

SOUTHEASTERN TECHNICAL INSTITUTE

STUDENT HANDBOOK

2016-2017

SUCCESS



TRAINING



INSPIRATION



250 Foundry Street
South Easton, MA 02375
Phone: 508.230.1297
www.stitech.edu

STI MISSION

SUCCESS



Southeastern Technical Institute's Mission is to Transform Students into Lifelong Learners, and Transition Graduates into Entry Level Positions within their Career Field.

The goals of Southeastern Technical Institute are organized around four core philosophies:

Mastery of Foundation Skills:

- To provide high quality and educationally sound programs that meet state, federal, and industry proficiency standards
- To provide active learning opportunities in classroom, laboratory and workplace settings
- To demonstrate the effectiveness of comprehensive programs by providing graduates with work ready skills and knowledge

Development of Interpersonal Skills:

- To prepare students to use proper communication skills within business or educational settings
- To develop active listening, problem solving, and proper workplace etiquette
- To provide an understanding and expectation of professional ethical behavior
- To establish and maintain employer, industry, and community relationships to ensure contacts necessary for student success

TRAINING



Proactive Student Engagement:

- To provide effective student services that recognize individual differences and ensure successful student retention, graduation, and employability
- To provide a school community that appreciates the strengths and contributions of all
- To create a safe learning environment that allows individuals to take risks, express viewpoints, and experience the day to day challenges that build resilience

Commitment to Stretch Learning Initiatives:

- To expose students to current and emerging technologies for the purpose of personal and professional growth
- To expose students to the rigors and relevance of their course of studies through tiered clinical and externship experiences
- To prepare graduates for industry credentialing through a multitude of preparation options and opportunities

INSPIRATION



SOUTHEASTERN TECHNICAL INSTITUTE

250 Foundry Street, South Easton, MA 02375

Phone: 508.230.1297 Website: www.stitech.edu

STI PROGRAM ACCREDITATION AND APPROVAL

STI is accredited by:

Commission of the Council on Occupational Education

7840 Roswell Road
Building 300, Suite 325
Atlanta, GA 30350

Massachusetts Department of Elementary and Secondary Education Office for Career/Vocational Technical Education

75 Pleasant Street
Malden, MA 02148-4906

The Cosmetology Program is accredited by:

Commonwealth of Massachusetts, Division of Professional Licensure Board of Cosmetology

1000 Washington Street
Boston, Massachusetts 02118
617.727.5811

The Medical Assisting Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), upon recommendation of the Medical Assisting Education Review Board (MAERB).

Commission on Accreditation of Allied Health Education Programs
25400 U.S. Highway 19 North, Suite 158
Clearwater, FL 33763
Phone: 727-210-2530 Website: www.caahep.org

Dental Assisting Program is accredited by the American Dental Association Commission. The Commission is a specialized body recognized by the United States Department of Education.

Commission on Dental Accreditation
211 East Chicago Avenue
Chicago, IL 60611

The Practical Nurse Program has full approval status granted by the Commonwealth of Massachusetts Board of Registration in Nursing.

Massachusetts Board of Registration in Nursing
239 Causeway Street, Suite 500, 5th Floor
Boston, MA 02114

Policy Changes:

*All regulations and information in this document are subject to change at the discretion of the
Massachusetts Board of Elementary and Secondary Education and the Southeastern Regional School
District.*

Table of Contents

SOUTHEASTERN REGIONAL SCHOOL DISTRICT MEMBERS	6
SCHOOL COMMITTEE	6
ADMINISTRATION	6
STI FACULTY	7
PERIOD SCHEDULE	9
ADMINISTRATIVE REGULATIONS	10
ATTENDANCE PROCEDURE	10
ABSENCES/TARDINESS/DISMISSALS	10
CLINICAL/EXTERNSHIP GUIDELINES.....	11
EXTERNSHIP	12
CLINICAL	12
TARDINESS AND DISMISSAL POLICY	12
DELAYED SCHOOL & NO SCHOOL NOTICE	13
C.O.R.I.	13
HEALTH INSURANCE	13
PROOF OF RESIDENCE	13
STI STUDENT TRANSFER POLICY	14
FROM OTHER INSTITUTIONS	14
ADVANCED PLACEMENT AND EXPERIENTIAL LEARNING CREDITS.....	14
WITHIN THE INSTITUTION BETWEEN PROGRAMS	14
COURSE TEST-OUT PROCEDURE	14
SATISFACTORY ACADEMIC POLICY (SAP)	15
ATTENDANCE WARNING	15
ACADEMIC WARNING.....	15
SATISFACTORY ACADEMIC PROGRESS APPEAL PROCESS	16
INFORMAL APPEAL PROCESS	16
FORMAL APPEAL PROCESS	16
REINSTATEMENT OF FINANCIAL AID.....	16
CONDUCT.....	16
DISCIPLINE DEFINITIONS.....	16
GENERAL INFORMATION	17
CELL PHONES	17
UNAUTHORIZED PHOTOGRAPHS/VIDEOS.....	17
DRESS CODE AND IDENTIFICATION BADGES	17
ENTRANCE INTO THE BUILDING	17
EVACUATION OF THE BUILDING	17
INTRUDER	17
LAB SAFETY	17
LIBRARY INFORMATION.....	17
LOCKERS.....	18
LOST AND FOUND.....	18
PARKING REGULATIONS	18
REPORT STOLEN OR MISSING MONEY OR EQUIPMENT	18
STUDENT COMPLAINTS	18
STUDENT COUNCIL	18
YEARBOOK COMMITTEE	18
GENERAL SERVICES	19

ELL (English Language Learners).....	Error! Bookmark not defined.
HEALTH SERVICES	19
PROFESSIONAL LIABILITY INSURANCE	19
SCHOOL INSURANCE.....	19
STUDENTS NEEDING SPECIAL ACCOMMODATIONS.....	20
TUTORING.....	21
ALCOHOL, DRUG, & TOBACCO POLICY	21
POLICIES	21
ALCOHOL POLICY.....	21
DRUG ABUSE POLICY	22
PERSONAL SEARCHES.....	23
TOBACCO POLICY.....	23
EXPOSURE CONTROL POLICY	24
ASBESTOS.....	26
FIREARMS	27
NONDISCRIMINATION LAWS	28
AN ACT PROHIBITING THE PRACTICE OF HAZING.....	30
HARASSMENT POLICY	32
STI ANTI-HARASSMENT DISCIPLINE CODE	34
FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT (FERPA) UPDATE FORM.....	37
Internet Policy.....	38
STUDENT SIGNATURE PAGE.....	45

SOUTHEASTERN REGIONAL SCHOOL DISTRICT MEMBERS

SCHOOL COMMITTEE

Joseph Dutcher, Chairperson	E. Bridgewater
Mark Linde, Vice Chair	Brockton
William F. Flannery, Secretary	Mansfield
Michael Pietrowski	Easton
Stephen Udden	Foxborough
Denis Feely	Norton
Robin Zoll	Stoughton
Mindy M. Kempner	Sharon
Wayne McAllister	Brockton
Colleen Maloney	W. Bridgewater

ADMINISTRATION

Luis G. Lopes	Superintendent
David Degan	Technical Institute Director
Marybeth Pepin	Director, Practical Nurse Program

STI FACULTY

Full-Time Administration

David Degan, CAGS, M.Ed, *Bridgewater State University*
Marybeth Pepin, MS, RN, *Regis College*

Technical Institute Director
Practical Nurse Director

Full-Time Faculty

Jill Ferris, CDA, RDH, AS, *Cape Cod Community College*
Tammi Hassan, DMD, CDA, *Boston College, Univ. of Connecticut*
Susan Beer, CMA (AAMA), BS, *Bridgewater State University*
Joanne Aguiar, BSN, RN, *Fitchburg State College*
Carol Miller, MS, RN, *University of Massachusetts Amherst*
Betty Tangney, MEd, MS, RN, *Salem State University*
Patricia Illsley, BA, *Stonehill College*

Dental Assisting Instructor
Dental Assisting Director
Medical Assisting Director
Practical Nurse Instructor
Practical Nurse Instructor
Practical Nurse Instructor
Technology/Mathematics Instructor

