

# NORTHEAST METROPOLITAN REGIONAL VOCATIONAL TECHNICAL HIGH SCHOOL



2019-2020

Mr. David DiBarri  
Superintendent/Director

Dr. Carla Scuzzarella  
Principal/Deputy-Director

Mr. Jack O'Brien  
Assistant Principal

Ms. Cathy Bryant  
Vocational Dean

Mr. David Fabrizio  
Vocational Dean

Mr. Nathan Lamar  
Academic Program Coordinator

## **Principal's Message**

On behalf of the faculty, support staff and administration, I would like to take this opportunity to welcome you to Northeast Metro Tech High School. Our handbook has been developed to provide information on regulations and student activities enabling readers to become informed school citizens.

We support the development of students who will strive to attain job skills beyond the entry level, become life-long learners, and succeed in both their career and educational pursuits after graduation. We encourage all students to share in the responsibility of their education, to accept the consequences of their actions while enjoying the rewards of their efforts. This is your school, a place where you will spend four very important years – years that will never again be duplicated. Take this opportunity to get involved in challenging and worthwhile activities.

We bring education beyond the classroom walls and into the community. By establishing in our students a pattern of community involvement, we seek to enhance each student's personal growth and instill the importance of the individual's contribution to the community, country and world. Students are an important part of our educational community. Do your part to make Northeast the best it can possibly be.

**Carla Scuzzarella**  
**Principal**

## **The Mission Statement of Northeast Metro Tech**

Believing that all students are capable of learning, Northeast Metropolitan Regional Vocational Technical High School, through the integration of the efforts of its' communities, parents, administration, faculty, students and staff, is committed to supplying to its students a rigorous academic and career/technical education in an open, diverse, and supportive environment.

### **Northeast is committed to:**

Creating a community of learners in a safe and positive environment.

Preparing students for productive employment and/or continuing education.

Developing student pride in themselves, their family, school, work, community and country.

Providing a practical application of knowledge for optimum achievement through the integration of academic, career, and technical education.

Providing a comprehensive academic program that allows every student to advance according to his/her ability.

Advocating student participation in community service projects and co-curricular activities.

Counseling students on appropriate career choices and options based on their capabilities and employability skills.

Providing the experiences needed to develop students with career/technical, academic, social, cultural and civic skills necessary to be productive citizens in today's global community.

## 2019-2020 School Calendar

<b>August</b> Thursday, August 22 Monday, August 26 Tuesday, August 27 Wednesday, August 28 Thursday, August 29 Friday, August 30	New Teacher Orientation First Day - Staff Development Staff Development Day First Day for 9 <sup>th</sup> Grade All Students Report School Closed
<b>September</b> Monday, September 2 Wednesday, September 11	School Closed – Labor Day Freshman Parent Night
<b>October</b> <b>Friday, October 11</b> Monday, October 14 Wednesday, October 16 Wednesday, October 23	<b>Progress Reports – Trimester 1</b> School Closed – Columbus Day Parent/Teacher Conferences Program Advisory I
<b>November</b> Wednesday, November 6 Monday, November 11 Wednesday, November 20 Thurs/Fri, November 21 & 22 <b>Friday, November 29</b>	8 <sup>th</sup> Grade Open House Schools Closed – Veterans Day Early Release Day School Closed –Thanksgiving Recess <b>End of Trimester 1</b>
<b>December</b> Friday, December 20 Monday, Dec. 23 thru Wed. Jan. 1	Early Release Day School Closed – Holiday Recess
<b>January</b> Wednesday, January 2 Monday, January 20 <b>Friday, January 24</b>	All Students Return School Closed – Martin L. King Day <b>Progress Reports – Trimester 2</b>
<b>February</b> Mon. Feb. 3  Mon. Feb. 18 thru Fri, Feb. 22	Staff Development Day – no school for students Winter Recess
<b>March</b> <b>Friday, March 13</b>	<b>End of Trimester 2</b>
<b>April</b> Friday, April 10 <b>Friday, April 26</b> Monday, Apr.20 – Fri. Apr. 24	School Closed – Good Friday <b>Progress Reports – Tri. 3 (Seniors)</b> Spring Recess
<b>May</b> <b>Friday, May 1</b> Wednesday, May 6 Monday, May 25	<b>Progress Reports – Trimester 3</b> Program Advisory II School Closed – Memorial Day
<b>June</b> Friday, June 5 <b>Thursday, June 18</b>	Graduation (6:00 p.m.) <b>Last Day of School (End of Term 4)</b>

**Northeast Metro Tech School Directory**  
**781-246-0810**  
**[www.northeastmetrotech.com](http://www.northeastmetrotech.com)**

<b>Main Office</b>	<b>Extension</b>
Dr. Scuzzarella, Principal	1610
Ms. O'Brien, Director Stud. Services	1637
Mr. Lamar, Academic Program Coord.	1652
Ms. Grutti, Admin. Assistant	1611
Ms. DeLeon, Admin. Assistant Admissions	1302

<b>Assistant Principal/Deans</b>	<b>Extension</b>
Mr. O'Brien, Assistant Principal	1639
Ms. Bryant, Vocational Dean	1630
Mr. Fabrizio, Vocational Dean	1638

<b>Student Services</b>	<b>Extension</b>
Ms. Driscoll, Adjustment Counselor	1618
Ms. Baratta, Adjustment Counselor	1615
Ms. Bulloch, Adjustment Counselor	1151
Ms. Horkan, Adjustment Counselor	1664
Ms. Mejia, Adjustment Counselor	1616
Ms. Ruiz, Adjustment Counselor	1663
Mr. Dicks, Intervention/Prevention Specialist	1683

<b>Nurses</b>	<b>Extension</b>
Ms. Santarpio	1624
Ms. Walfield	1620

<b>Athletic Office</b>	<b>Extension</b>
Mr. Heres, Athletic Director	1250

<b>Career Center</b>	<b>Extension</b>
Ms. Pisani, Co-op Coordinator	1662
Ms. Mills, Career Counselor	1112

<b>Special Education</b>	<b>Extension</b>
Ms. Colaianni, Director Special Ed.	1643
Ms. Costa, Admin. Assistant	1651
Ms. Hite, Admin. Assistant	1655

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## ACADEMICS

The majority of information concerning graduation requirements, promotion criteria, levels of courses, G.P.A. scale, and Class Rank can be found in the NEMT Program of Studies. Please see the NEMT website for the most recent NEMT Program of Studies.

### Grading

The school year is comprised of trimesters. Each trimester contains one marking period, for a total of three marking periods for the year. Halfway through each trimester, computerized Progress Reports are issued to students. Report cards are issued at the end of each quarter.

Achievement grades are given to students at the end of each quarter. These grades reflect the overall evaluation of student learning based on teacher criteria as explained in course expectations given to students at the start of the trimester. Achievement grades are measured with letter grades A+, A, A-, B+, B, B-, C+, C, C-, D+, D and F. Please note that a grade of "F" indicates that the student earned the numerical equivalent of a 64 or below. Other letters contained in achievement records are:

I = Incomplete  
P = Pass

If a student receives a grade of "incomplete," it is his/her responsibility to arrange for and make up all work within four weeks after the close of the marking period or a grade of "failing" will be recorded for that period. A grade of "incomplete" cannot be credited toward interscholastic eligibility.

Students at Northeast receive a numerical grade for each academic and vocational course for each marking period.

93-100	A
90-92	A-
87-89	B+
83-86	B
80-82	B-
77-79	C+
73-76	C
70-72	C-
68-69	D+
66-67	D
65	D-
Below 65	F

### Schedule Change

Course change requests will only be considered for students requiring a change in the level of their course. For more details and the necessary form, please see the NEMT Program of Studies.

### Cheating/Plagiarism

All students need to develop the character qualities of honesty and integrity. Students need to "pass" on their own efforts and ability

through study and commitment to hard work. To do anything less is unacceptable. Academic dishonesty includes cheating and plagiarism. Copying homework, class work, or a test, is a form of cheating. Plagiarism, which is the use of another person's ideas, images or writing as one's own without giving credit to the true author, is considered cheating.

**In regard to use of the Internet:** copying and pasting of web pages and magazine articles is a great way to take notes and collect information. But make sure to also make note of the source of the information each time you copy and paste. Remember, everything copied or pasted is a direct quote from the original source.

### **Homework**

Homework completion is the responsibility of the students. Generally, homework assignments relate to the day's lesson and serve as a basis for class discussion, analysis, or written material the following day. Therefore, students who do not complete homework are unprepared for class.

The length, depth, and type of homework assignment may vary by individual course, level, and teacher expectation. Additionally, AP courses and some Honors courses require completion of homework assignments during vacations and throughout the summer.

We urge parents whose student is not doing homework regularly to contact teachers.

The faculty and administration at NEMT consider homework to be a high priority for a student. It has been found that much of the success or failure of an individual student depends on his/her failure to study. A student should have a regular schedule of study, which is carefully followed. The regular completion of assignments at home is crucial for a student to be successful. Extracurricular activities, part-time jobs, and other such commitments must not interfere with completion of homework.

### **Honor Roll Standards**

Northeast Metro Tech publishes an Honor Roll on the student report card each trimester for those students who have maintained the following qualifications:

**High Honors:** A student must have an average of not less than 90%, with no grade lower than an 80%.

**Honors:** A student must have an average of not less than 85% with no grade lower than 75%.

In computing the Honor Roll, all academic and related subjects will be averaged together and given a weight of 50%. The shop grade, which comprises half of the student's program will be given a weight of 50%. These two grades will be averaged together for the final grade.



## ACTIVITIES AND ATHLETICS

### Activities

Northeast Metro Tech High School provides a variety of activities; a list of which is provided below. These extracurricular activities allow each student to participate in supervised events, which encourage student involvement and spirit. Activities serve as an opportunity for personal social development.

Each student is encouraged to take an active part in school activities. Transportation may be provided for students who are participating in these organized activities.

Students may present ideas for new student activities to the Principal. Approval will be based on a written proposal specifying the following about the group's intentions: 1) goals, 2) faculty advisor, 3) finances, 4) projected activities.

All students are subject to the academic eligibility rules and Chemical Health policy as stated on page 12.

### Extracurricular Activities

Cheerleading	Newspaper
Class Officers	Peer Leadership
Chorus Club	Peer Mentoring
DECA	Philosophy Club
Drama Club	SADD
Equity Club	Skills USA
Intramurals	Student Council
National Honor Society	Student Rep to NE School
National Vocational Technical	Committee
Honor Society	Yearbook

### National Honor Society Selection Process

The object of the NEMT **Chapter of the National Honor Society** is to create an enthusiasm for scholarship, to stimulate a desire to give service, to promote able leadership, and to encourage the development of character in Northeast Metro Tech High School students. Candidates will have spent at least one half year at Northeast Metro Tech High School and shall be members of the sophomore, junior or senior class.

Scholastically eligible (3.0 GPA/85% Average – NO failures) Sophomores, Juniors and Seniors will be notified of their eligibility after second trimester. In addition to the minimum scholarship average, a student must have demonstrated the following:

- **Leadership:** Includes but it not limited to holding responsible positions on and off campus in the past 2 years. A candidate for admission must demonstrate initiative and contribute ideas that enhance the classroom and the school. A candidate should exercise a positive influence on peers, school and community.
- **Service:** Includes activities undertaken throughout high school on behalf of others without direct financial or material compensation. A candidate must have been involved in a frequent form of service anytime from his/her freshman year onward. This does not

necessarily mean community service, but a student must show that he/she has given up time to help others in an unselfish manner.

- **Character:** The candidate should have displayed outstanding character traits such as honesty, integrity, respect for others, good citizenship, etc. Any previous suspendable/disciplinary offense, infraction of school rules and/or improper conduct may be cause for rejection of a candidate.

*Invitation for Consideration:*

At the end of second Trimester, all Sophomores, Juniors and Seniors who have attained a 3.0 GPA/85% Average (NO failures) will be offered consideration for acceptance.

*Application:*

Students will submit a student information packet for consideration by the Faculty Council.

- **Admission is not automatic.** In addition to having the required GPA, applicants must demonstrate significant accomplishment and/or participation in the three areas indicated above. Each area is weighted equally in the application process, so it is necessary to have some accomplishments in each area.
- All activities, accomplishments, etc. included in the application must have taken place during high school. **Do not** include anything that occurred before you were in high school.
- Make sure your application is neat and readable.
- All applications are read anonymously. Your name will be removed and replaced with a number. Please avoid indicating your identity anywhere in the application. Anonymity ensures impartiality and makes the selection process much easier for the committee.

*Selection:*

Membership in this chapter is an honor bestowed upon a student. Selection for membership is by a five (5) member Faculty Council appointed annually by the Principal, and is based on outstanding scholarship, character, leadership and service. Once selected, members have the responsibility to continue to demonstrate these qualities until they graduate.

