the program as appropriate.

Readmission Policy

A petition for readmission to the school will be considered upon written request to the coordinator of the Practical Nursing School. The following must be determined satisfactory for the student to be considered:

1. Students must have demonstrated the ability to succeed in this program by attending weekly sessions on test preparation, study skills and test remediation, complete a pre-determined course utilizing ATI and complete coursework in Anatomy and Physiology and/or Human Growth and Development if an initial grade of 75% was not obtained in Term 1. Students must obtain examination grades of a 78% in Anatomy and Physiology and/or Human Growth and Development. One retake will be allowed per course to obtain a grade of 78%. Students must limit absences and tardies to one. Students must meet the hourly requirement for completion of ATI. Once the above are satisfied, the student may apply for re-admission.
2. Students must have demonstrated safe practice in clinical and not received a failure in a clinical course.
3. Students must have demonstrated professional behavior at all times, including adherence to the attendance policy.
4. A student who willfully misrepresents the truth to an instructor will not be considered for readmission.

Once the above is satisfied, the admission committee will review the student's record and experience since leaving the school to determine eligibility for readmission to the program. Revised June 2025, Submitted to MA BORN 7/2025

<u>Conditions of re-admission</u>

1. The student will receive credit for Term 1 coursework completed the previous year that meets the requirements for satisfactory academic progress. Term 1 courses include Vocational Trends 1,

Nutrition, Human Growth and Development, Anatomy and Physiology, Pharmacology and Fundamentals of Nursing.

2. All re-admitted students who received credit for Fundamentals of Nursing 1 or Pharmacology must AUDIT Fundamentals of Nursing I and Pharmacology. See definition of audit below.
3. Students who withdrew at the conclusion of Term 1 of the previous year must repeat Fundamentals of Nursing lab and clinical.
4. Students who withdrew during or after Term II will audit Pharmacology and Fundamentals of Nursing theory in Term 1.
5. Students who withdrew in Term II must repeat Fundamentals of Nursing II and must attend all theoretical and clinical courses in Term II and III.
6. Students who withdrew in Term III must audit Pharmacology in Term 1 and complete all coursework in Term III. Tuition will be pro-rated for students who withdrew in Term III.
7. All students must take and pass the Medication Knowledge tests and the Medication calculation test given in December, March and June.
8. Withdrawal is defined as involuntary or voluntary.
9. Audit is defined as attendance, participation and passing examinations with a grade of 75%. Students who audit will have one additional attempt to pass a unit examination with a 75% or higher. Students who do not pass the unit examinations will have their offer of re-admission rescinded prior to the start of the next term.
10. The admission committee is comprised of a minimum of one faculty member, the coordinator of the program and the administrative assistant. The administrative assistant ensures all required documentation is present in the student record.
11. Re-admission of students for partial credit and a reduction in tuition will only be granted to students who apply for the subsequent year.
12. Tuition and fees owed to the school must be paid prior to the start of the new academic year.
13. Failure to be successful on the second attempt in the non-clinical nursing course or the clinical nursing course will render a student ineligible to return to the practical nurse program.
14. Students must complete the program over a two consecutive year period. For example, a returning student who does not pass Medical Surgical Nursing in Term III is not eligible for re-admission.

Revised 6/2025, Submitted to the MA BORN for review, July 2025

Refund Policy

Refund Policy Refunds will be issued as follows for students who withdrew from the program:

- Withdrawal before the first class: 100% refund (less the $500 non-refundable seat deposit)
- Before the 5th class: 75% refund (less the $500 non-refundable seat deposit)
- Before the 10th class: 50% refund (less the $500 non-refundable seat deposit)
- No refund is issued after the 11th class (less the $500 non-refundable seat deposit)

The refund policy, including the non-refundable seat deposit, is approved by the district. Refunds, when due, are made without requiring a request from the student. If the student withdraws from the program or acquires more than five (5) absences the refund policy automatically begins on the sixth day absent. The practical nursing office will generate a purchase order following the criteria listed above. The Business Office will generate a purchase office number. One approved, the check will be written on the second or fourth Tuesday of the month. The check will be mailed directly to the student address on file. All refunds will be made within 45 days of the withdrawal date.

IF the program is canceled or the student is in-eligible to complete clinical, for example a CORI that is not satisfactory, a full refund including tuition, fees and seat deposit is refunded to the student with or without their request. All refunds are made within 45 days of the withdrawal date.