Part-Time Faculty

Melissa Jones, *Old Colony Regional Voc. Tech. HS*
Debra Lapworth, *Taunton Academy of Beauty Culture*
Corinne Pestana, *Southeastern Regional Voc. Tech. HS*
Heather Irber, AS, *Sullivan County Community College*
Lisa Maiden, AS, *Newbury College*
John Perry, AS, *Culinary Institute of America*
Caryn Peterson, AS, *Baystate College*
Audrey Beaudoin, M.Ed, CDA, RDH, *Bridgewater State University*
Erika Dion, BS, *Mass. College of Pharmacy & Health Science*
Glen Bredberg, AS, *NE Institute of Technology*
Derek Knudsen
Beverly Allen, PBT ASCP
Jacqueline McGuire, MA
Ilene Williams, ASN, *Laboure College*
Courtney Barbetto, BSN, RN, *Boston College*
Barbara Brown, AS, BSN, *UMASS Boston*
Judith Carlson, BSN, RN, *Boston College*
Darlene DiBona, MSN, RN, *Curry College*
Joanne Earner, MSN, RN, *University of Phoenix*
Kimberly Finnerty, BSN, RN *Boston College*
Carol LaSalle D'Errico, MSN, RN, *Salem State*
Bonnie McCarthy, BSN, RN, *St. Anselms*
Marcia Miller, BSN, RN, *Boston University*
Jeanne Savage, BSN, RN, *Emmanuel College*
Beverly Trenholm, RN, MHA, MSN, *UMASS Worcester*
Jillian Waugh, BA, BSN, *Curry College*

Cosmetology Instructor
Cosmetology Instructor
Cosmetology Instructor
Culinary Arts Instructor
Culinary Arts Instructor
Culinary Arts Instructor
Culinary Arts Instructor
Dental Assisting Instructor
Dental Assisting Instructor
HVAC Instructor
HVAC Instructor
Medical Assisting/Phlebotomy Instructor
Medical Assisting Aide
Medical Assisting Instructor
Practical Nurse Instructor
Practical Nurse Instructor
Practical Nurse Instructor
Practical Nurse Instructor
Practical Nurse Instructor
Practical Nurse Instructor
Practical Nurse Instructor
Practical Nurse Instructor
Practical Nurse Instructor
Practical Nurse Instructor
Practical Nurse Instructor
Practical Nurse Instructor

Support Staff

Cristina Barros, MBA, *University of Phoenix*
Rhonda Jermyn, BA, *Boston College*
Dabney Larochelle, M.Ed, BS, *Bridgewater State University*
Amy Thomson, BA, *Stonehill College*
Melissa Wilcox, BS, *Johnson & Wales University*

Student Services Advisor
Admissions Advisor
Financial Aid Consultant
Evening Secretary
Secretary

2016-2017 STI Calendar

AUGUST				
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	30	31		

29 - Practical Nurse teachers report
30 - First day of school - Practical Nurse (Day)

SEPTEMBER				
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 - STI teachers report
2 - No School
5 - Labor Day
6 - First day of school for students

OCTOBER				
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				

10 - Columbus Day
11 - Staff Professional Day

NOVEMBER				
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		

11 - Veterans' Day
19 - Open House
23 - Half Day
24-25 - Thanksgiving Recess

DECEMBER				
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

26 - Jan 2 - Christmas Recess

JANUARY				
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			

2 - Observance of New Year's Day
16 - Martin Luther King Jr. Day

FEBRUARY				
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			

20 - Presidents' Day
20 -24 - February Recess

MARCH				
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	31

APRIL				
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

14 - Good Friday
17-21 - Spring Recess

MAY				
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	30	31		

25 - Last Day Cosmo 'B', Culinary Arts and HVAC
26 - Last Day Dental & Medical Assisting
29 - Memorial Day

JUNE				
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 - STI Graduation
7 - High School Graduation
23 - Last day Practical Nurse (Day)
27 - Last day Practical Nurse (Eve.)
29 - Practical Nurse (Day) Graduation & Last day Cosmo 'C'

JULY				
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				

STI PERIOD SCHEDULE

Time	Period
8:00 – 8:50	1
8:55 - 9:45	2
9:45 – 10:00	Break
10:00 – 10:50	3
10:55 -11:45	4
11:45 - 12:25	Lunch
12:25 - 1:15	5
1:20 - 2:10	6
2:10 - 3:00	Student Support

ADMINISTRATIVE REGULATIONS

ATTENDANCE PROCEDURE

Southeastern Technical Institute (STI) programs are rigorous. Attending every class and scheduled meeting is critical to your success.

The student is responsible to make the necessary personal arrangements that will enable him or her to attend class and schedule time for study. Outside employment must be scheduled so as not to interfere with academic and/or clinical hours.

In the event of a necessary absence, day students must notify STI by 7:30 a.m., evening students must notify STI by 4:00 p.m. Please call the program office number:

Dental Assisting:	Dr. Tammi Hassan	508.230.1239
Culinary Arts:	Amy Thomson	508.230.1575
Cosmetology:	Amy Thomson	508.230.1575
Heating Ventilation & Air Conditioning:	Derek Knudsen	508.230.1575
Medical Assisting:	Susan Beer	508.230.1337
Practical Nurse:	Marybeth Pepin	508.230.1332

Leave your name, the program you are attending, and your reason for being absent on the machine.

Students at a clinical/extern site need to follow program protocol as outlined in the program handbook.

ABSENCES/TARDINESS/DISMISSALS

1. Students are required to call to report absence or tardiness.
2. A student who misses thirty (30) school hours (unexcused) will meet with the Program Director. The Program Director will issue the student a written warning and forward a copy to the STI Director.
3. A student who misses forty-two (42) school hours (unexcused) will meet with the STI Director and Program Director. The STI Director will place the student on written program probation with the understanding if the student misses a total of twelve (12) more school hours (unexcused) the student will be dismissed from the program for excessive unexcused absences greater than 5% of the total program hours.
4. A student who misses 54 school hours (unexcused) will meet with the STI Director and Program Director. The STI Director will dismiss the student from the program with a written program dismissal for excessive unexcused absences greater than 5% of the total program hours.
5. Students will receive monthly attendance reports. Students will have five school days to refute information in this report.

Definition of an excused absence:

- Death of a family member – A maximum of 3 days will be excused for death of a family member
- Hospitalization with documentation – Hospitalization will be defined as being admitted into a hospital for a stay of at least 24 hours
- Absences due to an extended or chronic health issue require documentation. A determination will be made by the Director of the Technical Institute on a case by case basis upon review. Students must be aware that excused absences may interfere with the ability to meet program requirements and outcomes.
- Mandatory court appearance with documentation – Courts appearances that cannot be rescheduled to a later date
- Hospitalization of a dependent child with documentation – Hospitalization will be defined as being admitted into the hospital for a stay of at least 24 hours. A dependent child will be defined a child 19 years old or younger that lives (at least 50% of the calendar year) in the household and is in the care of the STI student.

Clinical/Externship Absence:

See individual program handbook.

Clinical Make-Up Days:

Students that exceed the amount of allowable clinical absences due to unforeseen circumstances such as: death to a family member, hospitalization, or extended illness or injury, will meet with the Program Director to develop a clinical make-up schedule. Make-up time will be scheduled by the Program Director during days and times that are non-school hours (*vacations, holidays, weekends, or at the end of the program*). The Program Director will make every effort to schedule make-up time for students, but there is no guarantee that make-up time will be available. Make-up hours will be supervised by a qualified clinical facilitator. Students will pay in advance \$45.00 per hour for all clinical make-up time. Payments must be made to the Business office. Students will be charged 1 full hour increments for any fraction of an hour for tardiness or dismissal during clinical or externship rotations.

CLINICAL/EXTERNSHIP GUIDELINES

A supplement stating the expectations and procedures during clinical/externship will be provided prior to the commencement of the clinical/externship. Students who have questions or concerns should address them with the Program Director. Clinical/externship facilities are located throughout southeastern Massachusetts and may extend from Providence to Boston. Students may be assigned to several clinical/externship sites. Clinical/externship hours are based on actual hours in the learning environment, excluding lunch, as required by the facility/physician. Therefore the student is required to make all arrangements or accommodations to meet the facility and clinical/externship requirements as assigned.