Members of the Faculty Council shall evaluate all candidates for leadership, character and service, indicating by a vote of "yes" or "no" whether they do or do not recommend that the Faculty Council accepts a candidate into the National Honor Society. The Faculty Council shall solicit feedback from all faculty members as to the character, service, and leadership of the candidates. Any faculty member responding "no" shall include a reason. This note will be included in the application package for consideration by the Faculty Council.

*Appeal Process:*

The Principal will listen to concerns from students who are not selected, although, the National by-laws permit no appeal for candidates who are not selected unless, non-selection was due to procedural error (name inadvertently left out, mistake in GPA calculation, etc). The

specific reason for non-selection is not a matter of appeal as the Principal is not part of the deliberation process. Applicants who are not selected can assume that they are deficient in one of the three areas other than GPA.

#### **National Vocational Technical Honor Society**

The object of the NEMT Chapter of the National Vocational Technical Honor Society is to promote the ideals of honesty, service, leadership and skill development among America's future work force. Candidates will have spent at least one semester in Northeast Metro Tech High School and shall be members of the junior or senior class.

Scholastically eligible (2.7 GPA/80% Average – NO failures, Shop and Related cumulative grade of at least 85%) Juniors and Seniors will be notified of their eligibility after second quarter.

#### *Invitation for Consideration:*

At the end of second Quarter, all Juniors and Seniors who have attained a 2.7 GPA/80% Average (NO failures), with a Shop and a Related cumulative grade of at least 85%, will be offered consideration for acceptance.

#### *Application:*

Students will submit a student information packet for consideration by the Faculty Council.

- **Admission is not automatic.** In addition to having the required GPA, applicants must demonstrate significant accomplishment and/or participation in the three areas indicated above. Each area is weighted equally in the application process, so it is necessary to have some accomplishments in each area.
- All activities, accomplishments, etc. included in the application must have taken place during high school. **Do not** include anything that occurred before you were in high school.
- Make sure your application is neat and readable.
- All applications are read anonymously. Your name will be removed and replaced with a number. Please avoid indicating your identity anywhere in the application. Anonymity ensures impartiality and makes the selection process much easier for the committee.

#### *Selection:*

Membership in this chapter is an honor bestowed upon a student. Selection for membership is by Related and Shop teachers, and is based on scholarship, character, and skill in the student's vocational/technical area. Once selected, members have the responsibility to continue to demonstrate these qualities until they graduate.

#### *Appeal Process:*

The Principal will listen to concerns from students who are not selected, although, the by-laws permit no appeal for candidates who are not selected unless, non-selection was due to procedural error (name inadvertently left out, mistake in GPA calculation, etc). The specific

reason for non-selection is not a matter of appeal as the Principal is not part of the deliberation process.

### **Skills USA**

Skills USA is a national, state and local co-curricular organization that is part of the Northeast Metro Tech for trade, technical, and health occupation students. It is designed for and run by vocational student with the assistance of two advisors.

Skills USA offers prestige and recognition through an array of program awards, and contests which start at academic classroom and technical training levels and lead through state, national and possibly even international competitions and participation.

Skills USA trains students to become more effective workers and leaders in their areas of training. Students will have opportunities to travel to conferences both in and out of state to enhance their work readiness and career preparation and training. Students are involved in so many community service activities, fundraisers, and school functions throughout the year that are developed by the membership.

Northeast students have always been in the forefront of holding many important positions locally, state-wide and nationally. By participating in this organization students will also have opportunities to earn scholarship money to further their education.

### **Eligibility for Student Activities**

A student must secure during the last marking period preceding the activity or performance a passing grade and full credit in the equivalent of a traditional year-long English class and shop class. **In other words, students MUST earn full credit in a minimum of four academic classes AND shop each quarter.** Eligibility for First Quarter is determined by final grades for the previous academic year's Fourth Quarter. All other eligibility is determined by quarter grades in the last marking period preceding the activities (e.g., Second Quarter grades determine Third Quarter eligibility).

Eligibility	
Trimester	Based Upon
1	Third Trimester from previous year (Except for 9 <sup>th</sup> Graders, who are eligible at this point in the year)
2	First Trimester Grades
3	Second Trimester Grades

B. A student must take the required number of courses (5 per quarter).

**C. Academic eligibility of all students shall be considered as official and determined only on the date when the report cards for that marking period have been issued to the parents of all students within a particular class.**

D. Incomplete grades may not be counted toward eligibility.

E. A student who repeats work upon which he/she has once received credit cannot count that subject a second time for eligibility.

F. A student cannot count for eligibility any subject taken during summer vacation, unless that subject has been previously taken and failed.

G. A student receiving services under Chapter 766 whose Individualized Education Plan is a 502.4 or more restrictive prototype, may be declared academically eligible by the principal provided that all other eligibility requirements are met.

H. Participants of extracurricular activities must abide by the high standards of citizenship.

### **Chemical Health Policy – Activities**

For students participating in a co-curricular activity (including but not limited to: clubs, theatrical performance, Skills USA, student government, National Honor Society, etc.) the prohibition period for use, possession, distribution, purchasing, having consumed, or being under the influence of alcohol and/or drugs (controlled substances) includes the school year from the first official day of school to the last official day of school including weekends and vacations.

**First Violation:** When the Principal confirms, following an opportunity for the student to be heard, that a violation occurred, the student shall be removed from the activity for four (4) weeks. If the student agrees to attend an approved chemical dependency program or treatment program, the consequences will be reduced to two (2) weeks of the activity.

**Second and Subsequent Violation(s) During the Student's High School Career:** When the Principal confirms, following an opportunity for the student to be heard, that a violation occurred, the student shall be removed from the activity for eight (8) weeks. If after the second or subsequent violation the student agrees to attend an approved chemical dependency program or treatment program, the consequences will be reduced to four (4) weeks of the activity.

Students in leadership positions, including but not limited to: club officer, student government officers, etc., additionally jeopardize their position if they violate the alcohol or drug (controlled substance) prohibition. A student leader who is disciplined or involved in an incident involving a alcohol/drugs (controlled substance) violation at **ANY TIME, including summer vacation**, will lose his/her leadership position in addition to any other consequences.

### Interscholastic Athletics

Sports are an integral part of the extracurricular activities at Northeast Metro Tech High School. Student athletes are subject to all school rules and regulations governing student behavior as cited in the NEMT Student Handbook and NEMT Athletic Handbook. The students of our school are encouraged to participate in athletics in each of the three seasons in which they are offered. At Northeast Metro Tech High School, students may participate in the following sports, all of which have varsity teams:

<u>Athletic Teams</u>		
Fall	Winter	Spring
Cheerleading	Basketball	Baseball
Cross-Country	Cheerleading	Lacrosse
Field Hockey	Ice Hockey	Outdoor Track
Football	Indoor Track	Softball
Golf	Swimming	
Soccer	Wrestling	
Volleyball (G)		

### Eligibility Rules for Athletics

A. As a member in good standing of the Massachusetts Inter-Scholastic Athletic Association (MIAA), Northeast Metro Tech High School adheres to the "Rules and Regulations Governing Athletics." A student must secure during the last marking period preceding the athletic season a passing grade and full credit in the equivalent of a traditional year-long English class and shop class. **In other words, students MUST earn full credit in a minimum of four academic classes AND shop each quarter.** Eligibility for First Quarter is determined by final grades for the previous academic year's Fourth Quarter. All other eligibility is determined by quarter grades in the last marking period preceding the activities (e.g., Second Quarter grades determine Third Quarter eligibility).

Eligibility	
Trimester	Based Upon
1	Third Trimester from previous year (Except for 9th Graders, who are eligible at this point in the year)
2	First Trimester Grades
3	Second Trimester Grades

B. A student must take the required number of courses (5 per quarter).

**C. Academic eligibility of all students shall be considered as official and determined only on the date when the report cards for that marking period have been issued to the parents of all students within a particular class.**

D. Incomplete grades may not be counted toward eligibility.

E. A student who repeats work upon which he/she has once received credit cannot count that subject a second time for eligibility.

F. A student cannot count for eligibility any subject taken during summer vacation, unless that subject has been previously taken and failed.

G. A student receiving services under Chapter 766 whose Individualized Education Plan is a 502.4 or more restrictive prototype, may be declared academically eligible by the principal provided that all other eligibility requirements are met.

H. NEMT athletes must abide by the high standards of citizenship.

**I. Students must be present in school for the equivalent of three periods or blocks to participate that day in extracurricular activities and/or athletics. Exceptions to this rule must be approved by an administrator.**

J. Students tardy after 10:30 a.m. without a valid excuse will be ineligible for extracurricular participation inclusive of athletics.

#### *Additional Rules of Eligibility for Athletes*

All students should be aware that interscholastic athletics are governed by the state association (MIAA), which publishes annual rules and regulations governing interscholastic athletics. Copies of the MIAA "Blue Book" are available in the office of the Athletic Director, Principal and Vocational Deans. Copies of the MIAA Blue Book are also available online at [www.miaa.net](http://www.miaa.net).

1. A student shall be under the age of 19 before September 1<sup>st</sup> of the current school year
2. A student is eligible only for 4 consecutive years upon entering 9<sup>th</sup> grade.
3. Any member of a squad in any sport who is ruled out of a game shall not participate in the next scheduled game(s). A 2 game suspension will be assessed to any student athlete who is ejected from a contest for any of the following reasons: fighting, punching, kicking an opposing player, or spitting at someone.
4. Any player who physically assaults an official shall be expelled from the game immediately and banned from further participation in all sports for one year from the date of the offense.
5. A student who transfers from any school to an MIAA member high school is ineligible to participate in any interscholastic contest at any level for a period of one year in all sports in which that student participated at the varsity level during the one year period immediately preceding his/her transfer unless the transfer is necessitated by a change of residence of his/her parents to the area served by the school to which he/she transfers.

6. The rules apply to all teams: varsity, junior varsity, and Freshman.

The above constitutes the major rules of eligibility. If you are in doubt about your eligibility status, consult your Principal/Athletic Director. They are the ones responsible for the decision.

#### **Athletic Concussion Policy**

The Commonwealth of Massachusetts requires that all public middle and high schools adhere to the state law entitled Head Injuries and Concussions in Extracurricular Athletic Activities (105 CMR 201.000).

Northeast students who plan to participate in extracurricular athletic activities and their parents must complete and sign the pre-participation medical form prior to each season of participation. The questionnaire will be distributed through the athletic department and may also be obtained in the Nurse's office. The questionnaire will be reviewed by the school nurse and the Athletic Trainer prior to athletic participation. The school nurse and the Athletic Trainer will provide appropriate follow-up when necessary.

At the beginning of each season, student athletes will receive training on sports related head injuries and prevention. They will also be provided with an information sheet with the symptoms of concussions, and reference to information available online.

- No student athlete will be permitted to participate in athletics and extracurricular athletic activities unless a current physical is on file and a Pre-participation Concussion Form is returned signed by the parent to the Athletic Director.
- All violations or non-compliance of the Northeast Concussion Policy shall be reported to the Athletic Director and school administration for further disciplinary action.
- All documentation of concussions of the student athletes, including the Pre-participation Form, Report of Head Injury Form, medical clearance authorization form, and re-entry plan will be kept on file in the Athletic Director's Office. Copies will also be in the Nurse's Office.
- All forms will be available in English and Spanish. Translators will be available at meetings as necessary.

#### **Procedures**

- In the event of serious injury where it is determined that the athlete should be immobilized or where athlete remains unconscious, reports numbness, etc., proper medical precautions should be taken and the Athletic Trainer or Coach shall summon emergency medical help (call 911) to the area of play.
- The Athletic Trainer will remove the injured student athlete from play, perform an assessment and contact the parent/guardian to make recommendations for further medical evaluation.



- The Athletic Trainer will fill out an injury report and “Report of Head Injury” form which will be copied and sent to the School Nurse. The Athletic Trainer will notify the Athletic Director and School Nurse of the injury.
- The Athletic Trainer/Coach or attending person will advise the student athlete and parent/guardian that complete physical, cognitive, emotional, and social rest is very important when experiencing signs and symptoms associated with concussion.

***Special Circumstances:***

- If there is no Athletic Trainer on duty, the Coach will remove the athlete from play, contact the parent/ guardian to bring the student athlete for medical evaluation. The Coach will also contact the Athletic Director, the Athletic Trainer, and fill out an injury report and “Report of Head Injury” form.
- If the Coach or Athletic Trainer cannot contact the parent/guardian or if the parent/guardian cannot get to the site, a Coach or Athletic Trainer will accompany the student athlete to a hospital for medical evaluation.

***Procedures for Student Athletes and Parents***

- The student athlete must see his/her primary physician after suffering a concussion.
- The physician will need to provide written clearance for the student athlete to start the return to play protocol

***Return to Play***

The student athlete's *individualized return to play protocol* must be supervised by either the physician or athletic trainer. Individuals will be monitored for symptoms and cognitive function carefully during each stage of increased exertion. Athletes will only progress to the next level of exertion if they are asymptomatic at the current level. The following steps will be followed:

**Step 1:** Completion of a full day of normal cognitive activities (school day, studying for tests, watching practice, interacting with peers) without any return of signs or symptoms. If no symptoms return, the next day the athlete will advance to:

**Step 2:** Begin with light aerobic exercise, but only to increase an athlete's heart rate. This translates into 5 to 10 minutes on an exercise bike, walking, or light jogging. There should be no weight lifting, jumping or hard running at this point.

