

SOUTHEASTERN TECHNICAL INSTITUTE

STUDENT HANDBOOK

2025-2026

SUCCESS



TRAINING



INSPIRATION



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



Our mission is to transform students into lifelong learners, and transition graduates into entry-level positions within the career field.

GOALS AND OBJECTIVES

To provide a high quality and educationally sound environment that includes the essential components of industry, state and national approval and accreditation standards.

- *Curriculum is aligned to correlate with state, national, and industry standards on an annual basis.*
- *Curriculum is constructed so that it is scaffolded, both horizontally and vertically, within didactic and laboratory courses.*
- *Students are prepared to meet state, national, and industry credentialing standards.*

To provide active learning opportunities throughout the curriculum to allow students to develop proficiency of concepts and skills.

- *The educator creates active learning environments to support the acquisition of concepts, skills, and knowledge.*
- *Students have multiple opportunities to develop and apply learning experiences that align with industry standards.*
- *Students apply skills and knowledge in simulated or actual work settings.*

To ensure students are prepared for industry, state, and national credentialing examinations.

- *Through rigorous sequencing of curriculum, students are mentored through the credentialing process.*
- *Multiple assessment methodologies are utilized to aid in student preparation for credentialing examinations.*
- *Students have the opportunity to sit for program specific credentialing when appropriate.*

To prepare students for employment through the development of employability and career readiness skills, while emphasizing professional and ethical standards.

- *Students are prepared to become ethical and professional members of their career and technical field.*
- *Students develop the career readiness and job search skills necessary to obtain and maintain employment.*
- *Students are encouraged and assisted to acquire an entry level position within their profession.*

SOUTHEASTERN TECHNICAL INSTITUTE

Program Accreditation and Approval

Southeastern Technical Institute is accredited by the Commission of the Council on Occupational Education

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

Telephone: 770.396.3898, Fax: 770.396.3790, www.council.org

Massachusetts Department of Elementary and Secondary Education

Office for Career/Vocational Technical Education

75 Pleasant Street, Malden, MA 02148-4906

Telephone: 781.338.3000, Fax: 781.338.3950, www.doe.mass.edu

The Cosmetology Program is approved by:

Commonwealth of Massachusetts, Division of Professional Licensure

Board of Cosmetology

1000 Washington Street, Boston, Massachusetts 02118

Telephone: 617.727.9940, www.mass.gov

The Dental Assisting Program is accredited by:

American Dental Association

Commission on Dental Accreditation

211 East Chicago Avenue, Chicago, IL 60611

Telephone: 800.621.8099, www.ada.org

The Electricity Program is approved by:

Commonwealth of Massachusetts, Division of Professional Licensure

Board of State Examiners of Electricians

1000 Washington Street, Boston, Massachusetts 02118

Telephone: 617.727.3074, www.mass.gov

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

9355-113th Street North, #7709, Seminole, FL 33775-7709

Telephone: 727.210.2350, www.caahep.org

The Practical Nurse Program has full approval status granted by:

Massachusetts Board of Registration in Nursing

Division of Health Professions Licensure

Department of Public Health

250 Washington St, Boston, MA 02108

Telephone: 800.414.0168, www.mass.gov

This handbook is not intended to be a complete statement of all procedures, policies, rules, and regulations. STI reserves the right to change, without notice, the content in this document.

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Welcome Statement

Welcome to Southeastern Technical Institute. Congratulations on becoming part of our 55 year tradition of transforming students into lifelong learners. Our faculty and staff are passionate about their chosen professions and are committed to student success. We strive to offer innovative programs preparing students for successful and fulfilling careers. STI offers rigorous programs of study while maintaining a high standard of academic integrity.

The STI Student Handbook serves as a resource for institutional and academic guidelines. It clarifies the values and standards we hold as an educational community. The Student Handbook sets forth the expectations for students working in partnership with faculty and staff. Thank you for choosing Southeastern Technical Institute.

Southeastern Regional School District Members

School Committee

Christine Gaze, Chair	Mansfield
Gerson Monteiro, Vice Chair	Brockton
Tony Branch	Brockton
Andrew Heath	East Bridgewater
Kelsie Harrington	Easton
Jennifer Sousa	Foxborough
Barbara Kaplan	Norton
Ron Goldstein	Sharon
Robin Zoll	Stoughton
Jessica Aldred	West Bridgewater

Administration

Holly McClanan, J.D.	Superintendent
Kevin Lazaro, MBA	Executive Director
Angela Pasquantonio, MSN, RN, BC	Practical Nurse Program
Nelia Claudino, MS	Vocational Direct

SOUTHEASTERN TECHNICAL INSTITUTE CALENDAR 2025—2026

LABOR DAY	Monday	September 1, 2025
Teachers Report—Staff PD	Tuesday—Wednesday	September 2—3, 2025
First Day of School for Students*	Thursday	September 4, 2025
OCTOBER HOLIDAY	Monday	October 13, 2025
VETERANS' DAY (observed)	Tuesday	November 11, 2025
THANKSGIVING RECESS	Wednesday—half day Thursday—Friday	November 26, 2025 November 27—28, 2025
WINTER RECESS	Wednesday—Monday	Dec. 24, 2025—Jan. 5, 2026
STI Winter Graduation	Wednesday	January 7, 2026
MARTIN LUTHER KING, JR., DAY	Monday	January 19, 2026
PRESIDENTS' DAY	Monday	February 16, 2026
FEBRUARY RECESS**	Monday—Friday	February 16—20, 2026
No School	Friday	April 3, 2026
SPRING RECESS	Monday—Friday	April 20—24, 2026
MEMORIAL DAY	Monday	May 25, 2026
STI Graduation	Thursday	June 11, 2026
Practical Nurse Graduation	Thursday	June 18, 2026
Tentative Last Day of School*	Wednesday	June 17, 2026
Reserved for Make-up	Thurs.—Thurs.	June 18, 22, 23, 24, 25, 2026
JUNETEENTH	Friday	June 19, 2026

* Students Report to School on these days

** Dental Assistant, Machine Tool Tech., Medical Assistants, Practical Nurse are the ONLY programs with this time off. If there are no school cancellations, the 185 days will be adjusted and the last day of school will be June 17, 2026.