IF the student is receiving federal/state financial aid funds, refunds are made following federal/state guidelines. (See Return of Title IV funds) located in the Financial Aid handbook.

Policy on Return of Funds to Students from the Business Office

Students are responsible for paying their bills at the beginning of Term 1.

All over payments received will be reimbursed in the following manner:

- Financial Aid Officer provides an Acknowledgement of Funds Transferred
- The student signs the forms either accepting or rejected the funds. Students have two weeks from the date the funds are received to return funds.
- A purchase order is generated by the Practical Nursing office and is approved by the Business office
- Checks are written on the second and fourth Tuesday of the month
- It may take up to two weeks to receive your reimbursement

Resolution of Problems

If the student needs to communicate a concern or need related to courses/clinical expectations, the facilitators ask that the students follow the following chain of command to effectively meet all students' needs,

- Step 1: Student brings concern or need forward to the facilitator on the clinical or course in which the concern has arisen.
- Step 2: If the concern/need is not resolved, then it should be brought to the coordinator of the program.

Safety and Fire Alarms

Every classroom, shop, and laboratory, as well as other locations, prominently displays instructions to be followed during fire alarms. An evacuation drill will be reviewed during the first week of classes. In addition, an evacuation plan will be reviewed at all clinical orientations.

NOTE: Any fire alarm in the afternoon or evening will not be a fire drill. Please note the following regulations:

- The building evacuation signal an alarm will sound and a voice prompt will direct occupants to exit the area,
- Upon hearing the signal, all responsible personnel will take necessary precautions to prevent the spread of fire (close windows and doors, shut off gas, lights, etc.).
- EVERYONE must leave the building; teachers will accompany students.
- In case of fire blocking a passageway, the teacher in that area will direct students immediately to the nearest safe exit.
- Students should remain at assembly points until the security guard or official have stated it is safe to re-enter the building.

Snow/Emergency Cancellation or Delay

If the regular day school (Shawsheen Tech High School) is cancelled, the program may still hold clinical or class at 5 PM. School closing announcements will specify the Shawsheen Valley School of Practical Nursing. Please pay attention to email communication from the PN office.

You will be notified of clinical cancellations directly from your clinical instructor or via email from the PN program. Please be sure to check your email daily and more often in inclement weather. Please remember to check your Shawsheen Office account. That is the official account of this program. Please do not look at TV, internet, or radio broadcast for this program's cancellations.

Social Media Policy

All students are expected to comply with the requirements of the Health Insurance Portability and Accountability Act (HIPAA) as applied to both the theoretical and clinical components of this educational program. Information that leads to the identification of a patient, faculty member, staff member and/or

other student, in written or pictorial expression, will be dealt with severely, including possible dismissal from this program and/or involvement with law enforcement agencies. This includes posting on any social networking site, an example being Facebook. No photographs may be taken on any patient units at any time.

Please pay attention to this policy and maintain the confidentiality of all residents when collecting information for assignments and entering data in the Electronic Health Record. Patient identifiers may not be used. **Revised 5/2014, reviewed 8/26**

Student Liability Insurance

Student Liability insurance is purchased through your fees. You are required to hold this insurance while a student at Shawsheen. All fees must be paid prior to the first day of class.

Student Nursing Organization

Students will participate in program governance. The coordinator will offer open office hours the first and third Tuesday of the month from 3:30 to 4:30 and will meet with the class once monthly. Students wishing to voice concerns or recommendations are welcome to come in without an appointment. Additional meeting times can be scheduled if requested. Students will have the opportunity to develop, implement and evaluate policies, request resource allocations, and review clinical affiliations and curriculum related to the practical nursing program through these meetings and through completion of course, clinical and student service evaluations. Revised 10/11, Reviewed 9/12, revised 5/2014, reviewed 8/2026

