



SOUTHEASTERN
TECH-INSTITUTE

Evening School
Student Handbook
2015-2016

STI PHILOSOPHY

The Southeastern Regional School District recognizes that education is an on-going process that provides an avenue for access to the many opportunities of life. The function of education is to develop the full potential of the individual as a productive and responsible member of society, and as a lifelong learner.

The focus of the educational process at STI is the students; their goals, aspirations, employability, and further education. STI assists the students in developing their full potential personally and professionally by providing an integrated curriculum of technical, science, and liberal arts subjects. All programs promote citizenship, strong professional work ethics, technical expertise, and intellectual growth.

STI is dedicated to providing the best environment for students to reach their career goals and develop enthusiasm for learning. The educational needs of adults are unique. People learn by processing information from the learning environment in many forms. STI recognizes these differences and has established curriculum, teaching methods, and strategies to meet the educational needs of the adult student.

Career/technical education provides the technology and skills necessary for entry into a career path and a broad knowledge base for career enrichment and advancement. STI is committed to providing its students with the education necessary to function successfully in an evolving society.

Important Phone Numbers:

STI Office	(508) 238-1860
STI Evening Office: Amy Thomson	(508) 230-1575
STI Director: David Degan	(508) 230-1296



SOUTHEASTERN TECHNICAL INSTITUTE

2015-2016 SCHOOL CALENDAR

AUGUST				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

SEPTEMBER				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

OCTOBER				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

- 1 - Orientation Day Staff Only
- 2 - First Day of School
- 7 - Labor Day

- 9 - Staff Professional Day
- 12 - Columbus Day

NOVEMBER				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	1/2	26	27
30				

DECEMBER				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

JANUARY				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

- 11 - Veteran's Day
- 14 - Open House
- 25-27 - Thanksgiving Recess

- 24-Jan. 1 - Christmas Recess

- 1 - New Year's Day
- 18 - Martin Luther King Jr. Day

FEBRUARY				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29				

MARCH				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

APRIL				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

- 15 - Presidents' Day
- 15-19 - February Recess

- 25 - Good Friday

- 18 - Patriots' Day
- 18-22 - Spring Recess

MAY				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

JUNE				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

JULY				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

- 25 - Last Day HVAC, CA, DA & MA
- 30 - Memorial Day

- 1 - High School Graduation
- 2 - STI Graduation
- 30 - Last Day Practical Nurse

- 4 - Independence Day
- 6 - Practical Nurse Graduation

ANTI-DISCRIMINATION LAWS

Chapter 282 of the Acts of 1993, General Laws Chapter 76, Section 5 now includes the following provision:

Southeastern Regional Technical Institute hereby provides notice that it does not discriminate in admission or employment in any of its educational programs or activities on the basis of race, color, sex, religion, national origin, age, sexual orientation, disability, or housing status. Enforcement of this law advances efforts to ensure that all students can attend school in a safe, supportive environment that is conducive to serious learning.

Enforcement of this law advances efforts to ensure that all students can attend school in a safe, supportive environment that is conducive to serious learning. This law makes it clear that all aspects of public school education must be fully open and available to members of 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, sex, religion, national origin or sexual orientation of such student.

Title IX of the Education Amendments of 1972 prohibits sex discrimination in federally assisted programs. "No person in the United States shall, on the basis of sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance."

The Southeastern Regional School District wishes to comply with Title IX and Chapter 282 and affirms that no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination in educational activities or employment under any educational program or activity.

The Southeastern Regional School District complies with The Americans with Disabilities Act Of 1990. The Americans with Disabilities Act includes, but is not limited to, acquired immune deficiency syndrome (AIDS) or the human immunodeficiency virus (HIV), cancer, heart disease, mental retardation, learning disabilities, and visual and hearing impairments.

If you have any questions or concerns regarding anti-discrimination laws contact the Director at 508-238-1860.