Approved by the School Committee on April 8, 2025 revised October 14, 2025

Attendance Policy

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 them to attend class and schedule time for study. Outside employment must be scheduled so as not to interfere with academic and/or clinical hours.

Absences/Tardiness/Dismissals

1. A student who misses ten (10) school hours in a semester will be issued a written warning with a copy forwarded to the STI Director.
2. A student who misses twenty (20) school hours in a semester will meet with the STI Director and Program Director. The STI Director will place the student on written probation with the understanding that if the student misses a total of ten (10) more school hours the student will be dismissed from the program for excessive absences greater than 5% of the semester hours.
3. A student who misses thirty (30) school hours in a semester will meet with the STI Director. The STI Director will dismiss the student from the program with a written program dismissal for excessive absences greater than 5% of the semester program hours.

Extenuating Circumstances

Students who miss time due to a death in the family, hospitalization, or an extended or chronic health issue, have an opportunity to request consideration due to extenuating circumstances. A determination will be made by the STI Director on a case by case basis. The decision of the STI Director is final. Students must be aware that any absence interferes with their ability to successfully meet program requirements and outcomes.

Clinical/Externship/Lab Absence

All clinical/externship/lab absences require makeup. However, hours absent may remain as missed time. Students who are not present during clinical/externship/lab must meet with the Program Director/lead teacher. Mandatory makeup requirements to meet missed expectations may be in a variety of modalities. Students may be responsible for an associated fee related to clinical/externship/lab makeup. See individual program handbook.

Tardiness and Dismissal

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 in the morning, from break, or from lunch, 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 will be charged one (1) full hour increments for any fraction of an hour for tardiness or dismissal during class or lab time.

Attendance Procedure

Students are required to call to report absence or tardiness. 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:

Cosmetology	508.230.1575
Culinary Arts	508.230.1575
Dental Assisting	508.230.1338
Electricity	508.230.1575
Heating, Ventilation, Air Conditioning & Refrigeration	508.230.1575
Machine Tool Technologies (Advanced Manufacturing)	508.230.1376
Medical Assisting	508.230.1337
Metal Fabrication and Joining Technologies	508.230.1575
Plumbing	508.230.1575
Practical Nurse	508.230.1297

Leave your name, the program you are attending, and your reason for being absent on the voice mail. Students at a clinical/extern site need to follow program protocol as outlined in the individual program handbook.

Delayed School & No School Notice

In case of severe weather or any other circumstances warranting the delay or closing of school, students can utilize the methods below for notification and updates. In the event of a delay, please refer to individual program handbooks for specific information. Day or evening cancellations are made separately, the cancellation of one does not guarantee the cancellation of the other.

- Students will receive a text and/or email from Populi.
- Updated information will be posted to the STI Populi homepage
- TV: Channel 4, Channel 5, Channel 7
 - Listen for an announcement specifically for the Southeastern Regional Vocational Technical High School
- Call 508-230-1297, ext. 6, for delay and cancellation updates.

Transfer of Credit Policy

Transfer of Credit from other Institutions

Southeastern Technical Institute allows for the transfer of credits earned at another institution if that institution is accredited by an agency recognized by either the U. S. Department of Education or the Council for Higher Education Accreditation, and the previous credits earned are comparable to those offered in the STI program in which the student seeks to enroll.

Transfer credit will only be considered for the following courses:

Medical Assisting Program

Pharmacology I & II

Anatomy & Associated Terminology I & II (to earn transfer credits students must transfer in all of the following courses – Anatomy & Physiology 1 & 2 and Medical Terminology)

Practical Nurse Program

Growth and Development

(or equivalent life-span developmental psychology)

Integrated Science

(to earn transfer credit students must transfer in all of the following courses – Anatomy & Physiology 1 & 2, [and](#) Microbiology)

All considered credits must have been earned within the last three years, and be of “C” average or above. There is no fee for the evaluation or the granting of transfer of credit. Transfer credits (no grade) will appear on the transcript. Transfer credits are not figured into the G.P.A. When transfer of credit has been awarded the tuition and fees will be adjusted accordingly.

A completed STI Transfer of Credit form must be made to the Program Director and approved by the Program Director and the STI Director prior to the start of the semester. The request must include an official transcript from the student’s prior institution and course descriptions in the form of syllabi or institutional catalogs which include clock and/or credit hours if requested. Any appeal to the institution’s decision must be made in writing and submitted to the STI Director. The subsequent decision will be final. Transfer of Credit forms are available from the STI office. The student is allowed and encouraged to attend, for purposes of review, any portions of the program for which credit has been given, as long as classroom space is available.

STI makes no guarantee of transferability of credits to another institution, but will assist the student wishing to transfer credit by providing guidance, official transcripts, syllabi, course outlines, or institutional catalogs when available.

STI Transfer of Credit Policy – Cosmetology

Southeastern Technical Institute recognizes the uniqueness of Cosmetology Programs. According to the Massachusetts Board of Cosmetology regulations, all Cosmetology Programs must incorporate two major standards; first, through various forms of assessments, the student meets all competency standards as prescribed by the Board and the school. Second, the student completes 1,000 hours of Cosmetology training.