**Step 3:** Add activities that increase an athlete's heart rate, and incorporate limited body or head movement. This includes moderate jogging, brief running, moderate-intensity stationary biking, and moderate-intensity weightlifting (reduced time and/or reduced weight from your typical routine).

**Step 4:** Increase to heavy, non-contact physical activity. This includes sprinting/running, high-intensity stationary biking, the player's regular weightlifting routine, and non-contact sport-specific drills (in 3 planes of movement).

**Step 5:** Reintegrate the athlete into practice sessions, even full contact in controlled practice if appropriate for the sport. Breaks must be given, for rest and for the athletic trainer to monitor. The athlete must participate in one regular practice at this step before being allowed into a game or competition.

**Step 6:** Return to full play.

Note: Each step in this protocol should last **no less than 24 hours with a minimum of 5 days** required to be considered a full return to competition. If symptoms recur during the program, the athlete should stop immediately. Once asymptomatic after at least another 24 hours, the athlete should resume at the previous asymptomatic level and try to progress again. If symptoms continue to recur the athlete will be sent back to their health care provider for further evaluation.

### ***Re-entry to School***

The School Nurse will make a graduated re-entry plan for any student athlete who has had a concussion. The School Nurse will inform all school administrators, the Athletic Director, and the Guidance Counselor of the injury and the reentry plan. The School Nurse will inform teachers about the student returning to a full academic schedule. If symptoms of the concussion last longer than 10 days, the school's 504 Coordinator (Administrator of Student Services) will be notified and asked to convene a meeting to develop an appropriate accommodation plan for the student.

### **Conduct at Athletic Events**

Good sportsmanship is important. It is one of the fundamental reasons for having an athletic program. If the athletic program of our school does not develop good sportsmanship, it cannot be considered successful even if the teams are victorious. You can help build good sportsmanship - remember, as a spectator, you represent our school as much as any team member. Cheer as loudly as you want for our team - don't boo or jeer the visiting team or the officials. Accept the decision of the game official as final and not to be questioned. It is the coach's job to question when there is doubt as to a decision made by an official, not the spectators. Remember they, like you, are human beings. Be courteous and friendly to visiting team members and spectators before, during and after the game. Leave the parking area carefully - be aware of pedestrians.

### **Chemical Health Policy**

Athletes are expected to use good judgment and not place themselves in harm's way. "From the earliest fall practice date, to the conclusion of the academic year or final athletic event (whichever is latest), a student shall not, regardless of the quantity, use, consume, possess, buy/sell, or give away any beverage containing alcohol; any tobacco product; marijuana; steroids; or any controlled substance." This policy includes products such as 'NA or near beer.' It is not a violation for a student to be in possession of a legally defined drug specifically prescribed for the student's own use by his/her doctor.

This rule represents only a minimum standard upon which schools may develop more stringent requirements. If a student in violation of this rule is unable to participate in interscholastic sports due to injury or academics, the penalty will not take effect until that student is able to participate again.

**First Violation:** When the Principal confirms, following an opportunity for the student to be heard, that a violation occurred, the student shall lose eligibility for the next consecutive interscholastic contests totaling 40% of all interscholastic contests in that sport. If the student agrees to attend an approved chemical dependency program or treatment program, the consequences will be reduced to 25% for all the interscholastic contests in that sport. **For the student, penalties will be determined by the current or next season of participation.** It is recommended that the student be allowed to remain at practice for the purpose of rehabilitation. All decimal parts of an event will be truncated, i.e., fractional parts of an event will be dropped when calculating the percentages.

**Second and Subsequent Violation(s) During the Student-Athlete's High School Career:** When the Principal confirms, following an opportunity for the student to be heard, that second or subsequent violations have occurred, the student shall lose eligibility for the next consecutive interscholastic contests totaling 60% of all interscholastic contests in that sport. **For the student, penalties will be determined by the current or next season of participation.** All decimal parts of an event will be truncated, i.e., fractional parts of an event will be dropped when calculating the 60% of the season.

If, after the second or subsequent violations the student of his/her own volition becomes a participant in an approved chemical dependency program or treatment program, the student may be certified for reinstatement in MIAA activities after a minimum period of 40% of events provided the student was fully engaged in the program throughout that penalty period. The high school principal in collaboration with a chemical health program or treatment program must certify that the student is attending or issue a certificate of completion. All decimal part of an event will be dropped when calculating the 40% of the season.<sup>1</sup>

Penalties shall be cumulative throughout the student's high school career and serving the penalty could carry over for one year to the next. Or, if the penalty period is not completed during the season of the violation, the penalty shall carry over to the student's next season of actual participation, which may affect eligibility status of the student during the next academic year. (See Athletic Handbook for more information).

Students in leadership positions, ie. Captains, additionally jeopardize their position if they violate the alcohol or drug (controlled substance) prohibition. The tenure of a captain is defined as from the moment of election/selection through the completion of the final game of captaincy (see Athletic Handbook). A captain who is disciplined or involved in an incident involving an alcohol/drugs (controlled substance) violation at **ANY TIME, including Summer Vacation**, will lose his/her captaincy in addition to any other consequences.

Student-athletes may not represent their school if they are on in-house or out-of-school suspension. A suspended student is ineligible for practice or competition for at least the number of days (or partial days) equal to the number of days of the suspension.

## ATTENDANCE

In accordance with the laws of the Commonwealth of Massachusetts, all students are required to attend school. Learning is a continuous process. Students must be in school punctually and regularly in order for successful learning to take place.

The Northeast Metropolitan Regional School Committee, realizing the importance of regular attendance as a factor in successful academic achievement, endorses that the only acceptable reasons for being absent from school are those caused by personal illness or quarantine, death or serious illness in the family, weather so inclement as to endanger the health of a child, religious holidays, court appearances and other exceptional reasons approved by the school administration. The school principal or designee shall be responsible for viewing attendance records and initiating appropriate actions at the building level to address up any work missed due to absences or tardies.

### Absences From School

Because there is a direct correlation between good attendance and school achievement, attendance will be monitored closely and serious consequences will result when student absence is extreme.

**Excessive absence is defined as fifteen (15) days of absences in any school year.** A student will be considered absent from school if he/she is not in attendance by 9:00 a.m., or if dismissed prior to 12:35 p.m. Every four (4) dismissals after 12:30 will result in an absence at the fourth (4<sup>th</sup>) dismissal. Documentation **MUST** accompany any illness of three (3) or more consecutive days (i.e., a doctor's note).

Medical and dental appointments as well as permit/driving tests **SHOULD NOT** be scheduled during the school day. There are **NO** excused or documented days away from school.

Northeast Metro Tech High School students who take vacations or family trips that do not coincide with previously scheduled school vacation days will miss valuable class experiences that cannot be duplicated in any other way. Such planned absences are discouraged and should not be scheduled outside of the designated school vacations.

- 1) Upon accumulating **five (5) unexcused absences** in a school year, a student will receive a letter of warning regarding absences that clearly identifies the school policy and outlines consequences for additional absences. In addition, a meeting will be conducted with the student and the student's parents/guardians to develop an action plan to address the student's attendance.
- 2) A student who has **ten (10) unexcused absences** for the school year will be scheduled for a mandatory Dean's Hearing. A written and signed plan will be put in place in order to avoid further absences and jeopardize the student's enrollment. The Vocational Dean will determine if any further action is needed.
- 3) A student who has **fifteen (15) unexcused absences** for the school year will be notified in order to schedule an Attendance Hearing. The student will have the right to due process (see page 30). **He/she will not be able to earn credits for enrolled**

**courses. All final grades will be counted as failure due to absence (FDA).**

#### **Absences from Class**

All students are to attend all classes on their schedules unless excused by a member of the Administration or the Nurse's Office. There are to be NO exceptions. Unauthorized absence from class constitutes a cut, and students found cutting will be disciplined in accordance with the Attendance Policy.

**No student may attend any extra-curricular activities if absent from school on that day without written permission from the Principal.**

#### **Tardiness**

Punctuality, or lack of it, is usually a result of habit. Excessive or even periodic tardiness in a school situation, besides disrupting the educational process for others, will seriously hamper the student's opportunities for future employment in industry.

#### **Tardiness to School**

1. All students are expected to be in Homeroom/Block 1 when the bell rings at 7:55 am. A student who is tardy to school must check in with the Attendance Office upon arrival or he/she will be marked absent for the day.
2. The first time a student is tardy to school the student will receive a warning.
3. A student tardy to school during the first sixty (60) minutes will receive one (1) Administrative Detention.
4. A student tardy to school after 9:00 a.m. will be considered absent. However, students should stay in school and receive credit for completed work.
5. A student who accumulates five (5) Administrative Detentions for tardiness will be assigned After School Detention and will be assigned After School Detention for each tardy after the five (5).
6. Upon accumulating five (5) or more days in the school year in which the student misses two (2) or more classes due to tardiness, the parents/guardians will be notified in writing and a meeting will be convened to develop an action plan to address the student's attendance.

**NOTE: Tenth, Eleventh and Twelfth grade students must report to their Shop Department Head before attending classes.**

#### **Tardiness to Class**

1. **Students are expected to be on time for every class.** Students entering a class late are expected to have a pass or will be considered tardy. **Arriving to class LESS than fifteen (15) minutes late is a Teacher Detention.**

2. A student tardy to class fifteen (15) or more minutes will be considered to have cut the class.
3. A student who is repeatedly tardy to class (more than 3 tardy-to-class recorded in one quarter) will be assigned a minimum of one (1) Afterschool Detention or other disciplinary action deemed appropriate by the Vocational Dean.

If a student misses 2 or more classes over 5 cumulative days in the school year due to tardiness, the student and parents will be notified and a meeting will be conducted to develop an action plan to address the student's attendance.

#### **Dismissals**

A valid note stating the student name, ID number, year of graduation, date, reason, time of departure and/or return, signed by a parent/guardian, including a telephone number where the parent/guardian may be reached, **MUST** be brought to the Attendance Office prior to homeroom on the day of the requested dismissal. **NO phone dismissals will be accepted.** In the event that no note is presented, the parent must come to NEMT in order to dismiss the student. Students who do not adhere to the dismissal policy are subject to discipline by the Dean.

Any student who becomes ill during the school day should report to the School Nurse. If the Nurse feels a dismissal is warranted, she will contact the parent/guardian and the Attendance Office. Students should not contact their parent/guardian prior to going to the Nurse.

**Students dismissed before 11:00 a.m. without a valid excuse will be ineligible for extracurricular activities that day.**

#### **Make-up and Extra Help**

Students are required to make up all work missed due to absence. A student who has been absent will have two (2) weeks to make up work missed. Each teacher has a designated day (Monday-Thursday) on which he/she remains within his/her usual room or shop. If a student returns for make-up/extra help, teachers will remain until 3:25 p.m. and students must remain with the teacher until that time unless the student has another designated commitment.

#### **Vocational Make-up**

**Students absent from shop must make up a minimum of three (3) hours of shop for each day absent to achieve a grade of seventy (70%) for the day.** Students have up to two (2) weeks to make up vocational shop time. For lengthy, consecutive absences, a make-up plan should be developed with the Shop Instructors and student's Adjustment/Guidance Counselor.

Additional hours for a higher grade may be arranged with the instructor involved. These make-up hours cannot be applied to licensure hours required in a licensure program.

#### **Additional Attendance Information**

**To report a student's absence, a parent/guardian must speak to or leave a message by 8:00 a.m. for the Shop Department**

**Head (students in grades 10, 11, & 12) or the Attendance Officer (students in grade 9).** Students will be considered truant if no call is received. Department Heads will call parents/guardians on the day of an absence to verify the absence.

NEMT will conduct a re-entry meeting with a student and the student's parents/guardians following a student's absence due to hospitalization for physical or emotional conditions. This meeting will be convened by the Administrator for Student Services and/or School Counselor in conjunction with the Nurse. Any medical documentation authorizing return to school, necessary restrictions, if any, and medication required, if any, may be provided at this meeting.

Any student needing a leave of absence from school for medical or emotional conditions, when known in advance, will be required to have a medical leave meeting to review the expected duration of absence, obtain physician recommendations regarding tutoring, and to develop a plan of support throughout the leave.