Copies of the Anti-Discrimination Laws may be obtained from the Learning Support Services Cluster, Department of Elementary and Secondary Education, 350 Main Street, Malden, MA 02148-5023.

REFUND POLICY

Canceled class or one week before first class	100% refund
Before second class	80% refund
After second class	0% refund

The registration fee and the textbook fees are nonrefundable

All refund requests must be made in **WRITING** and sent to the STI Director, Evening Division, c/o David Degan, Southeastern Technical Institute, 250 Foundry Street, South Easton, MA 02375. Refunds may take as long as 4-6 weeks to process. There is a \$5.00 processing fee for refunds and a \$25.00 processing fee for returned checks.

STUDENT COMPLAINTS

A student with a complaint should go to the STI Evening School Office to make an appointment to speak with David Degan, STI Director.

NO SCHOOL NOTICE

In case of severe weather warranting the closing of school the following radio and TV stations will broadcast the "no school" notice at intervals between 6:30 a.m. and 8:00 a.m.

RADIO:

WBZ (1030 AM) WRKO (680AM)
WXBR (1460 AM) WCAV (97.7 FM)

TV:

CHANNEL 4
CHANNEL 5
CHANNEL 7

Listen for an announcement specifically for the Southeastern Regional Vocational Technical High School. If the high school is canceled the Southeastern Technical Institute is canceled.

When day school sessions are canceled, all afternoon and evening sessions will automatically be canceled. If weather becomes unsafe during the day, announcements for Evening School will be made over the same radio and TV stations listed above.

STUDENT ATTENDANCE

Attendance will be taken at all classes. It is especially important for classes that are granting certifications or hours. If there is a scheduled break, attendance will be taken again when class resumes.

PARKING

Students and teachers should park in the lots to the right and left as you drive onto the premises. **No parking in reserved areas or no parking areas.**

PHONES

Cell phones should be turned off or silenced. Only in emergencies will phone calls be received in the STI Evening School Office and the message brought to students or staff.

REPORT STOLEN OR MISSING MONEY AND/OR EQUIPMENT

Should any amount of money, material, or equipment be missing or stolen, a report must be filed immediately with the STI Director. Such a report should include a complete accounting of the matter and the circumstances surrounding the loss.

LOST AND FOUND

Items found should be brought to the STI Evening School Office.

EQUIPMENT

Equipment should only be used with prior approval of the teacher. Safety rules and regulations must be followed. Students must be instructed and tested on the safe use of the equipment before they are allowed to use it. Students must only use equipment with the approval and under the supervision of the instructor.

NO SCHOOL EQUIPMENT IS TO BE REMOVED FROM THE CLASSROOM/SHOP.

EMERGENCY PLANS

For your safety all exterior doors are locked. Students must enter through the STI main door.

EVACUATION OF THE BUILDING

Evacuation drills are for your protection. The following regulations will be strictly enforced: Directions for primary route and secondary route are posted in all areas. Please read.

1. WALK; DO NOT RUN to exit the building immediately.
2. When outside, remain with your group and wait quietly for re-entrance according to the instructions of your instructor.

INTRUDER

If a non authorized person is in the building, or area of the school, notify the STI Evening School staff office ASAP. Do not approach the individual yourself. Remain in the room with the doors locked and away from windows and doors. Do not leave area unless Code Red is called and you are ordered to evacuate.

LAB SAFETY

Strict adherence to lab safety rules must be maintained at all times. Students should be aware that they may be exposed to Latex products. Students with Latex allergies must identify themselves to their instructor.

ALCOHOL, DRUG, & TOBACCO POLICY

ALCOHOLIC BEVERAGES, POSSESSION OR USE OF:

Chapter 272: Section 40A. Alcoholic beverages, gift, sale, delivery, or possession on public school premises:

Section 40A: Whoever gives, sells, delivers or has in his possession any alcoholic beverage, except for medical purposes, in any public school building or on any premises used for public school purposes and under the charge of a school committee or other public board or officer, shall be punished by imprisonment for not more than thirty days or by a fine of not more than one hundred dollars, or both; provided however, that a school committee of a city, or town district may authorize a public or nonprofit organization using a public school building with its permission during non-school hours to possess and sell alcoholic beverages therein provided such nonprofit organization is properly licensed under the provisions of Section 14, Chapter 138.