Students who apply to transfer hours and credits from a program approved and in good standing with the Massachusetts Board of Cosmetology, will be allowed to transfer credits and hours into the STI Cosmetology Program under the following conditions:

1. All students must complete an STI application and admission testing.
2. All students must submit proof of high school graduation with an official transcript, official GED (scores included) or Official Hi-Set (scores included). Certified translations must be provided for transcripts supplied in a language other than English and equivalency to U.S. education must be provided.
3. All students must submit proof of competency from their sending school in the form of official transcripts or other documentation deemed acceptable by STI.
4. All students must complete all components of the STI admissions process including passing the Accuplacer test, interview with the STI Director, and provide a professional reference as part of the application process. A determination will then be made on an individual basis regarding each student's acceptance into the STI Cosmetology Program and if accepted, the number of hours that will be transferred.

Cost:

1. **Tuition and Fees:** All students must submit proof of competency from their sending school in the form of official transcripts or other documentation deemed acceptable by STI. Students will pay a prorated fee amount based on accepted hours rounded to the nearest 100. Students, who have an approved cosmetology kit (as approved by the program instructors), will have the current amount of the STI kit deducted from their fee amount.
2. **Books:** Students who are in possession of the version of *Milady* books that STI is currently using, will not be charged for books. All other students will be charged at the current rate for a set of *Milady* books.
3. **Uniforms:** All students must adhere to the STI Cosmetology Uniform Guidelines, and purchase their uniforms from the uniform company designated by STI.

Southeastern Technical Institute makes no guarantee of transferability of hours or credit between sending schools and STI, but instead will review each candidate on a case by case basis.

Student Transfer Policy

TRANSFER OF CREDIT BETWEEN STI PROGRAMS

It is not possible to transfer credit between programs at STI

Advanced Placement and Experiential Learning Credits

STI does not accept advanced placement or experiential credits.

Within The Institution between Programs

Individual courses can be transferred between programs as described in the Transfer of Credit Policy.

Satisfactory Academic Progress Policy

1. Purpose

- 1.1. As part of the federal administrative capability requirements, the STI has developed the following standards to measure student progress towards their program completion and technical training.
- 1.2. Progress standards for students enrolled in an eligible program who receive Title IV Aid, are the same as the institutional standards for a student enrolled in the same program who is not receiving Title IV Aid.

2. References

- 2.1. Federal Student Aid Handbook Volume 1, Chapter 1
- 2.2. Code of Federal Regulations, 34 CFR 668.16(e); 668.32(f); 668.34
- 2.3. Higher Education Act Sec 484(c)

3. Definitions

- 3.1. Attempted Hours: The total number of hours a student is enrolled at the STI.
- 3.2. Completed Hours: Refers to work completed by the student that counts towards student progress.
- 3.3. Financial Aid: includes all federal grants, state grants, scholarships, processed through the Office of Financial Aid.
- 3.4. Progress: A percentage of hours of coursework completed compared to hours attempted.
- 3.5. Quantitative Measurement: the quantitative measure is determined through a student's ability to be on pace for completing the program in no more than 150% of the hours in the program. Progress is monitored at the end of each payment period.

4. Policy

- 4.1. **Satisfactory Academic Progress (SAP):** to maintain eligibility for Title IV funds, a student must meet minimum satisfactory academic progress standards while enrolled in their program. As defined by:

- 4.1.1 Meeting the required minimum grade for each course as described below:

Program	Total Clock Hours	Minimum grade for each course	GPA Qualitative grade
Cosmetology	1000	70%	1.7
Culinary Arts	250	70%	1.7
Dental Assisting	1062	70%	1.7
Electricity	750	70%	1.7
Heating, Ventilation, Air Conditioning, and Refrigeration	660	70%	1.7
Machine Tool Technology (Advanced Manufacturing)	900	70%	1.7
Medical Assisting	999	70%	1.7
Metal Fabrication and Joining Technologies	300	70%	1.7
Plumbing	750	70%	1.7
Practical Nurse	1080	75%	2.0

- 4.1.1. Students must pass all courses in each semester/term in order to

continue in a program.

- 4.1.2. Students are evaluated at the conclusion of each semester/term to ensure that they are in meeting the minimum grade for each course.
- 4.1.3. Students must adhere to the STI attendance policy
- 4.1.4. All program requirements must be completed within a maximum time frame of 150% of the program length
- 4.1.5. Withdrawals, incompletes, and failures are considered attempted but not earned
- 4.1.6. Passing credits received for pass/fail courses are considered attempted and earned credits. Failing grades in pass/fail courses are considered attempted but not earned.
- 4.1.7. Repeated courses are included in the calculation of both attempted and earned hours.
- 4.1.8. Audited courses are not considered credits attempted or earned.
- 4.1.9. Transfer credits do not count in the calculation of the cumulative GPA, but are included in the calculation of completion rate and maximum time frame to complete a program
- 4.1.10. Dual Enrollment courses are included in the calculation of both attempted and earned hours.

- 4.2. **Loss of Eligibility:** Students cannot receive aid for hours beyond those in the program which exceeds 150% of the published length of the program.

5. Procedures

- 5.1. **Recorded Progress:** A student's progress will be recorded in the student information system (Populi) for completed hours to be used for determining financial aid eligibility.
- 5.2. **Warning:** if a student's cumulative progress is less than 67% at the end of a semester, their financial aid will be placed in a warning status. A student is only allowed one (1) warning period for not meeting progress.
- 5.3. **Loss of Financial Aid Eligibility:** A student will not be eligible to receive financial aid once the student has attempted 150% of the hours required for their program, or if it appears they cannot complete the program within this time frame.
- 5.4. **Notification:** students that are placed on a Warning or Terminated status, will be notified through email.