EXTERNSHIP

A facility may request that the school withdraw a student from their externship if the student's work or conduct may have a detrimental effect on patients or personnel. If this occurs, the student will meet with the Program Director and the Director of the Technical Institute to review the cause for withdrawal from the facility. If appropriate, a remediation plan will be established. A reasonable attempt will be made to place the student at an alternate facility, however, programs cannot guarantee placement.

If an externship site cannot be established, placement may be postponed. Students who do not follow through with the secondary placement will forfeit further externship placement opportunities. Should the student require withdrawal a second time, no further assignments will be made for the student. Students who do not complete the required hours will fail the course and be dismissed from the program.

CLINICAL

A facility may request that the school withdraw a student from their clinical if the student's work or conduct may have a detrimental effect on patients or personnel. If this occurs, the student will meet with the Program Director and the Director of the Technical Institute to review the cause for withdrawal from the facility. If appropriate, a remediation plan will be established. A reasonable attempt will be made to place the student at an alternate facility, however, programs cannot guarantee placement. All clinical courses must be taken concurrently with corresponding theory courses.

TARDINESS AND DISMISSAL POLICY

Tardiness is defined as entering the classroom or clinical area after attendance has been taken. A student with a pattern of tardiness will receive a written warning. Students who are tardy from school at the beginning of class, from break, or from lunch/dinner, will not be allowed to enter class until the next regularly scheduled break. The student's attendance will be affected accordingly. Dismissal is defined as leaving the classroom or clinical area before the class or clinical day is completed. A student with a pattern of dismissals will receive a written warning. Any student who is being dismissed from school before the end of the scheduled school time must sign out in the STI office before leaving. Students who arrive late or leave early from any period must sign in/out using the Daily Attendance Sheet located in the STI office.

Students will be charged 1 full hour increments for any fraction of an hour for tardiness or dismissal during class or lab time.

DELAYED SCHOOL & NO SCHOOL NOTICE

Students receive an automated phone call from the District Office when classes are delayed or cancelled. Students must make sure the correct phone number is on file with the STI office in order to receive this call. Please notify the STI Office of any phone number changes. The “delayed school” notice will be for one hour or two hours. If a one hour delayed school opening is announced, students will begin classes at 9:00 a.m. If a two hour delayed school opening is announced, students will begin classes at 10:00 a.m.

1. 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 and 8:00 a.m.

<u>RADIO:</u>		<u>TV:</u>
WBZ (1030 AM)	WRKO (680 AM)	CHANNEL 4
		CHANNEL 5
WXBR (1460 AM)	WCAV (97.7 FM)	CHANNEL 7

2. Listen for an announcement specifically for the **Southeastern Regional Vocational Technical High School**. If the high school is cancelled, STI is cancelled.
3. When day school sessions are cancelled, all afternoon and evening sessions will automatically be cancelled.

C.O.R.I. (CRIMINAL OFFENDER RECORD INFORMATION) AND OTHER REQUIRED INFORMATION

All students are required to complete a SERSD C.O.R.I. form. All information will be kept confidential. Students may be required by some clinical sites to submit to finger printing and drug screening. Students may also be required to submit to another CORI by the clinical site.

HEALTH INSURANCE

Students are responsible for providing proof of health insurance and maintaining medical coverage for the duration of the program. Proof of health insurance must be provided at least one week prior to the beginning of school. Students are required to notify STI of any changes to their health coverage.

PROOF OF RESIDENCE

All students who reside in the towns and city comprising the Southeastern Regional School District, must complete a Proof of Residency form and bring to the town/city hall of residence to have signed and verified in order to qualify for “in-district tuition”. Students must prove residence no later than October first or they will be charged the out of district tuition.

STUDENT HEALTH RECORDS

Health records including proof of all necessary immunizations must be submitted at least one week prior to the beginning of school. Students in the health related programs will not be allowed to attend the clinical environment without documentation of necessary vaccines, titers, etc.

STI STUDENT TRANSFER POLICY

FROM OTHER INSTITUTIONS

Applicants desiring to transfer from other approved programs into STI Programs will be considered on an individual basis when space is available in the program. All transfer students are required to meet program admission criteria. An applicant may be accepted and required to start the program from the beginning if lacking STI Term I program courses. An applicant may be accepted as a Term II student, if all Term I courses have been completed. All students must complete 50% of the total program hours in the STI Program.

Prior to STI acceptance of transfer credits, an applicant must:

1. Submit a completed application with fee and schedule a personal interview with the Program Director or the STI Director.
2. Complete program required entrance exam.
3. Submit an Official High School Transcript, Official GED (*scores needed*) or Official HiSET (*scores needed*)
4. Submit official transcripts from any college where applicable courses were completed. Any applicable course must have been completed within the past three (3) years, with a minimum grade of "C".
5. Submit a course syllabus when requested.

All records and materials will be reviewed by the STI Director and the Program Director. Transfer admission requests are reviewed at program faculty meetings. The faculty reserves the right to admit only qualified and suitable transfer applicants, on a space available basis. Once a course has been officially approved and transferred, it will appear on the student's permanent record. Transfer credits will not be computed in his/her grade point average.

ADVANCED PLACEMENT AND EXPERIENTIAL LEARNING CREDITS

STI does not accept advanced placement or experiential credits.

WITHIN THE INSTITUTION BETWEEN PROGRAMS

It is not possible to transfer between programs at STI.

COURSE TEST-OUT PROCEDURE

Students in the HVAC Program may Test-Out of Math for HVAC and Computers for HVAC course(s) using the following guidelines:

1. The student must test-out prior to the 2nd meeting of the course.
2. The student will be given the final examination of the course. The student will have only one opportunity to take the final exam to Test-Out of the course. The student must complete the final examination at STI in the required amount of time.
3. The student will not receive additional study materials from the instructor (*beyond the course syllabus*) to prepare for the final exam.
4. The student may not use any study or support materials while taking the final exam other than those provided with the test materials by the instructor.
5. The student must score a minimum of 75% on the final exam to Test-Out of a course.
6. If the student scores 75% or better, the student will receive their test-out score as their final grade for the course, and this grade will be listed on their transcripts.
7. If the student scores below 75%, the student will resume the course.

SATISFACTORY ACADEMIC POLICY (SAP)

- Dental Assisting students are required to sit for the Dental Assisting National Board prior to graduation. Students who do not pass all three components of the DANB will be allowed to graduate. However, it will be our recommendation for such students to retest as soon as DANB allows. Students are encouraged to share their DANB results with the program director in order to seek further assistance as needed. Retest fees are the responsibility of the student.
- Medical Assisting students are required to maintain an average of 70% or better in all cognitive competencies, as indicated by each course grade. Students must pass 100% of the psychomotor and affective competencies. Medical Assisting students are required to sit for the CMA (AAMA) Certification Examination prior to graduation. Students who do not pass the exam will be eligible to graduate. However, it will be our recommendation for such students to retest as soon as the board allows. Retest fees are the responsibility of the student.
- Practical Nurse students who earn a failing grade on a final exam but a passing final grade in the course are required to complete remediation.
- Students must maintain 95% attendance as defined by the attendance policy
- Students are evaluated at the mid-point and conclusion of each semester/term
- Each student is assigned an individual Edline account. The student is responsible for accessing all course information including grades.
- All program requirements must be completed within a maximum time frame of 2 times the program length.

Program	Total Clock Hours	Minimum grade for each course
Cosmetology	1000	70%
Culinary Arts	800	70%
Dental Assisting	1062	70%
HVAC	660	70%
Medical Assisting	999	70%
Practical Nurse	1080	75%

ATTENDANCE WARNING

If a student fails to meet the cumulative 95% attendance criteria at any point during the program, he or she will receive a written warning as specified in the Attendance Policy. During the warning period students remain eligible for Financial Aid. Failure to correct the problem beyond the second warning period will result in the loss of eligibility for any additional financial aid and termination from the program.