ALCOHOL USE:

Being under the influence of alcohol, or found guilty of the use, sale, possession, or distribution of alcoholic beverages in the school building, school grounds, clinical externship or school sponsored field trips is strictly prohibited.

Students found guilty by school authorities of the use, sale, possession, or distribution of alcoholic beverages will be subject to an immediate suspension and will be subject to dismissal.

Students in violation of drug and alcohol policies while on clinical site will be subject to the policies of the clinical site.

DRUG ABUSE POLICY:

Students apprehended and found guilty by school authorities of the use or, or in possession of a controlled substance (drugs) or narcotics as mentioned above will be subject to an immediate suspension or dismissal from school and referred to the appropriate law enforcement agency.

Being under the influence, using, selling, possessing, or distributing drugs, marijuana, and/or drug paraphernalia, (i.e. pipes, rolling papers, etc.) in the school building or on school premises is strictly prohibited and is subject to punishment by law.

Drug paraphernalia is all equipment, products, devices, and materials of any kind which are used or intended for use in packaging, repackaging, storing, containing, concealing, injecting, ingesting, or otherwise introducing into the human body a controlled substance.

The above regulation refers specifically to marijuana, hallucinogenic drugs, and narcotics of any kind as banned by Federal and State Law.

SALE AND/OR DISTRIBUTION OF ILLEGAL DRUGS:

Students apprehended for the alleged sale of marijuana, hallucinogenic drugs or narcotics will receive an immediate suspension and will be subject to dismissal. The following steps will be taken:

1. The STI Director shall be notified and the appropriate law enforcement agency will be called. The drug will be submitted to the police for identification and evaluation.
2. The student will be requested to confer with the administration concerning the above violation and will be advised of his/her legal rights and will be informed that he/she has the right to appear before the Superintendent.
3. If after an investigation by the administration, there is evidence the student was selling or distributing drugs, the STI Director shall mail a written notice to the student within twenty-four (24) hours of the determination to recommend dismissal. Such notice will contain:
 - a. A copy of the drug policy allegedly violated by the student.
 - b. A full statement of facts leading to the recommendation for dismissal.
 - c. A notice informing the student that he/she may have an opportunity to have a hearing before the Superintendent.

- d. The notice will make specific reference that the hearing will be private unless the student requests that it be public.

The date for the hearing, if so requested, will not be scheduled less than five (5) days from the date of the request by the student to be heard.

The student has the right to be present at the hearing, to be represented by counsel of his/her choosing, to present evidence and witnesses, and to cross examine witnesses presented by the administration.

PERSONAL SEARCHES OF STUDENTS CONDUCTED BY PUBLIC SCHOOL OFFICIALS AND EMPLOYEES:

On January 15, 1985 the United States Supreme Court decided the case of New Jersey vs. T.L.O. The decision established the following: The legality of a search of a student should depend simply on the reasonableness, under all the circumstances, of the search...Under ordinary circumstances, a search of a student by a teacher or other school official will be 'justified at its inception' when there are reasonable grounds for suspecting that the search will turn up evidence that the student has violated or is violating either the law or the rules of the school. Such a search will be permissible in its scope when the measures adopted are reasonably related to the objectives of the search and not excessively intrusive in light of the age and sex of the student and nature of the infraction. New Jersey v. T.L.O. 53 U.S.L.W. 40a3, 4087, 4088.

TOBACCO POLICY:

POLICY PERTAINING TO THE CONDUCT OF TEACHERS AND STUDENTS CHAPTER 71 SECTION 37H OF THE MASSACHUSETTS GENERAL LAWS prohibit the use of any tobacco products within the school buildings, the school facilities, on the school grounds, or on school buses by any individual including school personnel.