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 they believe 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.

Student Academic Integrity and Code of Conduct Policy and Procedure

1. Purpose

The purpose of this Student Academic Integrity and Code of Conduct Policy is to promote a culture of honesty, responsibility, and respect within the academic community. It establishes clear expectations for ethical behavior, ensures fairness in academic pursuits, and upholds the integrity of the institution's educational mission. Additionally, it reflects STI's commitment to preparing students for professional fields where integrity, honesty, and ethical conduct are essential standards of practice.

2. Definitions

- 2.1. Academic Integrity** - Integrity and ethical behavior in all academic work including honesty in all class work, and ethical conduct in all labs and clinical assignments.
- 2.2. Administrative Discipline** - Formal corrective and/or disciplinary action taken against a student.
- 2.3. Complainant:** The individual reporting an alleged violation.
- 2.4. Disciplinary Action** – An imposed penalty for a violation of policy, these can include:
 - 2.4.1. Warning** (Clinical or Academic): Student will be allowed to attend classes or school related activities under condition of contract signed by administration and student),
 - 2.4.2. 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
 - 2.4.3. Dismissal:** Student is permanently terminated from the program.
- 2.5. Due Process** - Due process refers to the right to be heard which shall be provided to all of the parties associated with a student grievance. Due process includes the right of notification of statements or charges made and reasonable opportunities to respond in a timely manner prior to disciplinary action taken by the STI.
- 2.6. Grievance** - Any reported incident that occurred while the student was enrolled at STI where the incident is the subject of a complaint involving a student, a faculty member, or other staff. Such incidents must be a violation of STI policies and procedures.
- 2.7. Incident:** Any alleged breach of the Academic Integrity or Code of Conduct Policy.
- 2.8. Professional Misconduct** – Breaking the professional or ethical rules of the career a student is training for, as defined by the requirements of industry recognized agencies and licensing boards.

3. Policy

Students are expected to conduct themselves with integrity and uphold the highest standards of academic honesty. Acts of academic dishonesty are strictly prohibited. Students are also expected to behave respectfully and ethically in all interactions within the academic community.

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 such as warning, suspension, or dismissal:

Policy Item	Definition
3.1. Cheating	Using unauthorized materials, information, or assistance during an academic exercise, exam, or assignment to gain an unfair advantage.
3.2. Confidentiality of Clinical and Externship Information	Students are strictly prohibited from disclosing, sharing, or using any confidential or proprietary information obtained during clinical rotations or externship placements—including but not limited to patient health records, photographs, business plans, or operational data, in compliance with HIPAA, contractual agreements, and institutional privacy policies.
3.3. Creating an Intimidating, Hostile, or Offensive Environment	Engaging in verbal, nonverbal, or physical behavior that causes fear, discomfort, or exclusion for others and disrupts the learning environment. Allegations of harassment are considered to apply to students' use of personal social media tools. If a student is found to be engaging in cyber bullying, harassment, or any similar behavior toward another student or staff member, the allegations will be investigated and dealt with in accordance with the Student Academic and Code of Conduct policy, regardless of whether the infraction is alleged to have happened on STI property.
3.4. Destruction of School Property	Intentionally damaging, defacing, or destroying property belonging to the school, its employees, or students.
3.5. Fighting	Engaging in physical altercations or aggressive behavior toward others on school property or during school-related activities.
3.6. Forgery/Fabricating	Falsifying, altering, or creating any official or academic document, record, signature, identification, or credential with the intent to deceive, misrepresent information, or gain

Policy Item	Definition
	an unfair advantage, including but not limited to transcripts, clinical documentation, authorization forms, or institutional communications.
3.7. Interfering with Another Student's Performance and/or Ability to Learn	Disrupting or hindering a peer's participation, focus, or academic success through harassment, distraction, or other inappropriate conduct.
3.8. Lying	Intentionally providing false information, misrepresenting facts, or withholding the truth in academic, disciplinary, or administrative matters.
3.9. Misrepresentation of one's identity	Providing false identification and/or claiming to be another person in any context related to STI testing, enrollment, or training
3.10. Plagiarism	Presenting another's work, ideas, images, or language as one's own without proper acknowledgment or citation, whether intentional or not.
3.11. Possession of Firearms	Bringing, carrying, or storing firearms or other weapons on school property, at school events, or during school-sponsored activities.
3.12. Possession of, Use of, or Under the Influence of Controlled Substances or Alcohol	Possessing, consuming, distributing, or being under the influence of illegal drugs, controlled substances without a prescription, or alcohol while on school property or at any scheduled activity like externship or clinical assignments. Smoking or vaping is also prohibited.
3.13. Possession of, Use of, or under the Influence of Marijuana and related products	<p>Notwithstanding Massachusetts laws permitting the medical or recreational use of marijuana or cannabis-derived products, the STI prohibits the possession, use, distribution, sale, or being under the influence of marijuana, tetrahydrocannabinol (THC), cannabidiol (CBD) products containing THC, and any other cannabis-derived substances while on school property or at any scheduled activity like externship or clinical assignments.</p> <p>The institution's drug-free policy is mandated by federal law (e.g., the Drug-Free Schools and Communities Act) and is a condition of federal funding. Violation of this policy may result in disciplinary action up to and including suspension or expulsion.</p>