Student Records

		Time Frame and Process for Retirement
Admitted Student	NLN-test score Stanford Diagnostic Score Math score References Resume Application Writing Sample Interview Form Acceptance Letter Birth certificate, Immigration Status	Will be kept in the PN office for two years. The application is good for two years once accepted. Process for Retirement: Shredded via our company after two years
Enrolled Student	All information above. Clinical Evaluation Tools from Fundamentals of Nursing I final evaluation, Fundamentals of Nursing II final evaluation, Pediatric, Maternity, Mental Health Nursing, Medical Surgical Nursing: mid-term and final and Geriatrics Nursing: final evaluation Term Progress Reports Immunization Records: in a separate file Health Clearance Records: in a separate file Student Communication including academic and/or clinical probation, absence/ tardy notifications, late or missing assignments, etc. are held in the file but do not become part of the permanent file.	Will be kept in PN office during the students enrolled period. Process for retirement: Following graduation, Immunization records, Health Clearance Records, student communication and admitted student paperwork will be shredded via our company.
Graduate of Program	Transcript for 50 years. Graduate completer file maintained for one (1) year. Graduate File to contain application with student information and. Clinical Evaluation Tools from Fundamentals of Nursing I final evaluation, Fundamentals of Nursing II final evaluation, Pediatric, Maternity, Mental Health Nursing, Medical Surgical Nursing: mid-term and final and Geriatrics Nursing: final evaluation	Maintained by the Administrative Assistant in fire-proof cabinets. Graduate files for one year. Transcripts for 50 years. Process for Retirement: Shredded via our company
Withdrawn or dismissed students	NLN-test score Stanford Diagnostic Score Math score References Resume Application Writing Sample Interview Form Acceptance Letter Birth certificate, Immigration Status Clinical Evaluation Tools final evaluation, when applicable Term Progress Reports Student Communication including academic and/or clinical probation, absence/ tardy notifications, late or missing assignments, etc.	Maintained in PN office for 8 years. Process for retirement: shredded via our company
GI Bill ® Recipients	Entire files including financial records and admission records are maintained for a period of three years.	Process of retirement: shredded via our company

Student Rights

As residents of Massachusetts or the United States, student have rights including, but not limited to:

- The right to exercise the rights of citizenship
- The right to freedom of association, inquiry, and expression
- The right to privacy and confidentiality
- The right to security from unreasonable or unauthorized search or seizure
- The right to freedom from any form of discrimination based on race, ethnicity, religious beliefs, political views, age, sexual orientation, or disability.

Equal Educational Opportunity Statement

Shawsheen Valley Technical High School is an equal educational opportunity employer and is in compliance with Title IX, Chapter 622 and Section 504.

Discrimination Laws

Important federal and state legislation (Title IX, Chapter 622, Section 504) affecting public schools has been enacted to prohibit discrimination as follows:

- "*No person shall be excluded from, or discriminated against, in admission to a public school or any town; or in obtaining the advantages, privileges, and courses of study of such public school on account of: race, color, sex, handicap, religion, or national origin."*

These regulations apply to four specific areas:

- *program admission, admission to a particular program of study, counseling, and course content*

Assurances to Students

- Shawsheen Valley School of Practical Nursing has assured the State Department of Education that no student will be discriminated against because of race, color, sex, handicap, religion, national origin, age, or political affiliation.
- This means that no services may be denied to you because of race, color, sex, handicap, creed, national origin, age, or political affiliation, and that you may not be segregated or treated differently from other students because of your race, color, sex, handicap, religion, national origin, age, or political affiliation while you are being interviewed, oriented, tested, counseled, enrolled, or while you are training as part of the program.
- If any of these rights have been violated, you may file a grievance. The Civil Rights Act of 1964 guarantees you the right to make a grievance. The Nursing Program Student Handbook is provided to each student in order to facilitate your response through the program. All students are responsible for complying with the directives and information provided in this handbook.
- Complaints alleging discrimination on any of the above bases may also be made to:**ocr@ed.gov**
- The Office for Civil Rights/ U.S. Department of Education, Customer Service Team
- 1-800-421-3481 or (202) 205-5413 Fax:# (202) 205-9862 TTY # (877) 521-2172

Tobacco Use Regulation

Smoking is prohibited in the Shawsheen Valley Technical High School parking lots, school building, adjacent grounds, and before or during clinical experience. Students may not use tobacco products of any kind anywhere on school grounds (including in vehicles). Students must also comply with all regulations at each off-site clinical placement. Students may never smoke while in uniform.

Tobacco use is the leading cause of preventable death and illness in Massachusetts and in the nation:

- More than 8,000 Massachusetts residents die each year from the effects of smoking
- Though they are not smokers themselves, an estimated 1,000 or more Massachusetts adults and children die each year from the effects of secondhand smoke.