### **Students Permanently Leaving School**

No student who has not graduated from high school shall be considered to have permanently left public school unless an administrator of the school which the student last attended has sent notice within a period of 5 days from the student's 10th consecutive absence to the student and the parent or guardian of that student in both the primary language of the parent or guardian, to the extent practicable, and English. The notice shall initially offer at least 2 dates and times for an exit interview between the superintendent, or a designee, and the student and the parent or guardian of the student to occur prior to the student permanently leaving school and shall include contact information for scheduling the exit interview. The notice shall indicate that the parties shall agree upon a date and time for the exit interview, and that interview shall occur within 10 days after the sending of the notice. The time for the exit interview may be extended at the request of the parent or guardian and no extension shall be for longer than 14 days. The superintendent, or a designee, may proceed with any such interview without a parent or guardian if the superintendent, or a designee, makes a good faith effort to include the parent or guardian. The exit interview shall be for the purpose of discussing the reasons for the student permanently leaving school and to consider alternative education or other placements.

The Superintendent or a designee shall convene a team of school personnel, such as the principal, guidance counselor, teachers, attendance officer and other relevant school staff, to participate in the exit interview with the student and the parent or guardian of the student. During the exit interview, the student shall be given information about the detrimental effects of early withdrawal from school, the benefits of earning a high school diploma and the alternative education programs and services available to the student.



## CONDUCT AND DISCIPLINE

The atmosphere of a school is a reflection of the attitude of its students and staff toward the school and toward each other. It is of equal concern that we achieve an atmosphere of order, self-discipline, safety and mutual respect. We believe our students have the maturity and good judgment to regulate their own behavior. When these qualities need further development, we are ready to provide the necessary guidelines. The school belongs to all of us, and it can only be what we want to make it.

Each teacher, within the policies set by the Northeast Metropolitan Regional School Committee, will establish behavior expectancies within his or her own classes. A teacher may detain a student whenever the student is not performing at that expectancy level. If there is a continuance of poor conduct displayed by the student, the teacher will request a parent conference. Teachers may schedule time after school to discuss academic problems as well as discipline issues.

The Northeast School Committee, Administration, faculty and staff expect all students at Northeast to act at all times in a manner which indicates that they respect themselves, respect authority, and respect the rights and property of others.

Progressive discipline is a behavior management approach that utilizes a system of levels of predetermined infractions and consequences for specific offenses to maintain a safe school environment. Progressive discipline is a balance of preventative measures, respect, reasonable disciplinary values. The Administration and staff try to maintain a disciplinary process that is both fair and consistent, and protects the rights of all members of the Northeast school community.

### Teacher Detention

A teacher may detain a student after school. During this time, there should be a positive exchange between teacher and student to explain what the expected behavior is and how the student can work to attain the expected level. Students should report to a teacher detention before reporting to an administrative detention.

### Administration Detention

Administrative detention will be held in room 103 from 2:35 p.m. through 3:25 p.m., Monday through Thursday afternoons. Vocational Deans assign students to Administrative detention.

1. Students must arrive no later than 2:35 p.m.
2. **Students are expected to remain until 3:25 p.m. dismissal.**
3. Students are expected to work on school assignments and bring appropriate materials to detention.
4. If a student is sent out, appropriate action will be taken by the Dean.

**Failure to serve Administrative Detention or comply with detention regulations, or to be respectful and cooperative while**

serving detention will result in additional consequences imposed by the Dean.

#### **After-School Detention**

Students who violate certain school policies or regulations as listed in the below, may be assigned After-School Detention on a Tuesday or Thursday, from 2:30 p.m. to 5:30 p.m. in lieu of suspension

#### **Impermissible Conduct**

The following list of impermissible conduct and potential sanctions therefor is not exhaustive but provides general guidance to students with respect to school rules and behavioral expectations. **The NEMT Administration reserves the right to impose discipline that it deems appropriate under the circumstances. This handbook shall be used as a guide in making such determinations.**

#### **Level I Infractions**

Level I infractions are generally handled by staff. There are two (2) situations in which Level I infractions come to the attention of administrators: a) behavior that continues with little or no regard for the consequences assigned by the staff member or, b) behavioral issues that may be considered to be minor infractions and do not fall under the jurisdiction of teachers, such as issues pertaining to attendance, student parking, bus behavior, cafeteria, etc.

1. Tardiness to class (less than 15 minutes late)
2. Unprepared for class or physical education
3. Misbehaving in class
4. Any violation of a school-wide policy, or of an individual teacher's rules of conduct (failure to turn in homework, non-cooperation, classroom disturbance, etc.)
5. Loitering in lavatories or halls during non-passing time without a pass
6. Failure to wear proper safety equipment in the shop/work area (students must wear prescribed safety equipment in labs, vocational shops and outside work projects) – **First Offense**
7. Failure to return documents
8. Eating or drinking outside the cafeteria without permission (water excluded)
9. No pass in possession or failing to properly identify yourself to any staff member (ID must be worn on lanyard and visible) – **First Offense**

#### **Level I Infraction Penalties**

1. Teacher detention AND Communication with Parent/Guardian

#### **Level II Infractions**

Level II infractions involve more serious misconduct and /or behaviors that occur more often without regard for earlier reprimands, such as repeated Level I behavior. This type of infraction warrants

referral to the Vocational Dean and involve administrative detention and/or after-school detention.

**Level II Infractions – Section A**

1. Failure to report to teacher detention
2. Not being in an assigned area
3. Inappropriate use of electronic device – **First Offense 3 hr detention (see policy page 45)**
4. Vandalism (minor damage to school property)
5. Use of inappropriate, abusive or obscene language/gesture.
6. Failure to wear proper safety equipment in the shop/work area (students must wear prescribed safety equipment in labs, vocational shops and outside work projects) – **Second Offense**
7. Safety Violation – behavior that could be injurious to student or others
8. Leaving class without permission
9. Disruptive/sent out of shop/class/library/cafeteria (includes not being in assigned area, cutting in line in the café)
10. Intentionally lying to School Personnel
11. Being outside of School Building without permission
12. Violation of Dress Code (see pg. 41)
13. Failure to return school documents within specified time
14. Excessive demonstration of affection is not permitted
15. Sleeping in class
16. Students are not permitted to receive food/beverages from outside establishments – **First Offense** is a warning and student will not receive the food/beverage, **Second Offense** student will receive Infraction Penalty #1 below
17. Possession of food/beverage outside of the cafeteria
18. Rude and/or disrespectful behavior toward school personnel
19. Lying – **First Offense**
20. No pass or ID in possession or failing to properly identify yourself to any staff member (ID must be worn on lanyard and visible) – **Second+ Offense**
21. Other

**Level II Infraction Penalties – Section A**

1. First Offense – 1-2 Administrative Detention(s), communication with Parent/Guardian
2. Second Offense – After-school Detention, communication with Parent/Guardian
2. Third Offense – 1 day In-School Suspension, with Parent/Guardian meeting
3. Subsequent Offenses – Possible Out-School Suspension, with Parent/Guardian meeting

**Level II Infractions – Section B**

1. Failure to report to Administrative Detention
2. Cutting class
3. Failure to report to After-school Detention

4. No pass or ID in possession or failing to properly identify yourself to any staff member (ID must be worn on lanyard and visible) – **Third Offense**
5. Throwing or discharging anything at staff, students, or vehicles on school grounds (including but not limited to food, snowballs, water pistols, etc.) Roughhousing/Horseplay
6. Students committing **minor** damage to school property (repair or restitution and detention as determined by Dean)
7. Failure to wear proper safety equipment in the shop/work area (students must wear prescribed safety equipment in labs, vocational shops and outside work projects) 1st Offense – student may borrow safety glasses from Deans' Office or boots etc., 2<sup>nd</sup> Offense – 1 Administrative Detention and a 2 page written report, 3rd Offense – After-school Detention
8. Other

#### ***Level II Penalties – Section B***

3. First Offense - After-school Detention, communication with Parent/Guardian
4. Second Offense – 1 day In-School Suspension, with Parent/Guardian meeting
4. Third Offense – 1 day Out-School Suspension, with Parent/Guardian meeting
5. Subsequent Offenses – Possible Out-School Suspension, with Parent/Guardian meeting

#### ***Level III Infraction – Insubordination***

Insubordination is disobedience to authority and considered a serious offense. Staff members are responsible for enforcing the rules in the student handbook and directing students to refrain from disruptive behavior that undermines the educational process. Based on the level of the offense and intensity of the disruption, the Dean will determine the severity of the infraction and assign After-school Detention, In-School Suspension or Out-of-School Suspension (not to exceed 3 days).

1. Insolence and/or insubordination (willful and/or intentional failure to follow a reasonable direct order of a staff member)

#### ***Level IV Infractions***

Level IV infractions involve any behavior or action that potentially threaten the safety or well-being of an individual or the school community as a whole. Violations are punishable by In-School Suspension or Out-of-School Suspension except where otherwise specified. Serious or egregious violations may result in long-term out-of-school suspension, and possibly exclusion or expulsion. The Principal reserves the right to exercise discretion and to impose Out-of-School Suspensions in excess of the general guidelines set forth below.

#### ***Level IV Infractions (Police may be notified in some cases)***

1. Cheating/Plagiarism

- a. **First infraction** - zero on work, teacher detention, communication with parent, Dean notified and incident recorded in X2
  - b. **Second infraction** - zero on work, 2 days In-School Suspension, communication with parent
  - c. **Cheating on midterm/final exam will result in at least 1 full day of In-School-Suspension**
- 2. Fighting (physical contact) or instigating a fight on school grounds (including access roads to & from school facility, school buses). **FIGHTING WILL NOT BE TOLERATED AT NORTHEAST METRO TECH HIGH SCHOOL (up to 5 days Out-of-School Suspension)**
- 3. Smoking and possession of tobacco products is not permitted within the school building, the school property, school buses or school events off-campus (sporting events, proms etc.) – Students will be assessed a fine of \$25 in addition to disciplinary action. 1<sup>st</sup> Offense – 1 After-school Detention, 2<sup>nd</sup> Offense – 1 day In-School Suspension, 3<sup>rd</sup> + Offense – Out-of-School Suspension
- 4. **Possession** of vaporization (VAPE), electronic cigarette/cigar paraphernalia (including empty cartridges/containers), and alternative smoking devices
- 5. Possession of vaporization cigarette/cigar liquids (nicotine, oil, juice, etc.)
- 6. Possession of drug paraphernalia
- 7. Gambling (including cards)
- 8. Stealing/Larceny or attempted stealing/larceny – restitution and/or legal prosecution
- 9. Forgery – forging signatures on documents or use of another's identity
- 10. Vandalism/Graffiti/Tagging (restitution for damages)
- 11. Verbal Abuse to school personnel
- 12. Possession of inappropriate, obscene or suggestive literature/pictures through electronic means
  - a. Taking, possessing, displaying, distributing and/or transmitting pictures/video of a staff member without consent of said staff member
- 13. Possession and/or use of fireworks
- 14. Willful violations of Safety regulations
- 15. Leaving school/building without permission
- 16. Hazing (See State law prohibiting Hazing, pg 68) – Discipline at discretion of Principal pending outcome of investigation
- 17. Bullying/Intimidation (See State law regarding Bullying, pg. 66) – Discipline at discretion of Principal pending outcome of investigation
- 18. Harassment (See State law regarding Harassment/Sexual Harassment, pg. 63)
- 19. Truancy from school (Students absent from school or leaving school without parent/guardian knowledge). Student will be assigned 1 day of In-School Suspension for each day of truancy

20. Pantsing – removal or pulling down of another student's pants/shorts
21. Excessive conduct referrals or detention
22. Pranks – Student pranks are considered dangerous and a threat to the safety and rights of others. There is no such thing as a "harmless" prank. In addition to suspension, students involved in pranks may lose the privilege of attending all school-sponsored events, including senior activities for 12<sup>th</sup> graders. Seniors involved in pranks may also lose the privilege of participating in the graduation ceremony.
23. Other

#### **Level IV Infraction Penalties**

1. First Offense – Up to 3 days In-School Suspension/Out-of-School Suspension, parent conference
2. Second & Subsequent Offenses – Up to 5 days In-School Suspension/Out-of-School Suspension, parent conference

#### **Level V Infractions**

Major violations which are punishable by Out-of-School Suspension or Expulsion/Exclusion. When in the judgment of the Administration, the health or safety of a student is endangered or the behavior of a student substantially disrupts the educational process, the Administration reserves the right to impose long-term suspension/exclusion or expulsion.

#### **(Police and/or Fire will be notified, charges may be filed)**

1. Possession of controlled substance and/or weapons on school property. "Any student who is found on school premises or at a school-sponsored or school-related events, including athletic games, in possession of a dangerous weapon, including, but not limited to, a gun, knife, or controlled substance as defined in Chapter 94C, including, but not limited to, marijuana, cocaine, and heroin, may be subject to expulsion from the school or school district by the principal." M.G.L. c.71, § 37H.

#### **a. Additional Definitions:**

**Dangerous Weapons** –include but are not limited to firearms of any kind, knives, razors or other objects such as items sharpened into blades, chains, whips, ropes or any combination of objects fashioned into such, sling shots, clubs, karate sticks or rods of any kind, pipe, metallic knuckles, rings, screwdrivers, wrenches, hammers, or other objects determined by the Principal to be a dangerous weapon.