Policy Item	Definition
3.14. Sexual Harassment	Title IX violations which include but are not limited to acts or attempts of dating and relationship violence; domestic violence; discrimination based on sex, pregnancy, pregnancy-related conditions, sexual orientation, gender identity, or gender expression; hostile environment based on sex, pregnancy, pregnancy-related conditions, sexual orientation, gender identity, or gender expression (including intimidation and hazing/bullying); sexual harassment; sexual assault (including nonconsensual sexual contact or nonconsensual sexual intercourse); sexual exploitation (including engaging in sexual trafficking); and stalking.
3.15. Theft	Taking, attempting to take, or knowingly possessing property belonging to another person or the institution without permission.
3.16. Vandalism	Willfully or maliciously damaging, defacing, or destroying property belonging to the institution, its employees, or students.
3.17. Violation of Civil Rights Law	Discrimination, harassment, or any conduct that violates individuals' civil rights as protected by federal, state, or local laws (e.g., based on race, color, national origin, gender, religion, disability, or other protected status).
3.18. Violations of District, STI, or program policies	Behavior that violates policies as outlined in the STI Student Handbook, website, or program handbooks, including but not limited to: <ul style="list-style-type: none"> - Acceptable Use Policy - Clinical Externship Drug Policy - Copyright Policy - Social Media Guidelines - Work Based Activity Plan

4. Procedures for Violations of Academic Integrity and Code of Conduct

- 4.1.** If the complaint or violation is related to Title IX, it should be reported to the Title IX Coordinator and the process outlined in the Southeastern Regional School District Title IX Sexual Discrimination Grievance Procedure (ACGB) and Civil Rights Grievance Procedure (ACGA)
- 4.2.** Violations of the Academic Integrity and Code of Conduct Policy will be reported in writing to the responsible Administrator.

- 4.3.** If upon review of the reported incident, the Administrator believes a violation to have occurred, they will convene a meeting with the student in which the student can review the allegations, respond, and ask questions about this policy and associated processes.
 - 4.3.1.** The Administrator will provide written documentation including the results of the investigation, relevant policies, and any other evidence considered relevant.
 - 4.3.2.** Any student involved in the behavioral review may also provide written documentation they consider relevant.
 - 4.3.3.** At the completion of the investigation the Administrator may find one or more students responsible and impose appropriate disciplinary action.
- 4.4.** Disciplinary Action will be communicated verbally and in writing to the student by the Administrator.
 - 4.4.1.** Record of the Disciplinary Action will be kept in the students' files (electronic and physical).
 - 4.4.2.** The details of Disciplinary Action should be shared only with those directly involved.
- 4.5.** In the event that a student does not agree with the findings of the review and/or the disciplinary action, they may appeal the decision by following the Student Grievance Policy and Procedures.

5. References

- 5.1.** Higher Education Opportunity Act
- 5.2.** SERSD Title IX – Sexual Harassment and Discrimination Grievance Procedure (ACGB)
- 5.3.** SERSD Civil Rights Grievance Procedure (ACGA)
- 5.4.** STI Student Records Policy
- 5.5.** STI Student Grievance Policy and Procedure

6. Cross References:

- 6.1.** STI Student Catalog
- 6.2.** STI Student Handbook
- 6.3.** STI website

Privacy Policy

1. Purpose:

The Southeastern Technical Institute (STI) website is intended to present a comprehensive view of the institution to prospective students, enrollees, employers, employees, advisory boards, and members of the community. STI is committed to preserving and maintaining the privacy of visitors to the website (www.stitech.edu).

Please read our privacy policy carefully to understand how we collect, use, protect, or otherwise handle your Personally Identifiable Information on our website. STI reserves the right to make changes to this Website at any time.

2. Definitions

- 2.1. Personally Identifiable Information (PII) – as used in U.S. privacy law and information security, is information that can be used on its own or with other information to identify, contact, or locate a single person, or to identify an individual in context.
- 2.2. Cookies – Small files that a site or its service provider transfers to your computer's hard drive through your web browser (if you allow) that enables the site's or service provider's systems to recognize your browser and capture and remember certain information.

3. Policy

- 3.1. STI collects information from you when you register for a tour or information session, subscribe to a newsletter, respond to a survey, fill out a form, begin an application, surf the website, or otherwise enter information on our site.
 - 3.1.1. We do collect and keep PII when you voluntarily submit such information. For example, if you choose to fill out a form on the Website we retain the information submitted by you. You should not submit any information that you do not want to be retained. We retain the information you submit for our records and to contact you from time to time. Please note that if we decide to change the manner in which we use or retain personal information, we may update this Privacy Policy.
- 3.2. We may use the information collected in the following ways:
 - 3.2.1. To personalize user's experience and to allow us to deliver the type of content and educational services required by students.
 - 3.2.2. To improve our website in order to serve you better.
 - 3.2.3. To allow us to respond quickly and accurately to requests.
 - 3.2.4. To quickly process transactions.
 - 3.2.5. Communicate with prospective students during the admission process.
 - 3.2.6. Communicate through emails, invitations, and newsletters for marketing purposes.
- 3.3. We protect PII information by scanning our website on a regular basis for security holes and known vulnerabilities.

- 3.3.1. Your personal information is contained behind secured networks and is only accessible by a limited number of persons who have special access rights to such systems, and are required to keep the information confidential. In addition, all sensitive/credit information you supply is encrypted via Secure Socket Layer (SSL) technology.
- 3.3.2. We implement a variety of security measures when a user makes a payment, enters, submits, or accesses their information to maintain the safety of your personal information.
- 3.3.3. All transactions are processed through a gateway provider and are not stored or processed on our servers.
- 3.4. We use cookies to help us compile aggregate data to offer a better site experience and tools.
 - 3.4.1. Understand and save user's preferences for future visits.
 - 3.4.2. Compile aggregate data about site traffic and site interactions in order to offer better site experiences and tools in the future. We may also use trusted third party services that track this information on our behalf.
- 3.5. Third Party Disclosure
 - 3.5.1. We do not sell, trade, or otherwise transfer to outside parties your personally identifiable information.
- 3.6. Third party links
 - 3.6.1. This website contains links to other independently managed websites hosted by our institution. Some may use information for purposes other than stated above. Be sure to read their separate privacy statements. Our websites also contain links to sites outside our institution. These websites may have their own privacy statement or none at all. We urge you to exercise caution when providing personal data to any website. Check their policies and contact them if you have questions.
- 3.7. Google
 - 3.7.1. Google's advertising requirements can be summed up by Google's Advertising Principles, [found here](#). They are put in place to provide a positive experience for users. We have not enabled Google AdSense on our site but we may do so in the future.
- 3.8. We honor Do Not Track signals and Do Not Track, plant cookies, or use advertising when a Do Not Track (DNT) browser mechanism is in place.
- 3.9. FERPA
 - 3.9.1. We also comply with the Family Educational Rights and Privacy Act (FERPA), which generally prohibits the release of student education records without student