- Tobacco kills more people each year than car accidents, AIDS, homicides, suicides, and poisonings combined.
- Smoking costs the Massachusetts economy more than $5.5 billion each year

The Massachusetts Tobacco Cessation & Prevention Program works to improve public health in the Commonwealth by reducing death and disability from tobacco use. To get help taking the first steps to quitting or for extra support after you quit, call the Massachusetts Smokers' Helpline for free support and advice: 1-800-QUIT NOW (1-800-784-8669).

Transfer Policy

Policy: There is no transfer of credit between programs taken at Shawsheen Valley Adult Education Program and the Practical Nursing Program. The following must be met to be eligible to receive credit for courses taken at another institution. The student must present a course description from the sending institution and an official transcript showing a grade of 80%/B- or better. The coursework must have been completed within five (5) years of requesting credit. No more than 50% of the course content can be transferred. A student requesting credit for Anatomy must have completed both Anatomy and Physiology I and II. Pharmacology and clinical coursework cannot be transferred. The student will not receive a tuition discount for coursework taken elsewhere. The Financial Aid Award will be reduced due to transfer coursework requiring less program hours. Revised 5/2023, reviewed 8/26

Tuition/Seat Deposit and Fee Policy

Seat Deposit: The District approved seat deposit of $500.00, is due within 30 days of the acceptance letter. This is a district approved non-refundable and non-transferable deposit. Your name will automatically drop to the wait list if the fee is not received within 30 days of acceptance. Late acceptances after July 15th must pay their seat deposit prior to the first day of class.

Tuition of $13,000 and Fees for Full Time students: All tuition, fees and seat deposits are collected by Gina Cerbone in the LPN Office. Tuition of $6500 is due on July 15. Remaining balance of $6500 is due by August 22. Fees paid directly to the vender are due as directed by the coordinator. Fees paid directly to the institution are due by August 17. Please make sure your check is covered by your bank balance; checks returned for "stop payment" will be turned over to authorities or a collection agency and can affect your credit rating. (Revised 5/21, reviewed 8/2026)

- Students will be charged a $25.00 fee for each returned check. Examples include, but are not limited to, insufficient funds, stop payments, etc.

Financial Aid Students (Please see specifics in Financial Aid Catalog)

- **Verification of Financial Aid Eligibility**
  Federal regulations require that certain information on selected applications be verified. Students whose applications are selected by the Department of Education for verification are required to document the accuracy of application information, such as adjusted gross income, taxes paid, number of family members, untaxed income as well as other information from tax returns, and other documentation as requested by the Financial Aid Coordinator. **Students cannot be certified as eligible for financial aid until the verification process has been completed and any errors outside the tolerance limits have been corrected.**
- Financial Aid is available for qualified candidates in the form of Pell Grants and Stafford Loans. A Free Application for Federal Student Aid (fafsa.ed.gov) must be filed to qualify for aid. Prior to the start of the fall classes, the Financial Aid Coordinator will also meet with students, as needed, on an individual basis by appointment.
- Tuition refund policy for Title IV students is in accordance with government policy. Information available on request.
- Those students approved for Financial Aid must pay tuition according to the statement provided by the Business Office. Fees paid directly to the institution must be paid by the date specified above.

Fees to vendors must be paid to allow for adequate time to receive supplies for lab and computer testing. Approval forms will be issued by the Financial Aid Coordinator and must be submitted with tuition. Full tuition is due if the student does not present a qualifying form from the Financial Aid Coordinator. Students will not be allowed to take final exams and complete clinical for Term I if financial obligation are not met.

- If a student is not in satisfactory standing or on probation (academic, clinical or both) at the time of financial aid disbursement, they will not receive the money allocated for them. Failure to meet Satisfactory Academic Progress (SAP) as defined by passing each course with a grade of 75%, passing each clinical course with a grade of PASS, meeting the attendance policies, and meeting all other policies, example cell phone/electronic device, will result in loss of Financial Aid and compliance with the refund policy of Federal Aid will take effect. Students may be required to return part, or all the aid received and may have an account balance with the school as determined by the 60% policy.

Expenses for 2026-2027:
Payable to the Shawsheen Valley School of Practical Nursing or outside vendor
Returning student is defined as a student who is re-admitted for Term 1. Students accepted for Term 2 coursework are exempt from non-refundable, non-transferrable seat deposit and fees.