**Contraband** – refers to any objects, which depending on their use, may present a threat to the health and safety of students and staff. Contraband materials include but are not limited to bottles, cans, scissors, hat pins, rings, metal files, athletic equipment, spray paint or any aerosol.

- b. No student in a shop should have a blade of any type longer than 2 1/2 inches. All blades (even if necessary tools of the shop) must be locked in a tool box when not in use during shop.
- 2. Assault on any member of the school staff. "Any student who assaults a principal, dean, teacher, teacher's aide, or other educational staff on school premises or at a school-sponsored or school-related event, including athletic games, may be subject to expulsion from the school or school district by the principal." M.G.L. c.71, § 37H.
- 3. Intent to purchase illegal substances, controlled substances and/or drug paraphernalia
- 4. Distribution of vaporization (VAPE), electronic cigarette/cigar, related paraphernalia
- 5. Impaired Student: The Assistant Principal or Dean, in consultation with the referring staff person, the School Nurse and Guidance/Adjustment Counselor will make a determination of the student's status. Appropriate interventions to address health and safety will be immediately implemented. If the student is deemed impaired for reason not related to health or mental health condition, additional disciplinary action/interventions may be imposed at the Principal Hearing.
  - a. To prevent alcohol use at school events, students may be required, at the discretion of the Principal and/or designee, to take a Breathalyzer administered by said parties. Any student not willing to comply or who tests positive WILL NOT BE ADMITTED or forfeits admission, and will face appropriate disciplinary consequences.
- 6. Under the influence of alcohol or drugs at an event at another school
- 7. Violation of a restraining order
- 8. Threats to cause harm or endanger faculty/staff or student(s)
- 9. Discriminatory, harassing, lewd, or abusive behavior
- 10. Extortion
- 11. Violation of Acceptable Use Policy (Internet Policy) Inciting public unrest among groups of students to include social media and the cafeteria. To include but not limited to any student who willfully receives or requests illicit or illegal pictures of another NE students
- 12. Insubordination to Assistant Principal, Dean or Principal
- 13. Bomb Scare or False Alarm
- 14. Assault and/or battery other than #2 above
- 15. Fire Setting – using incendiary devices in school, on buses, school property or related functions
- 16. Gang-related violence
- 17. Manufacturing drug paraphernalia, weapons or burglary tools on school property
- 18. **Use of** vaporization (VAPE), electronic cigarette/cigar paraphernalia, and alternative smoking devices

19. Use of vaporization cigarette/cigar liquids (nicotine, oil, juice, etc.)
20. Any act which disrupts the educational environment of the school
21. Other

***Level V Infraction Penalties***

1. First Offense and Subsequent Offense – Up to ten (10) days Out-of-School Suspension and parent conference, or, long-term suspension from school with possibility of expulsion in accordance with M.G.L. c. 71, §37H.

**Other Restrictions**

The Administration may restrict a student as a disciplinary matter. Restrictions include loss of the privilege to:

- a. attend social events
- b. attend athletic events
- c. participate in school activities (including field trips)
- d. park on Northeast property

While a student will generally be provided with the opportunity to respond to the violations of which the student is accused prior to exclusion from an extra-curricular activity or event, students are not entitled to the full range of due process procedures applicable to in-school suspensions, out-of-school suspensions, or expulsion.



## **Suspension/Expulsion – Due Process**

### **Definitions:**

*Expulsion:* the removal of a student from the school premises, regular classroom activities, and school activities for more than ninety (90) school days in a school year, indefinitely, or permanently, as permitted under M.G.L. c. 71, § 37H or 37H½ for:

- (a) possession of a dangerous weapon;
- (b) possession of a controlled substance;
- (c) assault on a member of the educational staff; or
- (d) a felony charge or felony delinquency complaint or conviction, or adjudication or admission of guilt with respect to such felony, if a principal determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school, as provided in M.G.L. c. 71, § 37H or 37H½.

*In-School Suspension:* the removal of a student from regular classroom activities, but not from the school premises, for no more than (10) consecutive school days, or no more than ten (10) school days cumulatively for multiple infractions during the school year. *Removal solely from participation in extracurricular activities or school-sponsored events, or both, shall not count as removal in calculating school days.*

*Long-Term Suspension:* the removal of a student from the school premises and regular classroom activities for more than ten (10) consecutive school days, or for more than ten (10) school days cumulatively for multiple disciplinary offenses in any school year. Removal solely from participation in extracurricular activities or school-sponsored events, or both, shall not count as removal in calculating school days.

*Written Notice:* Written correspondence sent by hand-delivery, certified mail, first-class mail, email to an address provided by the parent for school communications, or any other method of delivery agreed to by the principal and the parent.

*Principal:* The primary administrator of the school or the Principal's designee for disciplinary purposes.

### **Emergency Removals:**

The Principal may remove a student from school temporarily when the student is charged with a disciplinary offense and the continued presence of the student poses a danger to persons or property, or materially and substantially disrupts the order of the school and, in the Principal's judgment, there is no alternative available to alleviate the danger or disruption. In such a case, the Principal shall immediately notify the superintendent in writing of the removal and the reason for it, and describe the danger presented by the student.

The temporary removal shall not exceed two (2) school days following the day of the emergency removal, during which time the Principal shall: (1) make immediate and reasonable efforts to orally notify the student and the student's parent of the emergency removal, (2) the reason for the need for emergency removal; (3) the disciplinary offense; (4) the basis for the charge; (5) the potential consequences, including the potential length of the student's suspension; (6) the opportunity for the student to have a hearing with the Principal concerning the proposed suspension, including the opportunity to dispute the charges and to present the student's explanation of the alleged incident, and for the parent to attend the hearing; (7) the date, time, and location of the hearing; and (8) the right of the student and the student's parent to interpreter services at the hearing if needed to participate.

Before the expiration of the two (2) school days following the initial emergency removal, unless an extension of time for hearing is otherwise agreed to by the Principal, student, and parent, the Principal must provide the student an opportunity for a hearing that complies with either the short-term due process or long-term due process set forth below, as applicable, and the parent an opportunity to attend the hearing.

**In-School Suspension:**

Prior to the imposition of an In-School Suspension, the student will be informed of the disciplinary offense and provided with an opportunity to respond. If the Principal determines that the student committed the disciplinary offense, the principal will provide oral notice to the student and parent of the length of the In-School Suspension and will make reasonable efforts to meet with the parent. On or before the day of the In-School Suspension, the Principal will deliver written notice to the parent of the basis for and length of the in-school suspension and inviting the parent to meet to discuss the student's behavior if such a meeting has not already occurred.

Students have the right to appeal an in-school suspension that will result in the student's in-school suspension for more than ten (10) school days in a school year.

**Out-of-School Suspension:**

In the case of disciplinary offenses not involving: a) possession of a dangerous weapon; b) possession of a controlled substance; c) assault on a member of the educational staff; or d) a felony charge or felony delinquency complaint or conviction, the student and parents will be given oral and written notice of the disciplinary offense with which the student is charged and the opportunity to participate in a hearing prior to the imposition of an out-of-school suspension. Written notice of the date and time for the hearing will be provided in English and in the primary language of the Student's home and will identify the disciplinary offense with which the student has been charged, the basis for the charge, the potential length of the student's suspension, and inform the parent and student of the right to interpreter services if necessary to participate in the hearing. Where a student may be subject to a Long-Term Suspension, the Principal will also notify the student and parent of the student's right to legal representation (at private expense), the right to present and

examine witnesses, the right to review the student record and documents that may be relied upon by the Principal, and the right to request that the hearing be audiotaped.

For disciplinary offenses involving a) possession of a dangerous weapon; b) possession of a controlled substance; c) assault on a member of the educational staff; or d) a felony charge or felony delinquency complaint or conviction, the student will be given oral notice of the violation with which the student is charged and an opportunity to respond thereto, prior to the Principal's imposition of a short-term suspension or an interim suspension of less than ten (10) consecutive days pending formal proceedings. Upon imposition of a short term or interim suspension or an interim suspension of ten (10) consecutive days or less pending further disciplinary proceedings, the student and parents will be provided with written notice of the suspension and the date and time of any formal disciplinary proceedings.

Student's subject to long-term suspension or expulsion pursuant to M.G.L. c. 71, § 37H and/or M.G.L. c. 71, § 37H1/2 shall be imposed in accordance with the due process requirements set forth in said statutes and the United States Supreme Court's decision in the matter of Goss v. Lopez. 419 U.S. 565 (1975).

#### **Principal's Hearings:**

Short-Term Suspension: At the Principal's hearing, the student and parents (if participating) may dispute the charge(s) against the student and present information, including mitigating facts, for the principal's consideration in determining consequences for the student.

Long-Term Suspension: In addition to the rights afforded a student in a short-term suspension hearing, the student will have the right to:

- be represented by counsel or a lay person of the student's choice, at the student's/parent's expense;
- review the student's record and the documents upon which the Principal may rely in making a determination to suspend the student or not
- produce witnesses on his or her behalf and to present the student's explanation of the alleged incident;
- cross-examine witnesses presented by the school district;
- request that the hearing be recorded by the Principal, and to receive a copy of the audio recording upon request.

#### **Principal's Decision:**

Based on a preponderance of the evidence presented at the hearing, the Principal will determine whether the student committed the disciplinary offense and the remedy or consequences to be imposed. The Principal shall exercise discretion in deciding the consequence for the offense and, in cases not involving possession of a controlled substance, a weapon, an assault on staff or felony charges, shall avoid using long-term suspension from school as a consequence until alternatives have been tried. If the Principal decides to suspend or expel the student, written

notice of the Principal's decision will be sent to the student and parents in English and the primary language of the home identifying the disciplinary offense, the factual basis for the Principal's decision, the beginning and end dates of the suspension or expulsion, and the process for appeal. The Principal will also notify the student and parent of the student's opportunity to make academic progress during the period of removal from school in accordance with M.G.L. c. 76, §21.

Appeals:

Where the student is excluded in accordance with M.G.L. c.71 §37H, the student shall have ten (10) calendar days from the effective date of the exclusion to file a written appeal with the superintendent of schools. For exclusions imposed pursuant to M.G.L. c.71 §37H1/2, the student shall have five (5) school days from the effective date of the exclusion to file a written appeal with the superintendent. For long-term suspensions imposed pursuant to M.G.L c.71, §37H3/4, the Student shall have five (5) calendar days from the effective date of the suspension imposed by the Principal but shall be granted an extension of seven (7) calendar days upon request. As provided under 603 CMR 53.00, students do not have the right to appeal a short-term suspension or in-school suspension imposed in accordance with M.G.L. c. 71, §37H3/4.

Academic Progress:

Any student who is serving an in-school suspension, short-term suspension, long-term suspension, or expulsion shall have the opportunity to earn credits, as applicable, make up assignments, tests, papers, and other school work as needed to make academic progress during the period of his or her removal from the classroom or school. Any student who is expelled or suspended from school for more than ten (10) consecutive days, whether in school or out of school, shall have an opportunity to receive education services and make academic progress toward meeting state and local requirements, in accordance with the school's education service plan. M.G.L. c. 76, § 21.

**Board of Review Hearing**

**Composition**

Vocational Dean, Chairperson  
Administrator of Student Services  
Student's Guidance Counselor  
Student's Vocational Dept. Head  
Teachers (as applicable)

*When convened for purpose of considering possible disciplinary exclusion, the Board of Review shall serve as the Principal's designee for the purpose of considering and imposing a disciplinary sanction.*

**Procedure**

1. Student and parent are provided with written notice of the Board of Review in accordance with 603 CNR 53.00, so as not abrogate the student's rights. If a Board of Review could result in the student's long-term suspension the student and parent have the right to be represented by counsel (at private expense).

2. The Board of Review case is present by the Vocational Dean, Chairperson, which includes:
  - a. Attendance record
  - b. Grades
  - c. Personal information
  - d. Record of previous suspension, including office discipline record
  - e. Department Head and teachers' comments
  - f. Counselor comments
  - g. Psychological evaluation, if applicable
3. Both side may present evidence and testimony. After all evidence has been aired, the parents and student are dismissed from the hearing while the Board reaches a resolution. Once a decision is reached, the student must not only be informed of the result, but must also be notified of the findings of fact which form the basis of the decision. Such notifications shall be consistent with the requirements of 603 CMR 53.00.

### **Results**

1. A student may be placed on a Conditional Re-admittance which may impose requirements for readmission including, but not limited to, counseling, tutoring, bi-weekly reports as well as other types of remedies to help students to continue enrollment.
2. After all options from a conditional re-admittance have been exhausted, a further suspension may result in formal disciplinary hearing and possible long-term suspension of up to ninety (90) school days, or in accordance with M.G.L.c. 71, Section 37H, 37H1/2 or 373/4.