permission. However, FERPA does permit the release of public or “directory” information about students.

3.10. Fair Information Practices

3.10.1. The Fair Information Practices Principles form the backbone of privacy law in the United States and the concepts they include have played a significant role in the development of data protection laws around the globe. Understanding the Fair Information Practice Principles and how they should be implemented is critical to comply with the various privacy laws that protect personal information.

3.11. User Information Modification

3.11.1. You may review or modify your personal profile information (address, phone number, e-mail, etc) by logging into the Student Portal and clicking on Accounts & Settings. If you wish to change their information through other methods (in person or mail), you may visit the STI Office or mail a request to:

Southeastern Technical Institute
250 Foundry Street
South Easton, MA 02375

3.12. We will not accept personal information change requests by phone.

Student Records Policy and Procedure

Policy

The Southeastern Technical Institute maintains student records. The school maintains both temporary and permanent records. The school maintains records in either paper or electronic format.

Temporary Records for Enrolled & Withdrawn Students:

- Copy of application
- Copy of admissions testing results
- Copies of transcripts
- Copy of enrollment agreement
- Copy of payment agreement – If applicable
- Signature sheet from student handbook
- CPR Certification (copy of card) – If applicable
- Student health record and associated documentation (returned upon graduation)
- Proof of health insurance (health insurance form and copy of health insurance card)
- Proof of Residency (In-district students)
- FERPA
- Performance notifications
- Official withdrawal form (withdrawn students only)

All temporary records will be destroyed after five (5) years.

Permanent Records for Graduates & Withdrawn Students:

- Final Summary Transcript

All permanent records shall be maintained by the school for sixty (60) years.

Transcripts:

An unofficial transcript will be issued to the student after graduation and upon request. A copy of the transcript is retained in the student's record or in the electronic student information system. Unofficial transcripts do not include the school's official seal.

An official transcript will be issued to the student after graduation and upon request. Official transcripts are mailed directly or given to the student in a sealed envelope for the purpose of distribution to a school of higher education or an employer. Official transcripts include the school's official seal and the signature of the director. Official transcripts are generated upon written request from the student.

Records Access Procedure

Students

Students may access their records by making a request in the Southeastern Technical Institute office. Students may review the records in a private area. Student records may not leave the office area.

Faculty

Faculty have access to all pertinent student records through the Populi Student Information System. Faculty may access student paper records by request from designated STI office staff. Faculty will sign a records access sheet when removing and returning the file. Records must remain in the STI Director's office. The file cannot be altered.

Other

Students may give permission for another individual to access their record by completing a written request. Individuals with permission may access student records through the Populi Student Information System or by request from designated STI office staff. Individuals will sign a records access sheet when removing and returning the file. Records must remain in the STI Director's office. The file cannot be altered.

Coursework and Testing Access Procedure

Records related to student coursework and testing are maintained electronically on the Populi system. Each student is given access through a secure portal on the web-based system. Students receive logon information and training during the first week of school.

Individual test results and coursework are maintained in the program area. Students may request access to coursework materials through the teacher. These materials may not leave the classroom or program office area.

All student records, coursework, and testing are property of Southeastern Technical Institute.

Refund Policy and Buyer's Right to Cancel

Southeastern Technical Institute will comply with the policy that applies at the time of the student's enrollment. The student has the right to cancel the initial enrollment agreement until midnight of the fifth business day after the student has been admitted. If the right to cancel is not given to any prospective student at the time the agreement is signed, then the student has the right to cancel the agreement at any time and receive a refund of all monies paid to date within 30 days of cancellation. Notice of cancellation should be made in writing: Director, Southeastern Technical Institute at 250 Foundry Street, South Easton, MA 02375. Phone: 508.230.1374.

1. When a student gives notice of cancellation, the school shall charge the amount of at least the following for each semester:
 - a. The student will be refunded their tuition, including seat deposit, in full if they withdraw for any reason before the seventh calendar day from the first scheduled day of class.
 - b. The student will be refunded 50% of their tuition if they withdraw for any reason between the eighth and fourteenth calendar day from the first scheduled day of class.
 - c. Beginning on the fifteenth calendar day from the first scheduled day of class, the student will not receive a tuition refund.
2. Students who are issued books will be charged in full for all books they receive. Books are non-returnable and non-refundable.
3. Students who are issued toolkits will be charged in full for all tools received. Toolkits are non-returnable and non-refundable.
4. Any case which hardship or where other circumstances beyond the control of the student exist, preventing them from completing the course, the school shall make a reasonable and fair settlement for both parties.
5. For withdrawn students, all refunds are calculated based on the date of withdrawal and will be paid within thirty (30) days of the documented drop date (date of determination). The documented drop date is determined according to whichever of the following applies:
 - a. by the date of written notice from the student;
 - b. by the date of administrative/faculty withdrawal;
 - c. the date the student exceeds the attendance policy if no notice is given.
6. Students entitled to a refund do not need to submit a written notice of cancellation in order to receive their refund. The unexplained absence of a student from school that results in the violation of the attendance policy shall constitute constructive notice of cancellation to the school. For purposes of cancellation, the date shall be the date the student exceeds the attendance policy.
7. The school shall refund all monies paid in any of the following circumstances:
 - a. the school did not provide the prospective student with a copy of the student's valid enrollment agreement and access to a current course catalog and student handbook;

- b. the school cancels or discontinues the course of instruction in which the student has enrolled;
- c. the school fails to conduct classes on days or times scheduled, detrimentally affecting the student.

