



Continuing Education

Catalog and Student Handbook 2024-2025

10/21/24

“This catalog is true and correct in content and policy.”

Patricia Allsley

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 Evening Office:	Amy Thomson	(508) 230-1575
STI Evening School Director	Nelia Braga	(508) 230-1296
STI Director:	Patricia Illsley	(508) 230-1374

Table of Contents

Electricity Tier Program.....	3
Plumbing Tier Program	4
Alcohol, Drug, & Tobacco Policy	6
Sale and/or Distribution of Illegal Drugs	6
Anti-Discrimination and Student Privacy	6
Attendance.....	7
Conduct Policy.....	7
Discipline Definitions.....	7
Emergency Procedures	8
Equipment.....	8
Parking.....	8
Phones.....	8
Refund Policy.....	8
School Cancellations	8
Student Concerns and Complaints.....	9
Student Grievance Policy and Procedure.....	9
Personal Searches of Students Conducted by Public School Officials and Employees	10
Veterans Information.....	11
Valor Act	11
Veterans Benefits and Transition Act of 2018 S.2248 Section 103.1.(b).....	11
The Veterans Access, Choice and Accountability Act of 2014 as amended by PL 116-315 § 1005.....	11

Electricity Tier

Apprentice Electricians in the Commonwealth of Massachusetts are required to complete the following Tier courses in preparation for application for a Journeyman and/or Master Electrician license as outlined in Massachusetts Electrical Code & Amendments (527 CMR 12.00)

Electricity Tier I 150 Hours

The Tier I course provides students with an introduction to DC and AC Theory. The National Electrical Code Applications for AC & DC theory are covered.

Electricity Tier II 150 Hours

The Tier II course covers calculations and requirements for branch circuits, as well as feeder and service. The topics of electrical bonding and grounding, ground path theory, and conductor selection and overcurrent protection will be covered.

Electricity Tier III 150 Hours

Students in Tier III will cover motors and controls, transformers, low voltage systems and controls. Fire Warning and Security systems, as well as fiber, data, and communications wiring and systems. A focus will be the use of the code book tables and examples, the Massachusetts Electrical Code & Amendments (527 CMR 12.00), and Massachusetts Laws and regulations pertaining to electrical wiring.

Electricity Tier IV 150 Hours

The topics introduced in Tier IV include wiring methods, conduct of electricians and apprentices including inspection requirements, and job site & electrical safety. The Tier IV provides a review of the following topics from Tier 1 – 3;

- DC Theory,
- AC theory,
- National Electrical Code application of AC & DCE Theory,
- Calculations and Requirements for branch circuits,
- Feeder and service,
- Electrical bonding and
- Grounding and Ground path theory,
- Conductor selection and overcurrent protection,
- Motors and controls.
- Transformers
- Low voltage systems and controls
- Fire warning and security systems
- Fiber, data and communication wiring and systems
- Use of code book table sand examples
- Massachusetts Electrical Code and Amendments (527 CMR 12.00)
- Massachusetts Law and Regulations pertaining to Electrical wiring

Plumbing Tier

Apprentice Plumbers in the Commonwealth of Massachusetts are required to complete the following Tier courses in preparation for application for a Journeyman and/or Master Plumber license as outlined in 248 CMR: board of State Examiners of Plumbers and Gas Fitters.

Plumbing Tier I Journeyman Year 1

110 Hours

The Tier I course provides students with an Introduction to plumbing, as well as safety and Installation practices. Students are provided with an overview of the education and experience requirements required to obtain plumbing license as outlined in 248 CMR and 11.0. Lessons will include the materials, tools, joining methods, valves and devices used in plumbing. Residential blueprint reading and math used in the plumbing traded will be covered.

Plumbing Tier II

110 Hours

The Tier II begins with drainage systems, building sanitary waste and venting systems, allowable materials and approval procedures. It continues with plumbing traps, cleanouts, and plumbing code. The course covers potable water supply and gas fitting. Blueprint reading and math are continued in this tier.

Plumbing Tier III

110 Hours

Students in Tier III will continue with venting, drainage, and water supply. Testing and safety, storm drains, gas code, and fixture installation are covered.

Plumbing Tier IV

110 Hours

The Tier IV course provides students with an understanding of Massachusetts State Plumbing Code as it relates to; gas code, general provisions, scope and jurisdiction, drainage piping, water supply, fixture installations, hospital fixtures, manufactured homes and construction trailers, public and semipublic swimming pools, and vacuum drainage system.