### **Suspension of Students**

Suspension involves the removal of a student from school grounds and/or regular classroom activities. Such action is taken when it is obvious that no other action is suitable or likely to result in the correction of a student's unacceptable behavior. A parent-student-counselor-administrator conference is necessary before a suspended student will be allowed to return to classes (in the case of in-school suspension) or school. Suspensions vary in length. In all matters pertaining to a violation of criminal law by students, the administration shall take necessary steps to protect the reputation and rights of students under the law while fully cooperating with the police.

Suspensions and expulsions become part of a student's cumulative record. However, information about these suspensions or expulsions is not automatically disclosed to institutions to which the student may be applying. If a college, university, or post-graduate institution does not ask about suspensions, the guidance counselor will not make any mention or reference to the incident. If, however, the counselor is asked in any form about whether or not a student has been suspended, the counselor is obligated to report (see CMR 603 2307) In

such cases, the counselor will be available to discuss the situation and collaboratively move forward to portray the incident.

A student serving an out-of-school suspension is not to be in the school building, on school grounds, or at school functions until he/she has been readmitted or unless he/she has permission from the principal.

A suspended student **IS NOT ELIGIBLE** to participate in extracurricular activities or athletics. This means games and/or practices. Friday suspension includes Saturday and Sunday activities. A student whose suspension runs into the next week of school **IS NOT ELIGIBLE** to participate in any school activities until said student has returned to classes following the suspension. (This applies to long weekends and vacations.)

### **Discipline of Students with Disabilities**

All students, including those receiving services under the Individuals with Disabilities Education Act, M.G.L. c. 71B and/or Section 504 of the Rehabilitation Act of 1973 are expected to adhere to all rules and regulations stated in this Student Handbook. The following procedures shall, however, apply when students with disabilities are subject to suspensions or expulsion in excess of (10) consecutive school days or when, as a result of a pattern of disciplinary removal exceeding ten (10) school days cumulatively, the student has been subjected to a disciplinary change in placement.

- a. A suspension of longer than ten (10) consecutive school days or a series of short term suspensions that exceed ten (10) school days and constitute a pattern of removal and are considered to constitute a disciplinary change in placement.
- b. Prior to a suspension or expulsion that would result in a disciplinary change in placement of a student with a disability, building administrators, the parents, the student (where appropriate), and relevant members of the student's IEP/504 Team ("Manifestation Team") will convene to determine whether the violation for which the student is subject to a disciplinary change in placement was caused by or directly and substantially related to the student's disability or was the direct result of a failure to implement the student's IEP or Section 504 Plan.
- c. If the Manifestation Team determines that the behavior was NOT a manifestation of the disability, the student may be disciplined in accordance with the policies and procedures applicable to all students except that students eligible for special education services shall be entitled to a free appropriate public education as of the eleventh (11<sup>th</sup>) cumulative day of disciplinary exclusion in the school year. A functional behavior assessment will be conducted where appropriate.
- d. If the Team determines that the behavior IS a manifestation of the disability, the district will conduct a functional behavior assessment or review any existing behavior intervention plan and takes steps (with the consent of the parent) to correct the IEP, the placement, or the behavior intervention plan and the student will not be suspended or expelled for the violation found to be a manifestation of his/her disability.

- e. Regardless of the manifestation determination, the district may place the student in an interim alternative setting (as determined by the Team) up to forty-five (45) school days:
  - 1. If the behavior involves weapons or illegal drugs or another controlled substance while at school or at a school function; or
  - 2. If the student causes substantial bodily injury to another at school or a school sponsored event; or
  - 3. If the district provides evidence that the student is "substantially likely" to injure him/herself or others and a hearing officer/court orders the alternative placement.
- f. The parent shall have the right to appeal the manifestation Team's determination, the imposition of a disciplinary change in placement, and the student's placement in an interim alternative educational setting to the Massachusetts Bureau of Special Education Appeals. The student will remain in the disciplinary placement imposed by school authorities pending a decision on the appeal or until the expiration of the disciplinary sanction, whichever comes first.

Additional information regarding a student's procedural status can be obtained from the Director of Student Services and/or the Superintendent's Office.

## OTHER INFORMATION AND REGULATIONS

### Alcohol/Drug Use

School officials have the authority to decide whether or not there is evidence that a student has consumed alcoholic beverages or drugs before/during school or a school-related activity, and the effect of the consumption upon the student.

No one may have in his/her possession any alcoholic beverages or drugs in any public school building or any premises used for public school purposes. Violation of this prohibition is punishable by fine or imprisonment, or both.

See **Chemical Health Policy**, pgs. 12, 17 and/or **Expulsion**, pg. 32.

### Automobile and Parking Regulations

Driving an automobile to Northeast Metro Tech High School is a privilege. Students who drive a car to school must practice safe driving rules, conform to the Discipline Code, and obey parking restrictions. Students who drive to school should operate at greatly reduced speed (15 miles an hour) in the area of the school. Students are to park within the marked areas only. Fire lanes must be kept open. Students are not to park in the faculty parking lot. All cars should be properly locked. The school cannot be responsible for valuables left in cars or damage incurred while parked. Under state law, unnecessary motor vehicle idling is prohibited on or within 100 feet from school property.

#### ***Student Parking Policy***

1. Any student who has a car parked at Northeast must display a parking permit.
2. In order to receive a permit, a student must complete a parking permit form and show a valid license and registration. **There is a fee assessed to students who wish to park at Northeast Metro Tech High School.** If the student may be driving more than one vehicle to school, all cars must be listed on the form. No more than one permit per year will be given to a student.

Students will park in the lot immediately to the right of the access road upon entering the school grounds.

1. Spots are designated as student parking and are the only places where students are allowed to park.
2. Seniors only will be allowed to acquire permits for the first week of school. After that time, if permits are still available, they will be offered to juniors.
3. **Excessive tardies may result in the loss of parking privileges.**
4. **Northeast reserves the right to search any vehicle when on school property.**

### Bus Conduct and Safety

Transportation by school bus to and from school is a privilege for all students who qualify according to the rules and regulations of the Commonwealth of Massachusetts. The school bus is an extension of the school itself, and rules regarding behavior are the same as in school. It



should be understood that the right of a student to transportation to and from school is a qualified right dependent upon good behavior.

All busses are equipped with video cameras as a monitoring device of student behavior.

The bus drivers have the responsibility for the students under their care while onboard the school bus. The discipline of the students is a shared responsibility involving the cooperation of the students, parents/guardians, School Administration and the bus drivers. Without active participation and cooperation among these parties there cannot be effective discipline.

### **Cafeteria and Lunch**

Students are expected to use the Cafeteria for breakfast and lunch. Food and beverages (except water) cannot be taken from the Cafeteria.

In an effort to provide a clean and pleasant environment for our students while in the Cafeteria, students are asked to behave appropriately, and to clean up after themselves. Students may go into the courtyard, weather permitting, during lunch. This privilege depends on the courtyard area being kept clean of lunchtime trash.

Forms which delineate the conditions for the procurement of free or reduced priced lunch by students are available in the Main Office. Eligibility for free or reduced priced lunch is determined by a family income scale and the number of children in the family.

If a student does not have money, they are permitted to borrow and owe up to three (3) lunches. If a student borrows any lunches they are required to pay it back before the end of the school year. When the student reaches the maximum allotment of borrowed meals, and they do NOT have money for their lunch, they will be offered a cheese or peanut butter sandwich, milk, fruit and a vegetable.

### **Care of School Property**

Students are expected to respect all school property including books, workbooks, computers, tools/other materials, interior/exterior walls, and lockers. Students who deface any school property will be responsible for their actions and will be expected to pay the cost of any cleaning, repair or replacement. Athletes are responsible for all equipment and uniforms issued.

Students are responsible for any textbook issued to them. **A lost/damaged textbook must be paid for promptly. The NEMT Business Office will mail bills to students in grades 9, 10 and 11 during the summer.**

### **Child Abuse**

All staff are aware of the signs of child abuse and neglect, and the Principal, on a yearly basis, informs all professional staff of their obligations to report cases of child abuse and neglect as specified in M.G.L. Chapter 119, §§ 51A-51F and M.G.L. Chapter 71, § 37L.

### **Conferences and Extra Help Sessions with Teachers**

Teachers welcome the opportunity of having individual conferences with students and/or parents. It is expected that students will

initiate the scheduling of extra help sessions with teachers. All teachers at NEMT are available before and after school.

### **Cooperative Education Program**

The Cooperative Education Program is both a school-based and a work-based program. Co-op students will continue to receive their academic training in a traditional classroom setting. However, during the students' shop (practical) week, they will be employed by area businesses. Students will perform work that is best suited to their qualifications and educational needs. Employers will evaluate the student's progress. Prior to employment the evaluation process will be agreed upon between the employer and Northeast. Co-op students must meet Northeast's prerequisites before entering the program. Students will receive no less than minimum wage from their employer, with the exception of those industries not covered by the minimum wage law.

**Students must meet the following requirements before they are eligible for cooperative education:**

#### **1. Grades**

- a. **Juniors** - Must maintain an overall grade point average of 80% in their Career / Technical area (shop), and an overall grade point average of 70% in all academics, including related class, for the first two trimesters of junior year, or have an overall grade point average of 80% in their Career/Technical area (shop), and an overall grade point average 70% in all academics including related class cumulatively, to be eligible for the cooperative education program during the 3rd trimester of their junior year. Co-op juniors must maintain this grade point average for their 3rd trimester to remain on co-op the first trimester of their senior year. The student's overall grade point average cannot include a failing grade for the current trimester. All students must complete required shop and Career Center competencies to be eligible for the program.
- b. **Seniors** - **Must** maintain an overall grade point average of an 80% in their Career / Technical area (shop), and an overall grade point average of 70% in all academics, including related class, each trimester, to remain eligible for the co-op program senior year, or have an overall grade point average of 80% in their Career / Technical area (shop), and an overall grade point average of 70% in all academics, including related class cumulatively, to remain in the program. The student's overall grade point average cannot include a failing grade for the current trimester. While on Co-op, a failing grade will cause a student to be withdrawn from the program. All students must complete required shop and Career Center competencies to remain in the program. An Incomplete grade, or an MX grade, could make a student ineligible

for the program, but could be reviewed on a case by case basis. At the end of a marking period, student eligibility will be considered as official only on the date when report cards for that ranking period have been issued to the student.

2. **Suspension** – The Co-op student must be suspension free (in or out of school) for twelve (12) **full school weeks**. Twelve (12) full school weeks equates to one educational trimester.
3. **Absences/Tardies**
  - a. **Juniors** - **Cannot** exceed more than three (3) days absent, three (3) days tardy, and/or three (3) dismissals per trimester in order to qualify for the Cooperative Education program 3rd trimester of their Junior year. If a junior exceeds more than three (3) absences, three (3) days tardy, and/or three (3) dismissals in the 3rd trimester they will be withdrawn from the program. Juniors cannot have more than twelve (12) absences, twelve (12) days tardy, and/or twelve (12) dismissals by the end of their junior year to qualify for the Cooperative education program first trimester of their senior year. **This rule may be waived in the case of a serious illness, hospitalization, etc. or at the discretion of the Principal.**
  - b. **Seniors** - If a senior exceeds more than three (3) absences, three (3) tardies, and/or three (3) dismissals in a trimester they will be considered ineligible for the cooperative education program, or be withdrawn from the program. **This rule may be waived in the case of a serious illness, hospitalization, etc. or at the discretion of the Principal. All Co-op students must telephone and notify their Co-op employer, Department Head, and the Co-op Coordinator if they are unable to report for work for any reason.**  
Administration – Reserves the right to deny or withdraw any student from the Co-op program for reasons they deem good cause.

**Note:** In accordance with Federal Law and the McKinney-Vento Homeless Assistance Act, school personnel will work to overcome barriers which would prohibit homeless students from involvement in this program. See *Homeless Education Assistance* section of this handbook.

Additional requirements and information is available from Mr. Pisani (Cooperative Education Program Coordinator).

### Corridor Passes

Students should not leave the classroom except for an emergency or a call from an administrator's office. **Passes** are required for travel in the corridors or use of the rest rooms.

Guidance appointments should be scheduled before/after school, or during lunch. Passes to a student's vehicle must go through the Dean's Office.