Notice of Student Rights

1. You may cancel your contract for school as described in the refund policy and buyer's right to cancel that will be given to you upon enrollment, within the Enrollment Agreement. Read the cancellation information for an explanation of your cancellation rights and responsibilities. If you lose your Enrollment Agreement, ask the school for a copy.
2. You have the right to stop school at any time and you will receive a refund based on the refund policy. Your rights are described in the Enrollment Agreement. If you lose your Enrollment Agreement, ask the school for a copy.
3. If you have any complaints, questions, or problems with the school, which cannot be resolved by direct negotiation with the school in accordance to its written grievance policy, call or write to: Massachusetts Department of Elementary and Secondary Education (ESE), Educator and School Development Division, Office for Career/Vocational Technical Education, 75 Pleasant Street, Malden, MA 02148-4906 Phone: 781.338.3955 / Fax 781.338.3950 or Commission of the Council on Occupational Education, 7840 Roswell Road, Building 300, Suite 325, Atlanta, GA 30350 Telephone: 770.396.3898 / Fax: 770.396.3790 / www.council.org

Practical Nurse Readmission Policy

The Readmission Policy for the Practical Nurse Program is established to provide a fair and consistent process for students seeking readmission after withdrawal or failure. This policy aims to support student success while maintaining program integrity and standards.

1. Reapplication Process for Students Who Withdrew from First-Semester Courses:

- Students returning after withdrawing or failing first-semester courses must reapply through the STI Practical Nurse Admission process, adhering to the current Admission Policy and catalog requirements.

2. Reapplication Process for Students Who Withdrew from Second-Semester Courses:

- Students seeking readmission after withdrawing or failing second-semester courses must:
 - Complete a readmission form, stating their intent to return.
 - Achieve a minimum score of 75% on a Fundamentals competency test, with only one attempt permitted.
 - Returning students must participate in a clinical skills review. Students will meet with the Program Director to discuss and participate in an individualized remediation plan.

3. Limitations and Conditions:

- Acceptance will be contingent upon available space in the desired term.
- Students are eligible for readmission to the Practical Nurse program only once.
- Students must re-enter the program within two years of their last date of attendance.
- Students may not reapply if they were dismissed or withdrawn due to clinically unsafe practices/behavior or violations of the STI Code of Conduct.
- Students must have a zero balance in their student account in order to reapply

Approved by the School Committee April 9, 2024

General Information

C.O.R.I. and S.O.R.I.

(Criminal Offender Record Information) (Sex Offender Registry Information) and Other Required Information

All students are required to complete an SERSD/STI C.O.R.I./S.O.R.I form as part of the enrollment process and in compliance with the Southeastern Regional School Committee Policy (ADDA). All information will be kept confidential. Additional information regarding the S.O.R.I process can be found at <https://www.mass.gov/orgs/sex-offender-registry-board>.

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 (1) 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 by the start of the program or they will be charged the out-of-district tuition.

Student Medical Records

Immunizations are required by the Department of Public Health. STI’s immunization requirements are in accordance with College Immunization Chapter 76, Section 15C.

In addition, students enrolled in health programs **are** required to submit additional information including titre results. Expenses associated with meeting medical requirements may not be covered by insurance and are the responsibility of the student.

Documentation associated with medical requirements must be submitted on or before the start of the program.

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

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

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 as needed to students. Students are responsible to keep their locker clean. All lockers must be cleaned out before the last day of class. STI is not responsible for personal items left in lockers.

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:

Registration numbers must be listed with the STI Office.

Parking permits are issued by the STI Office.

Smoking and or Vaping in vehicles on school grounds is prohibited.

Students must park in their designated parking spaces.

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.

Crime Prevention Tips

- Carry student ID badge at all times
- Have parking tag visible in vehicle
- Stay in groups outside at night
- Walk on sidewalks and in crosswalks at all times
- Report any suspicious activity to administrators
- Do not bring valuables to school
- Do not leave any belongings unattended

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 STI Director.

Student Activities

Student engagement is an integral part of STI. There are several opportunities throughout the year to participate beyond the classroom. These include, but are not limited to, Community Outreach events and volunteerism, Advisory Board meetings, and health and wellness activities.

Safety and Security

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. I.D. badges are provided and 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.

Laboratory and Shop 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. Safety glasses are required at all times in shop.

Emergency Procedure Manual

The Southeastern Regional School District Emergency Procedure Manual is posted in every classroom, laboratory, and office. Refer to this flipchart for specific information.

Student Services

Special Accommodations

The student seeking accommodations in their educational plan is responsible to complete and submit a “Request for Accommodations” form 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”.
Section 504 of the Rehabilitation Act.

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.

Health Services

The services of a nurse will be available to any student in case of sudden illness or accident during the 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. When a school nurse is not on duty, 911 should be called in case of accident, illness, or injury (as warranted). If emergency services are required, the responsible school administrator on scene will follow the instructions of the 911 dispatcher until emergency responders arrive.