Non-refundable seat deposit	$500	30 days from acceptance letter
Tuition *See Financial Aid/ Tuition Statement for specifics	$13,000.00 Returning Students: **See individual letter**	July 15: $6500 August 22: $6500
Fee	**Amount**	**Due Date**
Application Fee	$50	On date of interview
Fees following acceptance	**Amount**	**Due Date**
Laboratory Fee includes the cost of the watch, penlight, gait belt, scissors, and BP cuff	$550 Returning Student: $235	August 17
Capping/Graduation Fee	$125 Returning Student: 0	August 22
CORI Fee	$30 All students	August 17
Student Malpractice Insurance	$15 All students	August 17
MA Clinical Placement Fee	$20 All students	August 17
Exam Soft testing Fee	$200 All students	August 17
Payable to Shawsheen: TOTAL	**TOTAL FEES to Shawsheen: $940** **Returning students $500/$550**	August 17
Fees to Outside Vendors	**Amount**	**Due Date**
ATI/Electronic Health Record	$850.01 for testing Returning students approx.$260	August 20
Fingerprinting fee	$55 returning students do not need to complete	August 8
Passport photos	$15 at CVS for 2 One for Student ID One for NCLEX application	August 17
Trajecsys fee for attendance and clinical skills and evaluation	$100 payable to outside vendor	August 17
CPR (Shawsheen)	$100 payable to Shawsheen	
Books	$753.44	Recommend having books by August 12 to review with staff August 22
Uniforms	$250.00	
	TOTAL COST TO OUTSIDE VENDORS: $2,123.45	

- Cost of Immunizations, titers and Health Clearance required for admission are additional and are paid by the student.
- At completion of program. NCLEX-PN application: $430,
- Drug Screening $60, if required
    - Unexcused absence: $75
    - Returned check fee: $20

Valor Act

In accordance with the General Laws of Massachusetts [M.G.L. c. 15A §43(a)] the *VALOR Act II* protects students enrolled in the Practical Nursing Program from incurring academic or financial penalties because of performing military service. A student called to or enlisting in active duty are allowed the option of completing the course(s) later without penalty or withdrawing from the course(s) and will receive 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.

Valuables

Shawsheen is not responsible for the loss of valuables. Cell phones and other electronic devices are not allowed in the classroom, laboratory, or clinical area. A secure area for storage is in the PN office.

Voter Registration

A Voter Registration form is distributed to enrolled students via electronic mail by September 1 each year per student request. Please contact the administrative assistant or coordinator with this request.

Withdrawal

All students who withdraw or fail to meet Satisfactory Academic Progress must complete an exit interview and develop a remediation plan for future readmission consideration with the coordinator. The withdrawal form and readmission form can be utilized for this. These forms are in the back of this handbook. The refund policy will direct return of tuition and/or fees. The application is considered active for a period of two consecutive school years. This includes the year the student was initially enrolled. Following that time lapse, the student will need to complete the entire application process. Reviewed 8/25

Withdrawal (Administrative/ Academic)

A student may be administratively withdrawn for failure to satisfy the following requirements of the nursing program:

- Positive CORI/ SORI or background check
- Attendance/ Tardy Policy
- Drug Screening Protocol
- Noncompliance with Clinical Warning/ Probation remediation
- Failure to achieve Satisfactory Academic Progress
- Noncompliance with the Shawsheen Valley School of Practical Nursing descriptions of professional behavior
- Noncompliance with the Shawsheen Valley School of Practical Nursing Program policies and procedures including non-compliance with required proof of immunizations, blood assays or titers.

Once the student has been notified of administrative withdrawal by the coordinator, the student should:

1. Meet with the Coordinator to complete the Exit interview.
2. Meet with the Financial Aid officer to complete Exit Counseling if applicable. Students withdrawing from the program will be subject to the requirements of the Return of Title IV (R2T4) Refund Repayment Policy, inclusive of meeting with the Financial Aid Director for an exit interview to review requirements for the return of unearned grant funds and/or repayment of loan funds in accordance with the terms of the promissory note.
3. Complete the Exit Interview form located in the appendix and/or sign the formal letter sent to the student.

Withdrawal (Voluntary)

A student may choose to voluntarily leave this program. Upon written notification to the coordinator of their intent to withdraw, the student should complete the following steps:

1. Meet with the Coordinator to complete the Exit Interview.
2. Complete the Exit Interview form located in the appendix.
3. Meet with the Financial Aid Office to complete Exit Counseling if applicable.