### Dance Regulations

It is a privilege to attend a dance sponsored by Northeast Metro Tech High School. All school rules and policies are in effect at any dance, semiformal or prom (inclusive of smoking, chemical health and alcohol policies). Students should not owe detentions. Appropriate dress (see dress code below) is required. Students are encouraged to dress neatly and appropriately. No one will be allowed to leave and return to the dance. Guests may be invited to some dances – specifically proms and semi-formals. This will be announced in advance. Guests must complete the form required by NEMT for attendance of non-Northeast Metro Tech High students. **Students are limited to one guest. All guests must be approved by the NEMT Administration.**

### Dress Code

The school expects every student to dress in a manner that does not disrupt or impede the education process but allows diversity of taste, fashion, and individual preference. All students are expected to observe standards of cleanliness, modesty, and good grooming. Students are encouraged to wear clothing consistent with the serious and dignified purpose of education. A student's dress and grooming should be the responsibility of the individual and his/her parents under the following guidelines:

1. Clothing, hair and/or beard must be neat, clean, and of a style that would not present a health or safety hazard, or would be unacceptable by a potential employer.
2. An individual shop may specify its own dress code and these regulations must be adhered to by the individual student.
3. No clothing or jewelry may be worn that displays obscene, racial or ethnically insulting remarks or symbols, or encourages drinking or taking drugs, or provides distraction from normal school process or constitutes a safety hazard or is considered sexually explicit. Clothing containing advertisements or depictions of drugs, alcohol or tobacco products **WILL NOT** be allowed. The Dean will be responsible for the determination of what is obscene under the following guidelines:
  - a. Obscenity: In many cases, speech or material is obscene if, taken as a whole (not just isolated parts of it), it meets all three (3) of the following conditions:
    - i. It appeals to the prurient interests of minors (in other words, arouses lust);
    - ii. It describes nudity or sexual conduct in a way that most adults in the community think is clearly offensive for minors;

- iii. It lacks serious literary, artistic, political, scientific, or other value for minors.
4. Personal appearance, dress or grooming must not disrupt the educational process\* nor threaten the health or safety of another individual. Shorts and skirts above the knee, tank tops, sports attire, shirts or any suggestive or revealing clothing (i.e. bare midriffs, shoulders and/or backs) are **not** permitted. Appropriate footwear must be worn at all times. Parents and students are reminded that the Dean will be the final arbiter of a particular mode of dress when questionable.
5. No hat or head coverings on students are permitted to be worn in the building during the school day, and will be turned over to the Dean. If a hat or head covering is necessary in certain shops, those hats must be removed when leaving the shop (i.e. lunch). Exceptions are made for religious head coverings.
6. In pursuit of continuing the highest quality of education at Northeast, the wearing of clothing or attire that symbolizes membership in an organization outside of school will not be allowed, such as wearing of "colors" or symbols.
7. Physical Education apparel should be worn in physical education classes only.
8. **The Administration reserves the right to ask students to change any attire that does not adhere to the dress code. Further violations will result in a letter/phone call to student's parent/guardian and could result in suspension and/or other disciplinary action.**

#### *Career Area Dress and Safety*

Career area safety is of the utmost importance. There are safety issues that are unique to each CTE area. **The instructors will make known the safety requirements and dress code for their career areas.** The following is a clothing safety guide:

- **Footwear** – During shop week, student must wear shoes which provide protection in relation to the hazards of the particular shop.
- **Safety Glasses** – Due to the nature of several occupational areas, safety glasses are REQUIRED AT ALL TIMES. In other areas, they may be required as needed.
- **Hair** – Hair length should be determined by the dangers presented. In those shop areas where long hair presents a danger, the hair should be tied back and held firmly in place. In other areas hair must be netted regardless of length due to sanitary requirements.
- **Jewelry** – In some shop areas jewelry is prohibited. Consult with the particular instructor to determine if the wearing of jewelry is permitted.
- **Clothing** – Clothing should be reflective of the occupational area so that it meets standards and requirements of health and safety. Uniforms are required in some shops. Hats should not be worn in shops unless needed in the shop.

#### *Dress Requirements for Graduation*

All seniors are equal members of the graduating class. Members of the 2 Honor Societies, Class officers, Student Council officers, and SkillsUSA officers will wear cords and/or stoles. Approved military service branch stoles may also be worn. All may decorate caps with APPROPRIATE inscriptions or messages. However, ALL DECORATIONS ON THE CAP MUST LAY FLAT. There are to be no other adornments.

#### **Eighteen Year Old Regulations**

Once a person reaches the age of eighteen, Massachusetts holds that he/she is a legal "adult". This means that an eighteen-year-old is entitled to certain rights in school that other students do not have. Consistent with the definition of adult is the ability of such students to sign school-related official documents, including report cards, permission slips, etc., in his/her own behalf.

In all cases of dismissals, students with permission for self-dismissal must present proof of justifiable reason for dismissal.

The school retains the right and responsibility, however, to continue to keep parents informed of the grades, absences, etc.

Students aged eighteen or older who are enrolled in Northeast will remain responsible to the same school regulations as all other students consistent with the same statutes. They are thus subject to discipline on the same basis as pupils who have not attained the age of eighteen.

In addition, it should be noted that parents do retain the right of access to the school records of their children, regardless of age, pursuant to G.L. C.71, § 34E. See *Student Records* section of this handbook for the specific rights of students who are either fourteen (14) years old or have entered ninth (9<sup>th</sup>) grade.

#### **Electronic Device Policy**

It is the policy of Northeast Metro Tech High School to maintain the best possible learning environment for all students. While electronic devices and technology are an integral part of society and our educational system, the use of personal electronics during the school day are preventable external distractions and disruptive to the educational environment. Too often they are lost, misplaced or stolen. Due to safety problems and distractions created by their use, radio headsets, beepers, laser pens, cellular phones and other audio visual devices may not be visible/used during school day. **Students in academic and related classes will place cell phones in the appropriate area at the beginning of class.** Students are only permitted to use cell phones/ electronic devices building-wide before school (up to 7:45 am), during their respective lunch period (30 minutes) and after school (2:30 pm). Violation of this policy will result in confiscation of the device; refusal to comply will result in an insubordination offense. Any devices confiscated will be held until the end of the day. **The school is not responsible if these items are lost or stolen.** Phones/devices will be returned at the end of the school day by the Vocational Dean's Office. Students will receive discipline as determined by the Vocational Dean of Students with the MINIMUM penalty of an after school detention (3-hr). Repeat

offenders may have other action assigned ranging from parents picking up the device, contract, or daily turn-in to Dean's Office. Other circumstances such as State testing requires additional mechanisms such as students turning over cell phones to faculty during testing sessions including but not limited to MCAS and PSAT.

### **Evacuation/Lock-down Drills**

Evacuation/lock-down drills are conducted on a regular basis to ensure safe evacuation of everyone in the school. The alarms can be heard throughout the building/school grounds and also flash repeatedly for the hearing impaired. Evacuation directions are posted in all classrooms, shops, and student areas of the building.

#### *Emergency Procedures*

1. All students should:
  - a. Recognize alarm signals
  - b. Stop all activity and exit the room quickly and quietly
  - c. Walk, **never run**, out of the building unless directed differently
2. Students are not to go to their lockers for their coats but are to leave the building immediately.
3. Students should assemble in the appropriate location outside the building.
4. In the event of a drill while students are passing in the corridors, everyone should stop at the first sound of the alarm. Students should go to the nearest exit and get out of the building as quickly as possible.
5. Teachers will step in immediately to help direct students to nearest exit.
6. Students are not to enter cars in parking lot, nor leave school grounds.
7. Students are not to return to the building until told to do so by an administrator.

### **Field Trips**

The principal's approval is needed for all field trips that are defined as part of the written curriculum. In these cases the field trip experience is part of the course, and the student will be held accountable for specific knowledge that is an integral part of the curriculum. Such trips are mandatory and all students in the class must go.

Field trips that are valuable experiences, but not part of a curriculum, will require the teacher to grant permission for the student to go on the field trip based on his/her academic standing.

In both cases, parents must grant permission. If fees are charged for the trip, no student should miss a mandatory trip because he/she cannot afford it. Students should be given a way to privately let the teacher know of financial problems. The teacher will approach the principal for full or partial funding for that student.

### **Fund Raisers**

The principal must approve all fund raising by organizations. Students and teachers are not allowed to raise funds for school or personal endeavors during the time classes are meeting. Bake sales

may be held after school only. Fund Raising Request forms are available in the Main Office.

### **Health Services**

The goal of the Health Office is to see that students are enjoying optimum health. Please keep the nurses apprised of any contagious or serious illness/injury. Contact the nurses with any medical concerns you might have. The school is primarily responsible for the administration of emergency care. Emergency care is limited to first aid only. First aid is defined as the immediate and temporary care given in order to prevent further injury until medical care may be secured.

#### **All medical records must be at the school prior to enrollment.**

1. Physicals – State law requires that all school-age children have periodic physicals. At Northeast, all 9<sup>th</sup> graders are required to have a physical.
2. A school physical and immunization form will be sent/given to new students, and should be filled out completely and returned to the school nurses at the beginning of the year.
3. The Health Office will notify parents/guardians of children whose immunizations are not properly updated. Parents/Guardians are expected to have their children properly immunized **within 15 days** of such notice. Failure to be properly immunized may result in being excluded from school until the requirement is met.
4. Student-athletes must have a yearly physical prior to the start of try-outs/practice.
5. A medical excuse is necessary for a student to refrain from participating in Physical Education. School Nurse will process a medical excuse, and a copy of the excuse will be sent to the physical education teacher. The student will still be required to attend class.
6. **Medication Policy**
  - a. No medication (prescription or over the counter) shall be kept by the students.
  - b. Students who need to take medication during school hours must bring all medication to the health office where they will be stored and locked. The medication should be in a pharmaceutical container specifying the student's name, the name of the medication, and the dosage to be taken. A doctor's order form and parental permission form are necessary for the student to take the medication in a school setting.
  - c. It is the student's responsibility to report to the health office at the appropriate time.
  - d. Tylenol and Ibuprofen are the **ONLY** over-the-counter medications that may be administered by the Nurse. Written permission from a parent/guardian is required.
  - e. No medication will be dispensed after 1:30 p.m.
7. **Postural Screening Program**
  - a. The Massachusetts Department of Public Health now requires that all students in grades 5-9 have postural screening done annually.



- b. Postural screening is done to detect early curvatures of the spine, or other postural defects. Parents/Guardians will be notified if any positive signs are found.
- 8. **Vision & Hearing Testing Program**
  - a. The vision and hearing of all 10<sup>th</sup> grade students are tested annually. Parents or guardians will be notified if a student fails either test.
  - b. A referral letter will be sent to the parent or guardian if a student needs further examination by a doctor.
- 9. Massachusetts Law requires that students who return to school after being out with a contagious disease must have a doctor's certificate.
- 10. Reporting Illness or Injury - Any student who becomes ill or is injured during the school day must report to the nurse's office. Under no circumstances should an ill or injured student leave the school without reporting to the health office. The student will be dismissed according to the dismissal procedure listed below.
  - a. Dismissal due to Illness or Injury
    - i. Transportation is not provided by the school unless it is an emergency.
    - ii. The parent or legal guardian will be notified to pick up an ill or injured student at the school.
    - iii. When the parent or legal guardian cannot be reached, only a contact on the emergency form
    - iv. The school will notify parents/guardians, and the student will be transported by ambulance to the nearest hospital, in an emergency.
- 11. Students returning to school from hospitalization will be required to have a reentry meeting prior to return convened by the Administrator for Student Services or Adjustment Counselor. Students requiring a reentry meeting will be required to provide medical documentation authorizing return to school, identifying required restrictions if any, and identifying medication required. At reentry plan will schedule, restrictions imposed, transportation required, medical and educational support needed, and any other considerations that are appropriate.
- 12. Students requiring a leave of absence from school for medical or emotional conditions, when known in advance, will be required to have a medical leave meeting to review expected duration of absence, obtain physician recommendations regarding tutoring, and to develop a plan of support throughout the leave. Students who are on a medical leave will require a reentry meeting prior to return convened by the Administrator of Student Services or Adjustment Counselor in conjunction with the School Nurse. Students requiring a reentry meeting must provide medical documentation authorizing return to school, identifying required restrictions if any, and identifying medication required. At such meeting, a reentry plan will be developed that will delineate daily schedule, restrictions imposed, transportation required, medical and educational support needed, and any other considerations that are appropriate.

### **Home or Hospital Instruction**

Students who must be absent from school and are confined to their home or to a hospital setting for medical reason will be provided with educational services in the home or hospital. To be eligible for these services, students must submit a Physician's Statement attesting to the student's confinement to his/her home or to a hospital setting due to medical reasons for a period not less than fourteen (14) school days in any school year. To request home or hospital services, parents should contact their child's school counselor and provide the required written documentation from the child's physician. Such educational services shall not be considered special education unless the student has been determined eligible for such services and the services include requirements of the student's IEP. 603 CMR 28.03.

### **Homeless Education Assistance**

The McKinney-Vento Homeless Education Assistance Act requires that schools immediately enroll homeless students in school, even if they do not have the documents usually required for enrollment, such as school records, medical records or proof of residency, as long as the student has been properly immunized. Information on lead screenings as well as immunization records may be transferred over the phone. Parents or Guardians intending to register students who are homeless should be aware of the following guidelines:

1. Homeless students have a right to either remain in their school of origin or to attend school where they are temporarily residing.
2. Children who move from a homeless situation into a permanent residence during the course of a school year have the right to stay in the school they were attending while they were temporarily homeless. If the child or youth continues his or her education in the school of origin but begins living in an area served by another school district, the school district of origin and the school district in which the homeless child or youth is living must agree upon a method to apportion the responsibility and costs for providing the child or youth with transportation to and from the school of origin. If the school districts cannot agree upon a method, the responsibility and costs for transportation are to be shared equally.
3. Students who chose to enroll in school where they are temporarily residing must be enrolled immediately, even if they do not bring the records usually required for enrollment with them;

If a homeless student arrives without records, the school district's designated Homeless Education Liaison will assist the family and contact the previously attended school system to obtain the required records.