ACADEMIC WARNING

At the midpoint of each course, a student who fails to meet the minimum standard will receive formal notification. During the warning period, students remain eligible for Financial Aid. Students who do not meet specific program academic requirements by the end of a semester/term will be terminated from the program.

SATISFACTORY ACADEMIC PROGRESS APPEAL PROCESS

INFORMAL APPEAL PROCESS

Resolution of student's concerns should be attempted between the student, instructor, staff member, or administration. If this cannot be resolved to a mutual satisfaction, or if the concerns are of a more serious nature, then the Formal Appeal process may be initiated.

FORMAL GRIEVANCE PROCESS

The STI Director will deal with all issues. The student will meet with the STI Director to present her/his information on the issue. The STI Director will conduct an investigation and will issue a decision. The student has the right to request a meeting with the Superintendent to further discuss the issue if the situation has not been resolved. The decision of the Superintendent will be final.

REINSTATEMENT OF FINANCIAL AID

A student's Title IV aid eligibility will be reinstated if the student prevails upon appeal, or regains satisfactory academic progress status by meeting the qualitative and quantitative requirements.

CONDUCT

Behavior in the classroom and clinical environment should be such that it does not interfere with another students' learning.

STI provides an environment conducive to learning. STI reserves the right to dismiss a student for disciplinary as well as academic reasons. Any of, but not limited to, the following inappropriate behaviors will result in disciplinary action and may lead to warning, suspension or dismissal:

- Interfering with another student's performance and/or ability to learn
- Creating an intimidating, hostile, or offensive environment
- Theft
- Vandalism
- Plagiarism
- Cheating
- Lying
- Violation of Civil Rights Law
- Sexual Harassment
- Fighting
- Destruction of school property
- Possession of firearms
- Possession of, use of, or under the influence of controlled substance or alcohol at school or school-related activities
- Use of cell phones or texting during class time or on clinical assignments

DISCIPLINE DEFINITIONS

Warning: Student will be allowed to attend classes or school related activities under condition of contract signed by administration and student.

Suspension: Student will be restricted from attending classes or school related activities for a specified period of time. Student is responsible for all missed class work.

Dismissal: Student is permanently terminated from the program.

GENERAL INFORMATION

CELL PHONES

There shall be no use of phones (phone calls, online access, or texting) during class, lab, or clinical time. Phone should be turned off or silenced.

UNAUTHORIZED PHOTOGRAPHS/VIDEOS

Students may not take pictures and/or videotape in the classroom, lab, and clinical/externship setting without explicit written approval according to school/agency written policy.

DRESS CODE AND IDENTIFICATION BADGES

Students are required to dress appropriately for school. Each program has specific requirements for attire during class, lab, and clinical/externship.

STI I.D. badges must be worn and visible at all times. If lost or misplaced, report immediately to the STI Office. A replacement fee may be charged.

ENTRANCE INTO THE BUILDING

For your safety, all exterior doors are locked at 8:00 a.m. Once I.D. badges are provided, students will scan the badge to enter the building. Once doors are locked, students without I.D.'s must enter through the high school entrance. Student I.D. badges must be visible at all times.

EVACUATION OF THE BUILDING

Evacuation drills are for your protection. The following regulations will be strictly enforced:

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 unauthorized person is in the building or area of the school, notify the STI 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 Evacuation is called and you are ordered to leave the building.

LAB SAFETY

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

LIBRARY INFORMATION

The school library will be open from 7:30 a.m. to 3:00 p.m. Your student I.D. badge must be presented when borrowing books. All regulations of the library must be followed. The length of time materials may be borrowed is determined by the library. Students with overdue materials will be fined. Lost library materials must be paid for by the student.

LOCKERS

Lockers will be assigned to students. Students are responsible to keep their locker clean. All lockers must be cleaned out before the last day of class.

LOST AND FOUND

Items found should be brought to the STI Office.

PARKING REGULATIONS

Students are allowed to drive their automobiles onto school grounds providing they conform to the following:

1. Registration numbers must be listed with the STI Office.
2. Parking permits are issued by the STI Office.
3. Smoking in vehicles on school grounds is prohibited.
4. Students must park in the student parking lot to the left of the school.
5. Students are not allowed to park in spaces at the front of the building.

REPORT STOLEN OR MISSING MONEY OR EQUIPMENT

Should any amount of money, material, or equipment be missing or stolen, a report must be filled out immediately with the STI Director. Such a report should include a complete accounting of the items missing and the circumstances surrounding the loss. STI is not responsible for personal items.

STUDENT COMPLAINTS

A student with a complaint should follow the proper chain of command. Students should report their immediate concerns to their instructor. If the student is not satisfied with the outcome the student should elevate their concern to the Program Director. If the student believes the problem has not been resolved by the Program Director, then the student should make an appointment to meet with the Technical Institute Director.

STUDENT COUNCIL

The STI Student Council is an integral part of the STI. It functions to ensure that the students from all programs are given the opportunity to socialize, promotes citizenship within the school community and the large district community, and student success. The council plans events, fundraisers, and social activities for students and staff members of the STI throughout the year. The council meets monthly during lunch break. Students from all programs are encouraged to participate in Student Council. The representatives may be requested to attend school committee meetings during the school year.

YEARBOOK COMMITTEE

The Yearbook Committee is made up of members of the STI student body and faculty. They assist in the planning and preparation of the STI yearbook.

GENERAL SERVICES

HEALTH SERVICES

The services of a nurse will be available to any student in case of sudden illness or accident during the regular school day and on site at the school. First aid will be administered. First aid is immediate, temporary care and excludes the administration of medication. General health care is not provided by STI.

Each program will have an established policy for determining that the students' health will permit them to meet the program requirements. If health status changes during the program, students will have to provide documentation of their ability to meet program requirements subject to STI's obligations, if any, under Section 504.

PROFESSIONAL LIABILITY INSURANCE

It is mandatory for all Practical Nurse, Dental Assisting, and Medical Assisting students to purchase professional liability insurance through the school. The cost of this insurance is included in the fees for these programs.

SCHOOL INSURANCE

School accident insurance for in-school hours (whether at school or at official externships) is provided to all students at no cost. This insurance may be considered additional coverage that may not be provided for by the student's personal health insurance policies.

STUDENTS NEEDING SPECIAL ACCOMMODATIONS

The student seeking accommodations in his or her educational plan is responsible to provide a written request including substantiating documentation to the STI Director.

“No otherwise qualified person with a disability in the United States shall, solely by reason of disability, be denied the benefits of, be excluded from participating in, or be subjected to discrimination under any program or activity receiving federal financial assistance”.

A person with a disability includes....

“any person who (1) has a physical or mental impairment which substantially limits one or more major life activities, (2) has a record of such impairment, or (3) is regarded as having such impairment.”

A “qualified person with a disability” is defined as one...

“who meets the academic and technical standards requisite to admission or participation in the education program or activity”.

Section 504 protects the rights of qualified individuals who have disabilities such as, but not limited to:

Blindness/visual impairment	Chronic illness, such as:
Cerebral Palsy	AIDS
Deafness / hearing impairment	Arthritis
Epilepsy or seizure disorder	Cancer
Orthopedic / mobility impairment	Cardiac Disease
Specific learning disability	Diabetes
Speech and language disorder	Multiple sclerosis
Spinal cord injury	Muscular dystrophy
Tourette’s syndrome	Psychiatric disability
Traumatic brain injury	

Under the provisions of Section 504

STI may not discriminate in the recruitment, admission, educational process, or treatment of students. Students who have self-identified, provided documentation of disability, and requested reasonable accommodations are entitled to receive approved modifications of programs, appropriate academic adjustments, or auxiliary aids that enable them to participate in and benefit from all educational programs and activities.

Section 504 specifies post-secondary schools may not limit the number of students with disabilities admitted, make preadmission inquiries as to whether or not an applicant has a disability, use admission tests or criteria that inadequately measure the academic qualification of students with disabilities because special provisions were not made, exclude a qualified student with a disability from any course of study, or establish rules, and policies that may adversely affect students with disabilities.