Plumbing Tier V

110 Hours

Tier V students participate in an intense review of plumbing and gas code. Business related costs are also discussed.

Alcohol, Drug, and 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.

Tobacco Policy

Policy pertaining to the conduct of teachers and students Chapter 71 Section 37h of the Massachusetts General Law prohibits 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.

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.

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.

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.

Conduct Policy

Classroom behavior should be such that it does not interfere with other 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:

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

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.

Withdrawal: Student is permanently terminated from the program.

Emergency Procedures

Emergency procedures can be found in the Southeastern Regional Vocational Technical High School Emergency Procedures Manual. This flipchart can be found in each classroom, lab, and shop area and describes the procedures to be followed in case of a fire drill, evacuation, etc. Instructors and students should familiarize themselves with the location of and procedures within the flipchart. Instructors are provided a copy of the flipchart in their red binders.

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. School equipment is not to be removed from the classroom or shop area.

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. In an emergency phone calls can be received in the STI Evening School Office ((508) 230-1575) and the message brought to students or staff.

Refund Policy

All refund requests must be made in writing and sent to the STI Director, Patricia Illsley c/o Amy Thomson at athomson@sersd.org to submit for approval. Refunds may take as long as 4-6 weeks to process.

Class is canceled, or student withdraws one week before the start of class	100% refund
Student cancels within one week of the start of class	80% refund
After first class	0% refund

Textbook charges are nonrefundable.

School Cancellations

In case of severe weather or any other circumstances warranting the closing of school, students can utilize the methods below for notification and updates. The cancellation of day classes does not mean that evening classes are also cancelled.

- Students will receive a text and/or email from the STI through the Populi student information system.
- Call the STI Weather Line at 508-230-1297, ext. 6, for delay and cancellation updates.
- STI's Facebook page: <https://www.facebook.com/SoutheasternTech.STI/>
- Radio: WRKO (680 AM), WBZ (1030 AM), WXBR (1460 AM)

- Listen for an announcement specifically for the Southeastern Regional Vocational Technical High School. If the high school is cancelled, STI day classes are also cancelled, evening classes will be announced separately.
- 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 cancelled, STI day classes are also cancelled, evening classes will be announced separately.

Student Concerns and Complaints

Students who have a concern or complaint related to class should speak directly to their instructor. If the concern is not addressed students can make an appointment with the STI administration. Appointments can be made through the Amy Thomson in the evening school office (athomson@sersd.org).

Student Grievance Policy and Procedure

1. Purpose:

Students should have the means by which their concerns may be expressed, considered, and dealt with in a fair and equitable manner. The Student Grievance Policy provides guidance and identifies procedures for addressing student complaints and grievances in order to reach a fair and appropriate resolution.

2. Definitions

- 2.1. Complaints – an informal statement (written or verbal) that a situation is unsatisfactory or unacceptable
- 2.2. Grievance – a formal written complaint detailing the violations of a policy or procedure

3. Policy

- 3.1. Southeastern Technical Institute (STI) recognizes and supports the student’s right to make a complaint or grievance for any incident, which he or she believes to be a violation of STI policies and procedures. All such grievances will be given a fair hearing by STI personnel.
- 3.2. STI encourages students to address concerns or complaints on an informal basis whenever possible. The majority of issues can be resolved in this manner. In the event that an attempt at an informal review of the matter does not result in a satisfactory outcome, the student may choose to submit a grievance.
- 3.3. Eligible grievances are those that occurred while a student was officially enrolled at STI.
- 3.4. Students wishing to file a grievance must do so in writing within ten (10) business days of the alleged incident to allow for timely review of the complaint and related details.
 - 3.4.1. In the event of extenuating circumstances, the administration may choose to entertain a grievance, which is submitted after ten (10) days, but is under no obligation to do so. The decision to extend the time for any particular grievance in no way obligates the administration to any future exceptions for other grievances.
- 3.5. The Director of the STI, or designee, will receive the grievance and ensure that the procedures outlined in this policy are followed.
- 3.6. The Director of the STI, or designee, will provide a written response within 15 business days.
- 3.7. All grievances and subsequent actions shall be thoroughly and appropriately documented
- 3.8. Any form of retaliation against a student who files a grievance is expressly forbidden by the STI.