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

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 before or 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 Abuse Policy

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 their legal rights and will be informed that they have 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 copy of the drug policy allegedly violated by the student.
 - A full statement of facts leading to the recommendation for dismissal.
 - A notice informing the student that they may have an opportunity to have a hearing before the Superintendent.
 - 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 their 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.

STI Clinical/Externship Drug Policy

Drug Testing for Clinical/Externship Placement Sites

STI is committed to providing a safe, healthy, and productive learning environment. That commitment extends to clinical and externship experiences. Many of the agencies, organizations, companies, and facilities that work with STI (“Placement Sites”) require drug testing of students as a condition of participation in a clinical or externship opportunity.

Drug testing is performed by an independent, third-party provider who reviews the results, and shares the findings with STI and/or the Placement Sites. Lab test results are kept by the screening facility and in the office of the Director of Practical Nurse Program for the duration of enrollment. Please note that these drug tests screen for a range of legal and illegal drugs and intoxicants, including, but not limited to, narcotics, opiates, marijuana, and alcohol.

Failing a mandatory drug screening and/or refusal to comply with the drug testing requirements of the Placement Site will render a student ineligible to participate in that clinical/externship program. STI is not responsible for identifying or securing an alternative placement for students who fail or refuse a drug screening.

The Effect of Failed/Refused Drug Screening on STI Enrollment

Clinical/externship experiences are a critical component of the career programs at STI. Placement in a clinical/externship opportunity is contingent upon the student meeting all STI and Placement Site requirements, which, in many cases, will include successful completion of drug screening.

In most instances, students who are ineligible to participate in a clinical/externship experience as a result of a failed or refused drug screening will not be able to complete the requirements of their career program and will be subject to dismissal from STI.

Approved by the Southeastern Regional School Committee on June 13, 2017.

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:**
 - a. 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 their 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 Southeastern 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.
 3. 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 their 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.

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 508-230-1297.

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 Student Life 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 Student Life 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 they cannot learn, cannot teach, or be effective at school or at their 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 Student Life 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 Student Life'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 Student Life 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 Student Life 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.

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 Education Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. An “eligible student” under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution at any age. These rights include:

1. The right to inspect and review the student's education records within 45 days after the day the Southeastern Technical Institute (STI) receives a request for access.

A student should submit to the Director of the Technical Institute a written request that identifies the record(s) the student wishes to inspect. The Director will make arrangements for access and notify the student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask STI to amend a record should write the Director of the Technical Institute, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If STI decides not to amend the record as requested, STI will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before STI discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

STI discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official typically includes a person employed by the Southeastern Regional School District in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the School Committee; or a student serving on an official committee, such as a program advisory board. A school official also may include a volunteer or contractor outside of the STI who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official typically has a legitimate educational

interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the STI.

FERPA permits the disclosure of PII from students' education records, without consent of the student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, § 99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student —

- To other school officials, including teachers, within Southeastern Technical Institute whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in § 99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(3) are met. (§ 99.31(a)(1))
- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of § 99.34. (§ 99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the university's State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State- supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§ 99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§ 99.31(a)(4))
- To organizations conducting studies for, or on behalf of, the school, in order

to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§ 99.31(a)(6))

- To accrediting organizations to carry out their accrediting functions. (§ 99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§ 99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§ 99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to § 99.36. (§ 99.31(a)(10))
- Information the school has designated as “directory information” under § 99.37. (§ 99.31(a)(11))

Southeastern Technical Institute Directory Information

- Student Name
- Current Enrollment Status
- Address
- School E-mail Address
- Program of Study
- Dates of Attendance
- Degrees and Awards Received
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of § 99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§ 99.31(a)(13))
- To the general public, the final results of a disciplinary proceeding, subject to the requirements of § 99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school’s rules or policies with respect to the allegation made against him or her. (§ 99.31(a)(14))
- To parents of a student regarding the student’s violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a)(15))

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the STI to comply with the requirements of FERPA.

The name and address of the office that administers FERPA is:

Student Privacy Policy Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

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 their 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 Technology in addition to the resources mentioned above.

Social Media Guidelines

Southeastern Technical Institute recognizes and appreciates the importance of Social Media as a communication tool. The safe and appropriate use of social media is essential both personally and professionally. The purpose of these guidelines therefore is to safeguard the students, staff, faculty, the institution, and our community partners.

Limiting access to postings through privacy settings does not ensure privacy. Access and 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.

Southeastern Technical Institute complies with all Federal and State regulations including the Family Educational Rights & Privacy Act (FERPA) and the Health Insurance and Portability Accountability Act (HIPAA). Therefore, the posting of digital images or sharing information is prohibited without the permission of the student and instructor.

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 or within a clinical facility is prohibited. Information posted on a social networking site or transmitted via email that leads to the identification of patients/clients or a facility or agency or reveals confidential information is a serious breach of professional conduct. Any references to patients employees or a facility or agency by an STI student, that could result in identification of specific individuals or facilities is prohibited even if a HIPAA violation has not occurred.

Disciplinary action, up to and including dismissal from the program, will be imposed upon students who violate the social media guidelines.

Student Signature Page

This agreement must be retained on file by the school office and is valid only for the school year in which it is signed. Students must sign this page and return to instructor.

I, _____ have read, acknowledge, and abide
Print name here

by all information in the STI Student Handbook, and the individual program policies. I understand that program specific policies and procedures supercede all information in the STI student handbook.

Student 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.

Student Signature

Date

Student Network Acceptable Use and Technology Responsible Use Waiver Clause

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.

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 STI 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

STI Clinical/Externship Drug Policy

I have read, understand, and agree to abide by the STI Clinical/Externship Drug Policy. I understand the penalties that may occur if the STI Clinical/Externship Drug Policy is violated.

Student Signature

Date