TUTORING

Instructor tutoring is available and can be arranged by contacting the instructor to make an appointment. Each instructor has scheduled times to assist students after class.

Peer tutoring may be available and can be arranged by contacting the instructor. Small group and individual tutoring will be arranged. Peer tutors are students in excellent academic standing who have been selected by the instructor to be peer tutors.

Students are strongly encouraged to ask for tutoring assistance at the first indication that they do not understand what is being taught in class and not wait until they are in danger of failing.

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 of, 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.

Any student smoking on school grounds will be subject to disciplinary action.

EXPOSURE CONTROL POLICY

ACCIDENTAL BLOODBORNE PATHOGEN EXPOSURE TO STI STUDENTS

- I. **Policy:** All Southeastern Regional School District students who sustain a needle stick injury, a cut from a sharp instrument, or a mucous membrane exposure to blood or other body fluids must document the incident by filling out an incident report and by notifying the Externship Supervisor and the Program Director of the incident.
- II. **Immediate First Aid Recommendations:**
If exposure is blood borne:
 1. To skin: wash immediately and thoroughly with soap and water.
 2. To mucous membranes: flush immediately and thoroughly with water.
 3. To eyes: flush copiously with running water for at least 15 minutes.
- III. **Rationale:** To document accidental parenteral or mucocutaneous exposure to blood and body fluids. To provide appropriate post-exposure prophylaxis and counseling to all injured students.
- IV. **Procedure for Reporting:**
 - A. All needle sticks, cuts from instruments or glass contaminated with blood or body fluids, or human bites must be reported immediately by the injured student to his/her Externship Supervisor and the Program Director.
 - B. Blood contamination of open cuts, mucous membranes (e.g. eyes, mouth), or skin areas with severe dermatitis must also be reported by the exposed student.
 - C. A Southeast Regional School District Incident Report Form must be filled out by the student within 24 hours of the incident. The incident report is routed to the school nurse, the STI Director, and the Program Director.
 - D. The following information must be included on the incident report:
 1. Name of source client, if known, with source client permission.
 2. Risk status of source client for all forms of hepatitis and HIV, if known.
The risk assessment must be performed by qualified personnel.
 - E. The injured student, after reporting the incident to the appropriate externship supervisor STI Director, will contact his/her private physician. If the injured student does not have a private physician or if the physician is unavailable, the student shall report to the nearest emergency room. Upon returning to school or externship the student should provide the Program Director with documentation of medical follow-up.
 - F. Injured student must seek immediate medical attention as prophylaxis is most effective (against hepatitis, tetanus, etc.) if given promptly after exposure.
 - G. Routine testing of the source client for hepatitis and HIV is highly recommended but not mandatory.

Student Waiver Clause

As a student, I have read the Exposure Control Policy: Accidental Bloodborne Pathogen Exposure to STI Students. I agree to indemnify and hold harmless the Southeastern Regional School District for any liability, legal or otherwise, incurred as the result of any violations of the policy committed by me. I understand the penalties and disciplinary action that may occur if the Exposure Control Policy is violated.

STUDENTS WILL SIGN BACK PAGE OF BOOKLET

Student Signature

Date

ASBESTOS-CONTAINING BUILDING MATERIALS IN SCHOOLS
EPA Regulation 40 C.F.R. – 763.84

A management plan, with the location and condition of all asbestos-containing building materials in the school buildings, is on file in the Southeastern Regional School District Office, and is available for inspection during normal business hours.

Asbestos and the Southeastern Regional School District

Environmental Protection Agency issued in 1987 under the Asbestos Hazard Emergency Response Act required that we inform you annually in writing that asbestos is present at the Southeastern Technical Institute.

For a good many years asbestos was a generally accepted building material. Over time, awareness developed of the potential hazards of asbestos fibers if released into the air. By the mid-1980's health concerns associated with airborne fibers were widely recognized.

Envirotest Laboratory, Inc. recently performed the required 3-year re-inspection on March 2013. The licensed inspector checked for the presence and condition of all visible asbestos both friable and non-friable. (Friable asbestos is asbestos that can be broken up by hand pressure causing the release of fibers into the air).

The inspector concluded that all visible asbestos frequented by students and staff throughout the school were properly encapsulated and maintained. Envirotest Laboratory, Inc. and the Southeastern Regional School District personnel are very confident that students, faculty, and staff are not exposed to the potential hazards of airborne asbestos fibers.

The Asbestos Management Plan and recent A.H.E.R. a 3-year re-inspection report is available for reading at the office of the Facilities Engineer during normal business hours.

FIREARMS

PROHIBITION AGAINST FIREARMS IN SCHOOLS

Massachusetts General Laws, Chapter 269, Section 10

Whoever, not being a law enforcement officer, and notwithstanding any license obtained by him under the provisions of chapter one hundred and forty, carries on his person a firearm as hereinafter defined, loaded or unloaded or other dangerous weapon in any building or on the grounds of any elementary or secondary school, college or university without the written authorization of the board or officer in charge of such elementary or secondary school, college or university shall be punished by a fine of not more than one thousand dollars or by imprisonment for not more than one year, or both. For the purpose of this paragraph, "firearm" shall mean any pistol, revolver, rifle or smoothbore arm from which a shot, bullet, or pellet can be discharged by whatever means.

In accordance with MGL, CH. 269, S.10, students are prohibited from possessing, using, handling, selling, or transporting any firearms or other weapons on school property or at any school activities. Such prohibition includes certain knives, blackjacks, and other inherently dangerous weapons.

Students in violation of this policy face arrest and prosecution under MGL, CH. 269, S .10, immediate suspension, and possibly an exclusion hearing with the Southeastern Regional School District Committee.

Adopted by the Southeastern Regional School District Committee on November 12, 1991

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, 75 Pleasant Street, Malden, MA 02148-4906.

NONDISCRIMINATION ON THE BASIS OF HANDICAP

Federal law prohibits discrimination on the basis of handicap in educational programs or activities receiving federal financial assistance. In accordance with the requirements of Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990, the Southeastern Regional School District hereby makes notice that it does not discriminate in any educational programs or activities or in employment therein.

In brief, Section 504 states, "No other qualified handicapped individual shall, solely by reason of his/her handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance." Copies of the law may be obtained from Office of Civil Rights, U.S. Department of Health and Human Services, Government Center, J. F. Kennedy Federal Building – Room 1875, Boston, MA 02114.

The Director of Guidance has been designated as the employee responsible for coordinating the Southeastern Regional School District's efforts to implement this nondiscriminatory policy. Any inquiries concerning the application of Section 504 to the practices and policies of the Southeastern Regional School District may be addressed to Director of Pupil Personnel Services at the Southeastern Regional Vocational Technical School, 250 Foundry Street, S. Easton, MA, 02375 or to the Director, Office for Civil Rights, Department of Health/Education/ Welfare, Washington, DC, 20201.

AN ACT PROHIBITING THE PRACTICE OF HAZING

An Act Prohibiting the Practice of Hazing Massachusetts General Law, Chapter 269, Sections 17, 18, and 19

Section 17: Whoever is a principle organizer or participant in the crime of hazing as defined herein shall be punished by a fine of not more than one thousand dollars or by imprisonment in a house of correction for not more than one hundred days, or by both such fine and imprisonment.

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

Section 18: Whoever knows that another person is the victim of hazing as defined in section seventeen and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine of not more than five hundred dollars.

Section 19: Each institution of secondary education and each public and private institution of Post-secondary education shall issue to every student group, student team or student organization which is part of such institution, is recognized by the institution or permitted by the institution to use its name or facilities, known by the institution to exist as an unaffiliated student group, student team, or student organization, a copy of this section and sections seventeen and eighteen; provided, however, that an institution's compliance with this section and sections seventeen and eighteen to unaffiliated student groups, teams, or organizations shall not constitute evidence of the institution's recognition or endorsement of said unaffiliated groups, teams, or organizations.