4. Procedures

- 4.1. Procedures for Complaints

- 4.1.1. A student should attempt to resolve all minor questions, concerns, or complaints directly with instructors, staff members, or administrators.
- 4.1.2. If the student is unable to come to a satisfactory resolution the student should consult with the Program Director or Lead Teacher.
- 4.1.3. If the student is still unable to come to a satisfactory resolution they should bring the issue to the Director of the STI.

4.2. Procedures for Grievances

- 4.2.1. Grievances must be submitted to the Director of the STI in the form of a written letter and must contain the student's name, written account of the complaint(s), the requested outcome of the grievance, and any supporting documentation.
 - 4.2.1.1. The Director of the STI will conduct an investigation in order to gather all of the information related to the grievance. Additional information may be requested from the student filing the grievance, instructors or staff members involved in the issue.
- 4.2.2. The Director of the STI will conduct a hearing to review the written documents and to allow all parties to present information.
- 4.2.3. Upon hearing and reviewing all of the information presented, the Director of the STI will make a decision and inform the student, staff members involved, and the Superintendent of the decision in writing.

5. Appeal

- 5.1. The student may appeal the decision of the Director to the Superintendent of the Southeastern Regional School District. The Superintendent will review the appeal and inform the student, staff members involved, and the Director of the STI of their decision in writing.

6. Complaints

- 6.1. Students have the right to forward complaints, questions, or problems with the school that have not been resolved to their satisfaction to the Massachusetts Department of Elementary and Secondary Education (DESE), Educator and School Development Division, Office for Career/Vocational Technical Education, 75 Pleasant Street Malden, MA 02148-4906 Tel. 781-338-3955 / Fax 781-338-3950 and/or to the Council on Occupational Education (COE) 7840 Roswell Road Building 300, Suite 325 Atlanta, GA 30350, 880-917-3898, Fax 770-396-3790, Website www.council.org

7. Documentation

- 7.1. All documentation related to the student grievance, including the initial request for review, additional documentation acquired, and related response letters will be kept in the Director of the STI's office. This file will be kept for a period of seven (7) years.

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.

Personal Searches

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.

Veterans Information

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.

Veterans Benefits and Transition Act of 2018 S.2248 Section 103.1.(b)

- A Covered Individual is any individual who is entitled to educational assistance under chapter 31, Vocational Rehabilitation and Employment, or chapter 33, Post-9/11 GI Bill® benefits. GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at <https://www.benefits.va.gov/gibill>.
- STI ensures that there will not be a penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities or the requirement that a covered individual borrow additional funds, on any Covered Individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under chapter 31 or 33.
- STI will permit any Covered Individual to attend or participate in the course of education during the period beginning on the date on which the individual provides to STI a certificate of eligibility for entitlement to educational assistance under chapter 31 or 33 a "certificate of eligibility" can also include a "Statement of Benefits" obtained from the Department of Veterans Affairs' (VA) website – eBenefits, or a VAF 28-1905 form for chapter 31 authorization purposes) and ending on the earlier of the following dates:
 - The date on which payment from VA is made to the institution.
 - 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility.

Title 38 USC 3679 (c)

The Veterans Access, Choice and Accountability Act of 2014 as amended by PL 116-315 § 1005

- For courses, semesters, or terms beginning after August 1, 2021, **public institutions of higher education** must charge qualifying veterans, dependents, and eligible individuals tuition and fees at the rate for in-state residents. Any institution not meeting this requirement will be disapproved by the U.S. Department of Veterans Affairs (VA) for the Post-9/11 G.I. Bill and the Montgomery G.I. Bill.
- As amended, 38 U.S.C. 3679(c) requires that the following individuals be charged the in-state resident rate:
 - A veteran using educational assistance under either Chapter 30 (Montgomery GI Bill® –

Active Duty Program), Chapter 31 (Vocational Rehabilitation) or Chapter 33 (Post-9/11 G.I. Bill), of 38 U.S.C. who lives in the state in which the institution is located (regardless of his/her formal state of residence).

- Anyone using transferred Post-9/11 G.I. Bill benefits (38 U.S.C. § 3319) who lives in the state in which the institution is located (regardless of his/her formal state of residence).
- Anyone described above while he or she remains continuously enrolled (other than during regularly scheduled breaks between courses, semesters, or terms) at the same institution. The person must be using educational benefits under Chapter 30, Chapter 31 or Chapter 33 of 38 U.S.C.
 - Anyone using benefits under the Marine Gunnery Sergeant John David Fry Scholarship (38 U.S.C. § 3311(b)(9)) who lives in the state in which the institution is located (regardless of his/her formal state of residence).