Each group, team or organization shall distribute a copy of this section and sections seventeen and eighteen to its members, plebes, pledges, or applicants for memberships. It shall be the duty of each group, team, or organization, acting through its designated officer, to deliver annually, to the institution an attested acknowledgment stating that such group, team or organization has received a copy of this section and said sections seventeen and eighteen, that each of its members, plebes, pledges, or applicants has received a copy of sections seventeen and eighteen, and that such group, team, or organization understands and agrees to comply with the provisions of this section and sections seventeen and eighteen.

Each institution of secondary education and each public or private institution of post-secondary education shall, at least annually, before or at the start of enrollment, deliver to each person

who enrolls as a full time student in such institution a copy of this section and sections seventeen and eighteen.

Each institution of secondary education and each public or private institution of post-secondary education shall file, at least annually, a report with the regents of higher education and in the case of secondary institutions, the Board of Education, certifying that such institution has complied with its responsibility to inform student groups, teams or organizations and to notify each full-time student enrolled by it of the provisions of this section and sections seventeen and eighteen, and also certify that said institution has adopted a disciplinary policy with regard to the organizers and participants of hazing, and that such policy has been set forth with appropriate emphasis in the student handbook or similar means of communicating the institution's policies to its students. The Board of Regents and, in the case of secondary institutions, the Board of Education shall promulgate regulations governing the content and frequency of such reports, and shall forthwith report to the attorney general any such institution which fails to make such report.

Students found guilty of hazing will be dismissed from STI.

HARASSMENT POLICY

Position

It is the policy of the Southeastern Regional School District to maintain a learning environment free from harassment because of an individual's race, color, sex, national origin, national origin, sexual orientation, or disability. The Southeastern Regional School District prohibits any and all forms of harassment because of race, color, sex, national origin, sexual orientation, or disability.

Any person who attends this school or any of its functions has the same rights as all other citizens. Harassment creates a climate of fear and hostility that will not be tolerated. Any person, or group of persons, who denies or attempts to prevent a person or persons from availing themselves of the freedom to enjoy these rights will be dealt with as severely as the law permits.

Definition

Racial, sexual, religious/ethnic harassment and violence refers to unwelcome and unwanted behavior related to gender, race, religion, ethnic or disability group that makes the recipient feel afraid, embarrassed, helpless, angry or unsafe, or upsets the recipient to the point that he/she cannot learn, cannot teach, or be effective at school or at his/her job.

Harassment and violence is prohibited between staff members, between staff members and students, between students, and from members of the public directed at students or staff on school property or at school-sponsored events. Some examples of harassment and violence may include, but are not limited to: unwelcome patting, pinching, or physical contact; obscene gesturing or calling someone gay; ethnic or racial slurs; or threats, insults, or assaults against someone due to their gender, race, religion, ethnic group or disability.

Legal Aspects

Title VI of the Civil Rights Act of 1964 prohibits discrimination based on race, color, or national origin. Educational Institutions are responsible for preventing racial discrimination against employees and students. Racial harassment is considered a form of discrimination under this law and a violation of civil rights.

Federal law prohibits discrimination on the basis of disability in educational programs or activities receiving federal financial assistance. In accordance with the requirements of Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990, the Southeastern Regional School District hereby makes notice that it does not discriminate in any educational programs or activities or in employment therein. In brief, Section 504 states, "No otherwise qualified handicapped individual shall, solely by reason of his/her handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance." Under Title IX of the Education Amendments of 1972 and Title VII of the Civil Rights Act of 1964, educational institutions are responsible for preventing sexual discrimination against their students and employees. Sexual harassment is considered to be a form of sex discrimination. If sexual harassment involves a minor student in a school setting, it can be considered a criminal offense under laws relating to child abuse.

A student or a group of students who have been harassed have three options.

1. Complaints through the grievance procedure at their school.
2. Complaints through the Office of Civil Rights or equivalent state agency.
3. Civil suits.

If you are the victim of harassment of any kind please report it immediately!

1. Harassment complaints will be referred to the Director of Guidance who will interview the complainant within two days from the time the report is made.
2. If the problem cannot be resolved to the complainant's satisfaction at the Director of Guidance's level, the incident will be referred to the Principal.
3. If the problem cannot be resolved to the complainant's satisfaction at the Principal's level, the incident will be referred to the Superintendent.
4. If the problem cannot be resolved at that level or at any time, a complaint can be made to the:
Office for Civil Rights
United States Department of Education
John McCormack Building
Room 701
Boston, MA 02109
5. Upon completion of the investigation, all incident reports will be kept on file in the Office of the Superintendent.

Retaliation: Retaliation in any form against any person who files complaints relating to harassment is forbidden. If it occurs it will be considered grounds for dismissal or removal from the educational setting.

Confidentiality: Those involved with harassment investigations will protect the confidentiality of all information relating to the case.

FROM THE OFFICE OF THE SUPERINTENDENT

The Director of Guidance is designated as the employee responsible for coordinating the Southeastern Regional School District's efforts to implement our nondiscriminatory policies. Any inquiries concerning the application of Section 504, Title II, Title VI, or Title IX to the practices and policies of the Southeastern Regional School District may be addressed to the Director of Guidance at the Southeastern Regional Technical School, 250 Foundry Street, South Easton, MA 02375, (508) 230-1200 or to the Office for Civil Rights, United States Department of Education, John McCormack Building, Room 701, Boston, MA 02109.

STI ANTI-HARASSMENT DISCIPLINE CODE

What is Sexual Harassment?

Sexual Harassment in school is unwanted sexual attention from teachers, other adults, students or anyone else the victim may deal with in school or at school-related activities. The range of behaviors including: leering, pinching, grabbing, suggestive verbal comments, and pressure for sexual activity. Attempted rape and rape are the most physically violent forms of Sexual Harassment. Sexual Harassment also carries the message that if the victim does not comply with harasser's demands, there may be retaliation. Incidents of Sexual Harassment may occur only once, sometimes they are repeated; often the situation gets worse if it is not stopped.

The following behaviors are examples of sexual harassment which are not allowed:

- Staring or leering with sexual overtones
- Spreading sexual gossip
- Unwanted sexual comments
- Pressure for sexual activity
- Any unwanted physical contact of a sexual nature

What is Harassment?

Harassment is unwelcome behavior of a physical, written, or verbal nature, which is either repeated or severe, and which creates a hostile, humiliating, intimidating and offensive educational environment. Harassment is a form of discrimination. Harassment can occur staff to student, student to staff, staff to staff.

The following behaviors are examples of harassment which are not allowed:

- Racial slurs/name calling
- Anti-gay comments
- Religious jokes and insults

What are Hate Crimes?

Hate crimes are crimes in which the perpetrator's conduct is motivated, in whole or in part, by hatred, bias, or prejudice against an individual's or group's actual perceived race, color, national origin, ethnicity, religion, sexual orientation, disability, or gender.

The following behaviors are examples of hate crimes which are not allowed:

- Defacing school property with racist markings
- A threat of bodily injury
- Intimidation

What should I do if I'm a victim of sexual harassment, harassment, or hate crimes?

If you are a victim of any type of harassment, talk to an adult in the school as soon as possible. Begin with a person of authority who is closest to the problem. For instance, if a student is harassing you in a classroom, approach the teacher in charge. Explain the incident and ask for help. Avoid solving the problem alone. Remember that you are the one who decides what unwanted sexual attention is and that the purpose of any discipline is to prevent further incidents. All hate crimes should be reported immediately to the principal or closest staff member. Police notification will immediately follow any hate crimes.

How will the school handle the problem?

Because dealing with forms of harassment and hate crimes is a new issue for schools and for our society, any discipline will include an educational component. Sometimes the harasser may not be aware of the effects of harassment on the victim, or there may be some confusion about the difference between flirting and sexual harassment or fooling around and harassment. A little "consciousness-raising" may go a long way. Because this is such a delicate matter, each incident will be handled individually and as confidentially as possible. The purpose of this discipline will be to prevent further incidents. Although there are no set punishments, when they do occur, they may be quite serious. Due to the criminal nature of hate crimes, police notification will be mandatory.

If the STI Director and the advocate determine that harassment has actually taken place, the accused will participate in a discussion on the nature of harassment and hate crimes in schools and the workplace. Further disciplinary action may occur, depending on whether or not this is a first incident and how serious the harassment is.

What are the punishments for sexual harassment, harassment, and hate crimes?

The range of discipline includes:

- Participation in a session(s) on the problem of Sexual Harassment in our culture and in our school.
- Research of other academic work on the topic of Sexual Harassment.
- Apology to the victim.
- Further counseling.
- Suspension.
- Police notification/expulsion.

If the accused harasser is a staff member, the STI Director will establish a hearing similar to one for a student, respecting due process. The range of discipline in this case may include discussions with the STI Director and/or Superintendent; or further disciplinary actions, possibly dismissal, depending on the seriousness and frequency of incidents.

VALOR ACT:

The Valor Act is in accordance with the General Laws of Massachusetts [M.G.L. c. 15A §43(a)]. The VALOR Act II protects students enrolled of the Southeastern Technical Institute from incurring academic or financial penalties as a result of performing military service. A student called to or enlisting in active duty is allowed the option of completing the course(s) at a later date without penalty, or withdrawing from the course(s) 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.

FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT (FERPA) UPDATE FORM

Southeastern Technical Institute
250 Foundry Street
South Easton, MA 02375
Phone: 508-238-1860 Fax: 508-230-1558

General Information

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

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

Additional Information

FERPA coverage includes records, files, documents, and data directly related to students. The same principles of confidentiality must be applied to electronic data and paper documents. You can find more information about FERPA on the U.S. Department of Elementary and Secondary Education's website at: <http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html> or you may contact the U.S Department of Elementary and Secondary Education at the address below:

Family Policy Compliance Office
U.S. Department of Elementary and Secondary Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5920

Notice for Release of Directory Information

The primary purpose of directory information is to allow STI to confirm attendance for employers, health insurance companies, and loan agencies. STI may disclose appropriately designated, "directory information" without written consent, unless you have advised the Institute to the contrary in accordance with the procedures below. If you choose not to release directory information all communications with all third parties and agencies will need to be done through your written request to the STI or in person.

Southeastern Directory Information

- Student Name
- Current Enrollment
- Address
- Telephone Number
- E-mail Address
- Schedule of Classes
- Photograph
- Date and Place of Birth
- Class Standing
- Program of Study
- Dates of Attendance
- Degrees and Awards Received
- Most Recent Previous Educational Institution Attended
- Participation in officially recognized activities

Please select one of the following options:

- STI has my permission to release Directory Information as defined above.
- STI does not have my permission to release my Directory Information.

Printed Name _____

Signature _____ Phone _____ Date _____

Southeastern Regional School District Student Network Acceptable Use Guidelines

Referring Policy: School Committee Acceptable Use Policy

These procedures are applicable to all student use of Network and Internet systems while using school district property at any location or during school activities at any location.

All use of educational technology must be in support of education and research and be consistent with the mission of the district. In addition, educational technology may only be used in a manner consistent with federal and state law, license agreements and district policy.

Access

Network and Internet access is a privilege which requires a high level of personal responsibility and may be denied due to inappropriate use. Inappropriate use shall include but not be limited to:

1. Using the district system for commercial and/or personal or political purposes.
2. Using the system to transmit inaccurate information.
3. Using the system to send, receive or view objectionable material.
4. Damaging the security system.
5. Using another individual's system account.
6. Forging or attempting to forge electronic mail messages.
7. Attempting to read, delete, copy or modify electronic mail of other system users.
8. Attempting to read, delete, copy or modify other user's files.
9. Downloading of any executable files.
10. Exceeding resource quotas or disk usage quotas.
11. Vandalizing the system.
12. Violating the copyright laws.
13. Failing to follow network etiquette procedures.
14. Submitting false or misleading information to obtain or retain access to the system.
15. Accessing the system in any manner inconsistent with the mission of the school district.
16. Interfering with official school district communications.
17. Uploading of any music files or video files to the networks that are not part of an educational assignment.

The network administrators may withdraw access at any time as required. The administration, faculty and staff of the district may request the network administrator to deny, revoke or suspend specific system user access.

Students under the age of 18 must have the written approval of a parent or guardian. A signed Individual System User Release Form must be on file with the district. Student privileges will be granted only for one academic year. Access privileges will be indicated on the student's ID card. A signature on the Individual System User Release Form indicates that the person signing the permission form has read and understood any supplemental information which may be provided with the permission form.

Security and Usage Guidelines

Appropriate language will be used in electronic mail and other electronic communications.

System users will be respectful of others' opinions.

System users will not seek information on, obtain copies of, or modify files, other data, or passwords belonging to other system users, or misrepresent other system users, or attempt to gain unauthorized access to the system.

Communications may not be encrypted so as to avoid security review.

Personal information such as addresses and telephone numbers will remain confidential when communicating on the system. Students will never reveal such information without permission from their teacher or other adult.

Students will never make appointments to meet people in person that they have contacted on the system without district and parent permission.

Students will notify their teacher or other adult whenever they come across information or messages that are dangerous, inappropriate or make them feel uncomfortable.

All Internet account holders are responsible to notify a system administrator or school administrator promptly upon discovery of any suspected security breach.

The district unconditionally reserves the right for authorized personnel to review system use and file content. The district reserves the right to remove a system user account on the system or to disconnect any system user to prevent unauthorized activity.

Copyright

One of the most important issues to be addressed and taught to students is the issue of copyright and the related areas of trademark and licensing.

System users may download material for their own use in accordance with applicable copyright laws, district policy and administrative regulations. The Fair Use doctrine <http://www.copyright.gov/fls/fl102.html> allows an individual to reproduce portions of copyrighted work for non-commercial purposes, in some instances. Reproduction beyond fair use requires the permission of the copyright holder or authorized person. The permission must be specified in the document or must be obtained directly from the author in accordance with applicable copyright laws, district policy and administrative regulations. Violations of copyright law could lead to civil liability with excessive penalties.

Liability

Access by the district to the system will be through the establishment of individual accounts. The use of the accounts constitutes acceptance of the account and agreement by the system user to abide by the rules of conduct and to assume responsibility for the content of that account.

The district does not warrant that the functions and services performed by or the information or software contained in the educational technology resources will meet the system user's requirements or that the system will be uninterrupted or error-free, or that defects will be corrected. The district's system is provided on an "as is, as available" basis. The district does not make any warranties, whether expressed or implied including, without limitation, those of merchantability and fitness for a particular purpose with respect to any services provided by the system and any information or software contained therein.

Student permission forms shall include a provision that the student and his/her parents or guardians will hold the district harmless from student violations of copyright laws, software licensing requirements, student access of inappropriate materials, violations by the student of others' rights to confidentiality, free speech and privacy, and damage to systems accessed by the student.

Discipline

Appropriate discipline for student violations will be determined by the principal or the principal's designee. Violations of the acceptable use guidelines, any district policy or procedure, or any federal or state law, rule or regulation may result in disciplinary action up to and including expulsion. Disciplinary action will be taken in a manner consistent with the student discipline policy. Violations which may be criminal will be referred to appropriate law enforcement officials.

Southeastern Regional School District Technology Responsible Use Agreement

Purpose

The purpose of this policy is to set forth the guidelines and expectations for the responsible use of technology by students, staff and teachers in order to provide a safe, appropriate and effective learning environment for all at the Southeastern Regional School District.

In order to achieve this purpose we understand that both the individuals using technology and the School have certain responsibilities.

For the Individuals Using Technology

1. We expect the exercise of personal integrity and responsibility.
2. We expect students to master certain social-emotional skills in order to maintain ethical use of such technology.
3. We expect students to avoid computer activities which interfere with the learning process.

For the School

1. Our goals are (a) to provide access to educational tools, resources, and communication and (b) to encourage innovation and collaboration.
2. Our policies are intended to promote the most effective, safe, and productive instructionally sound uses of these tools.

Expectations & Rules

Responsible use of S.R.S.D.'s technology resources is ethical, respectful, academically honest and supportive of the school's mission. Some activities are expressly prohibited by law; other activities are inappropriate as defined by the administration of the school. The following rules are intended to clarify expectations for conduct, but should not be construed as all-inclusive, as we cannot outline every possible permutation of student behavior with technology. We require students to use technology in accordance with general expectations for appropriate student behavior as outlined in this document and the honor code.

Violating any portion of this agreement may result in disciplinary review, including possible suspension or expulsion from S.R.S.D. and/or legal action. S.R.S.D. will cooperate fully with law enforcement officials in any investigation related to any potentially illegal activities conducted through our network. The school reserves the right to apply disciplinary consequences for computer-related activities conducted off-campus if such activity adversely affects the safety or well-being of students or other members of our community or constitutes behavior embarrassing to the school.

Online Behavior

- I understand that as a member of the S.R.S.D. community, my actions could reflect on the school. In all of my online communication, I will be respectful and polite. This includes, but is not limited to: email, chat, instant-messaging, texting, gaming and social networking sites.
- If I am uncertain whether a specific computer activity is permitted or appropriate, I will ask a teacher, administrator or the technology department before engaging in that activity.

Privacy

- I will not share any of my passwords with anyone or use anyone else's passwords. If I become aware of another individual's password, I will inform that person or a member of the technology staff.
- I will be ethical and respect the privacy of others throughout the S.R.S.D. network and internet and will not share or access others' folders, files or data without authorization.
- I understand that S.R.S.D. has the right to look at any data, email, logs or files that exist on the network or on individual computers without the prior consent of system users. In addition, S.R.S.D. reserves the right to view or remove any files on the network without prior notice to users.
- I will not share or post online personally identifying information about any members of the S.R.S.D. community without permission (addresses, phone numbers, email addresses, photos, videos, etc.)
- I will not make and/or post photo, audio or video recordings of another student, teacher or S.R.S.D. event without permission.

Use of School Technology Resources

- I will not play games, instant-message or access music or videos at school, unless it is part of the curriculum or is authorized by a teacher/division.
- I will use the S.R.S.D. network space only for school-related activities.
- I will not use my S.R.S.D. email account to send out mass unsolicited messages or to forward chain letters, joke collections or other objectionable materials. I will not use S.R.S.D. technology resources for commercial activity or to seek monetary gain.
- I will not deliberately perform any act which will negatively impact the operation of anyone's computers, printers or networks.
- I will not use file-sharing or music downloading software such as Bit torrent or LimeWire while on the S.R.S.D. network.
- I will make an effort to keep my computer free from viruses and other destructive materials. If my computer is accidentally infected, I will seek help from the technology department.
- I will not store, transfer, or use software or settings for hacking, eavesdropping, network administration/monitoring or network security circumvention.
- I will not install or boot to non-approved operating systems on S.R.S.D. computers.

Cyber Bullying

- Cyber Bullying is when the Internet, cell phones or other devices are used to send or post text or images intended to hurt or embarrass another person.
- I will not intentionally hurt or embarrass another person or group with my technology use as described above.
- I will notify a counselor, teacher, or technology department member immediately if I become aware of any behavior that may hurt or embarrass another person or group through the use of technology,

Obscene or Inappropriate materials

- I will not search for (or download) any material that is offensive, lewd, or pornographic. (Offensive material is pro-violence, hateful, discriminatory, or anti-social. An exception to this policy is granted for teacher-assigned research projects.)

- If I mistakenly access inappropriate information, I will notify a teacher or staff person immediately.

Copyright & Plagiarism

- I will properly cite any resources that I use in my school-work.
- I will not plagiarize from any sources. (Plagiarism is taking someone else's writing, images or idea and presenting it as your own.)
- Except for "educational fair use" as defined by a teacher, I will not copy, save, or redistribute copyrighted material (files, music, software, etc.) Users should assume material is copyrighted unless it is stated clearly to the contrary.

Personally Owned Computer Equipment & Devices

- Equipment not approved by the technology department shall not be allowed to connect to the S.R.S.D. network. This includes, but is not limited to: cell phones, iPods, and non-S.R.S.D.laptops/tablets.
- Connecting to other networks while on campus is prohibited. This includes using cell phones to connect S.R.S.D. laptops/ tablets to the Internet (Hot Spots).

Limitation of Liability

S.R.S.D. takes precautions to restrict access to objectionable material online, but it is not possible to have full control over access to resources and materials on the internet. S.R.S.D. reserves the right to block content that negatively impacts the academic performance of students. S.R.S.D. cannot guarantee that network services will be without error. The school will not be responsible for any lost data or interrupted service caused by malfunction, negligence, or omission. S.R.S.D. is not responsible for the accuracy or quality of information obtained through the network. The school will not be responsible for financial obligations arising from unauthorized use of the network.

Please note:

Any concerns regarding student or faculty use of technology may be confidentially reported to the Director of Educational Technology in addition to the resources mentioned above.

Social Media Guidelines:

Students must be aware that upon entering a profession of trust they must maintain the standards of the profession. Social media is a viable communication avenue; however, the appropriate use of social media is essential for professional practice. All policies related to HIPAA, patient confidentiality, and harassment contained within the STI Student Handbook and Catalog also apply to all communication via social networking sites. The taking of photographs or capturing digital images of any kind in a clinical patient care unit, within a clinical facility, within a classroom, or in a lab setting is allowed only with the permission of the instructor and must follow specific agency policies.

Information posted on a social networking site or transmitted via email that leads to the identification of patients/clients or reveals confidential information is a serious breach of professional conduct. Any references to patients by a Dental Assisting, Medical Assisting, or Practical Nurse student, that could result in identification of specific individuals is prohibited even if a HIPAA violation has not occurred.

Limiting access to postings through privacy settings is not sufficient to ensure privacy. Students must be aware that social network privacy settings can be breached which could result in the printing and distribution of personal postings. Potential employers, patients, families, coworkers, fellow students, and faculty may gain access to postings without the student’s knowledge or permission. Therefore, students are held accountable for all postings. Disciplinary action, up to and including dismissal from the program, will be imposed upon students who violate the social networking guidelines.

Student

I understand and will abide by the Southeastern Regional School District Network Acceptable Use Guidelines and by the Southeastern Regional School District Technology Responsible Use Agreement. I further understand that any violation of the guidelines is unethical and may constitute a criminal offense. Should I commit any violation, school disciplinary action and/or appropriate legal action will be taken.

Signature: _____

Printed Name: _____

School: _____

Date: _____

This agreement must be retained on file by the school office and is valid only for the school year in which it is signed.

STUDENT SIGNATURE PAGE

I, _____ have read, acknowledge, and abide
Print name here
by all information in the STI Student Handbook, and the individual program policies.

Signature

Date

STUDENT EXPOSURE CONTROL POLICY WAIVER CLAUSE

As a student, I have read the Exposure Control Policy: Accidental Bloodborne Pathogen Exposure to STI Students. I agree to indemnify and hold harmless the Southeast Regional School District for any liability, legal or otherwise, incurred as the result of any violations of the policy committed by me. I understand the penalties and disciplinary action that may occur if the Exposure Control Policy is violated.

Signature

Date

STUDENT WAIVER CLAUSE

As a student, I have read the Internet Use Policy. I agree to indemnify and hold harmless the Southeastern Regional School District for any liability, legal or otherwise, incurred as the result of any violations of the policy committed by me. I understand the penalties and disciplinary action that may occur if the Internet policy is violated.

Student Signature

Date

STUDENT ATTENDANCE POLICY

As a student, I have read and I understand the STI attendance policy. I understand that if my unexcused absences, tardiness or dismissals go beyond the days or hours outlined within the student handbook; I will be dismissed from my program for excessive absenteeism. Furthermore, I understand that if I exceed my clinical/externship absence limit, I may be referred for dismissal from the program or with the Program Director's approval, I will need to pay for additional clinical/externship hours (based on program and instructor availability) to fulfill the program requirements of my program.

Student Signature

Date

STUDENT PHOTO/VIDEO RELEASE

As a student, I understand that I may be photographed or video taped during school and school related events, such as but not limited to: Open Houses, Graduation, clinical experiences, Student Council events, community service activities, etc. I give my consent for the Southeastern Regional School District to use these photographs or videos for educational, public relations, or informational purposes.

Student Signature

Date

Students must sign this page and return to instructor.