A child who is homeless and attending any school served by the local educational agency is eligible for Title I services.

A child who is homeless and attending any school served by the local educational agency is eligible for the Free and Reduced Lunch Program.

The designated Homeless Education Liaison at Northeast Metro Tech is: Ms. Tracey O'Brien, 781-246-0810, ext. 1637 or tobrien@northeastmetrotech.com.

### **Incident Reports**

Northeast Metro Tech High School has a *Memorandum of Understanding* with the Essex County, Middlesex County and Suffolk County District Attorneys' offices and the 12 local Police Departments. Incident reports are filed with the Superintendent, and with the police. The Principal is responsible for reporting criminal activity to the police department and to the Superintendent's Office. Acts that require such reports include but are not limited to various forms of assault, destruction of property (including graffiti, arson or vandalism), theft, civil rights violations or threats, possession or use of a dangerous weapon, possession or distribution of a controlled substance, or coming onto school property under the influence of alcohol or other drugs.

It is the sole prerogative of school officials to impose any discipline sanctions for infractions of school rules and policies independent of any police involvement or investigation. When the school has reported an incident to the appropriate police department, the police will be responsible for making the decision as to the course of the investigation process.

In addition, the principal complies with M.G.L. Chapter 71, Section 37L. This state law requires the principal to file a report with the Superintendent for any incident involving a student's possession or use of a dangerous weapon on school premises. The report is required whether or not the weapon was found during school hours, and whether or not the student has been expelled. Consistent with the law, the Superintendent will file copies with the appropriate police chief, the Department of Social Services, and the NEMT school committee before suspending the student.

### **Late Transportation**

When possible transportation will be provided for students who must stay after school for teacher detention, administrative detention, extra help, make-up work, or extra-curricular activities. Buses will be available Monday through Thursday at 3:30 P.M.

Buses will also be available at 5:30 P.M., but only for those students involved in sports programs, enrichment programs and after-school suspensions on Tuesdays and Thursdays.

**Important Note:** Late bus routes are not identical to regular daily bus routes. Buses will drop students at central stops in their local communities from which they must make their own arrangements to get home. Further information is available in the Deans' office.

### **Lockers/Search and Seizure**

School lockers are provided as a courtesy for students but remain the property and under the control of Northeast Metro Tech High School at all times. Accordingly, students do not have a reasonable expectation of privacy in the contents of their school and the school **administration reserves the right to inspect lockers periodically to ensure the proper use of the locker or in the event that there is a reasonable suspicion that the locker contains evidence of a student's violation of school rules or applicable laws.**

### **Searches of Students and/or Student Belongings**

1. A search of a student will only be performed, and seizure of a student's belongings will only take place, if there exists reasonable suspicion that the student has violated or is violating either the law or the rules of the school. The search will be conducted in a manner reasonably related to its objectives and will not be excessively intrusive in light of the age and sex of the student and the nature of the infraction. Whenever a personal search is deemed necessary, the student shall be advised of the reason for the search prior to its implementation. A search of a student may extend to articles of clothing such as pockets; and to the removal and search of outer garments such as hats/caps/headgear, jackets, coats, sweaters, sweatshirts, or shoes; and to items such as pocketbooks, lunch bags, book bags, athletic bags, or backpacks.
2. A search of a student's belongings or of a student's automobile parked on school property will only be performed, and seizure of a student's belongings will only take place, if there exists reasonable suspicion that the student has violated or is violating either the law or the rules of the school. The search will be conducted in a manner reasonably related to its objectives and will not be excessively intrusive in light of the age and sex of the student and the nature of the infraction. When reasonably possible, search of a student's belongings not in the immediate possession of the student or of a student's automobile parked on school property will be in the presence of the student(s) whose conduct is under scrutiny and in the presence of a second school official. Use of canines on the exterior of vehicles or other items to detect odors do not constitute a search.
3. Should a student refuse to voluntarily comply with a request for a search, the student may be detained until parents, and, if necessary, police, can arrive at school to assist, as appropriate, in the investigation.
4. A search of a student or his/her belongings in accordance with the above policy may take place at school or at any school sponsored event on or off school property or during the transportation to such event.

### **Parent Notification of Rights under the Protection of Pupil Rights Amendment (PPRA)**

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

1. *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (DOE): political affiliations or beliefs of the student or student's parent; mental or psychological problems of the student or student's family; sex behavior or attitudes; illegal, anti-social, self-incriminating, or demeaning behavior; critical appraisals of others with whom respondents have close family relationships; legally recognized privileged relationships, such as with lawyers, doctors, or ministers; religious practices, affiliations, or beliefs of the student or parents; or income, other than as required by law to determine program eligibility.
2. *Receive notice* and an opportunity to opt a student out of the following: any other protected information survey, regardless of funding; any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under state law; and activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
3. *Inspect* upon request and before administration or use: protected information surveys of students; instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and instructional material used as part of the educational curriculum. These rights transfer from the parents to a student who is 18 years old or an emancipated minor under state law.

Specific activities and surveys covered under this requirement include: the collection, disclosure, or use of personal information for marketing, sales or other distribution; the administration of any protected information survey not funded in whole or in part by DOE; and any non-emergency, invasive physical examination or screening as described above. Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-5901

### **Parent Notification Regarding Sexual Education and Human Sexuality Issues**

Massachusetts General Law Chapter 71, Section 32 A notes that parents be provided an “opt-out” provision for courses (typically sex education or sciences) school assemblies, or other instructional activities and programs that focus on human sexual education, the biological mechanics of human reproduction and sexual development, or human sexuality issues. Parents wishing to review curricula and/or exempt their child/children from instruction of the aforementioned topics must contact the building Principal in writing.

### **Physical Restraint**

Northeast Metro Tech complies with the requirements of Massachusetts regulations governing the use and reporting of physical restraint in schools, 603 CMR 46.00.

Physical restraint may be used only as an emergency procedure of last resort and shall be prohibited in public education programs except when a student’s behavior poses a threat of assault, or imminent, serious, physical harm to self or others and the student is not responsive to verbal directives or other lawful and less intrusive behavior interventions, or such interventions are deemed inappropriate under the circumstances. Physical restraint shall mean direct physical contact that prevents or significantly restricts a student’s freedom of movement. Physical restraint does not include: brief physical contact to promote student safety, providing physical guidance or prompting when teaching a skill, redirecting attention, providing comfort, or a physical escort.

Physical restraint shall not be used: (a) as a means of discipline or punishment; (b) when the student cannot be safely restrained because it is medically contraindicated for reasons including, but not limited to, asthma, seizures, a cardiac condition, obesity, bronchitis, communication-related disabilities, or risk of vomiting; (c) as a response to property destruction, disruption of school order, a student’s refusal to comply with a public education program rule or staff directive, or verbal threats when those actions do not constitute a threat of assault, or imminent, serious, physical harm; or (d) as a standard response for any individual student. No written individual behavior plan or individualized education program (IEP) may include use of physical restraint as a standard response to any behavior.

Physical restraint is an emergency procedure of last resort. Physical restraint in a public education program shall be limited to the use of such reasonable force as is necessary to protect a student or another member of the school community from assault or imminent, serious, physical harm. The use of seclusion and /or chemical restraint is prohibited at all times.

Nothing in this policy, or the applicable regulations, prohibits: (a) the right of any individual to report to appropriate authorities a crime committed by a student or other individual; (b) law enforcement, judicial authorities or school security personnel from exercising their responsibilities, including the physical detainment of a student or other person alleged to have committed a crime or posing a security risk; or (c) the exercise of an individual’s responsibilities as a mandated reporter pursuant to MGL c. 119, § 51A.

**Posters and Signs**

Posting of information not directly related to Northeast Metro Tech High School must be approved by the principal first. Students are not to tape signs or posters to the painted plaster walls or windows. No posters are to be put up in the building except on the bulletin boards

**Services and Accommodations for Students with Disabilities**

Some students with disabilities require specialized instruction and/or supportive services to help them make effective progress in school. These services can include, but are not limited to, speech therapy, physical therapy, occupational therapy, specialized instruction, or placement in a special classroom. Parent(s)/guardian(s) or teachers may request an evaluation of a student's eligibility for special education. Within five (5) school days of receipt of such a request, a consent form authorizing an evaluation of the student will be forwarded to the parent(s)/guardian(s). Following receipt of the parent(s)/guardian(s)' consent, an evaluation will be conducted and a TEAM meeting will be held to determine if the student is eligible for special education services. If the student is found eligible for special education services, the Team will develop an Individualized Education Program (IEP) identifying the necessary services.

The Parent Advisory Council for Special Education (PAC) is an organization of parents of children with special educational needs, parents of typical children, special education staff and interested members of the community. The Special Education Office (978-794-1717) will provide names of PAC officers or put a new name on the PAC mailing list to receive notices about meetings and other events.

Section 504 of the Rehabilitation Act of 1973 ("Section 504") is a federal law designed to protect the rights of individuals with disabilities in programs and activities that receive federal financial assistance from the U.S. Department of Education. Section 504 provides: "No otherwise qualified individual with a disability in the United States . . . shall, solely by reason of her or his disability, 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 . . . ." Title II of the Americans with Disabilities Act of 1990 (Title II) is a federal law that applies to public entities, including the conforming amendment to Section 504 that affects the meaning of a disability under Section 504.

The Section 504 regulations require a school district to provide a "free appropriate public education" (FAPE) to each qualified student with a disability who is in the school district's jurisdiction, regardless of the nature or severity of the disability. Under Section 504, a FAPE consists of the provision of regular or special education and related aids and services designed to meet the student's individual educational needs as adequately as the needs of nondisabled students are met.

Additionally, NEMT provides nonacademic and extracurricular services and activities in such a manner as is necessary to afford students with disabilities an equal opportunity for participation. NEMT is, however, generally permitted to establish and utilize skill-based eligibility

criteria for participation in extracurricular programs and activities (e.g., school-sponsored athletics) so long as the criteria are rationally related to the purposes and goals of the specific program or activity.

The United States Department of Education, Office for Civil Rights (OCR) enforces Section 504 in programs and activities that receive federal financial assistance from the U.S. Department of Education. Recipients of this federal financial assistance include public school districts, institutions of higher education, and other state and local education agencies. The regulations implementing Section 504 in the context of educational institutions appear at 34 C.F.R. Part 104. Individuals who have complaints regarding the District's compliance with Section 504 can bring suit in federal district court against the District or persons in their individual capacity. Parents and employees can also file complaints with the U.S. Department of Education, Office for Civil Rights regional office at 5 Post Office Square, 8<sup>th</sup> Floor, Boston, MA 02118.

For concerns related to the identification, evaluation, and placement of students with disabilities, parents or guardians can request a hearing with the Massachusetts Bureau of Special Education Appeals at One Congress Street, 11<sup>th</sup> Floor, Boston, Massachusetts 02114. Employees can also file a complaint with the Equal Employment Opportunity Commission located at John F. Kennedy Federal Building, 475 Government Center, Boston, MA 02203.

The District's Section 504 Coordinator is: Tracey O'Brien, Administrator for Student Services.

### **Smoking Policy**

Smoking or any other use of tobacco or tobacco products is prohibited within the school building, any school facilities, on school grounds or on school buses. This prohibition applies to all individuals, including students, school personnel or any visitors. (See page 61)

### **Student ID Policy**

The purpose of this policy is to ensure safety and security on the Northeast Metro Tech campus for the approximate 1300 students who are on the property each day.

Student IDs will be provided to every student. Just as a driver's license authorizes driving a vehicle, a student ID card authorizes a student to be on premise. **EVERY student must wear their ID at all times while on school grounds.** Administration and teachers try very hard to be familiar with all of our students. However, it is a challenge for every staff member to know each of our 1300 students. Therefore, it is crucial that we are able to identify everyone on the school grounds. Identification of staff and students is a safety issue and will not be compromised. ID cards help us in identifying students as well as trespassers.

Student ID Rules:

1. The ID Card must be worn on a **breakaway lanyard hanging from their neck.**



2. School IDs **cannot** be worn on a shirtsleeve, pants, outside of pockets, under a coat/jacket, on a purse, clipped at the bottom of a shirt or in a shirt pocket.
3. If a student is wearing a jacket, the **lanyard** must be on the **outside** of the jacket and visible.
4. The ID Card must be presented to any school staff member or person of authority when requested.
5. The **front and back of the ID Card must remain plain** and free of stickers, markings, other photos, etc.
6. Lost, stolen, altered, damaged, and defaced ID Cards must be replaced **IMMEDIATELY** through the Library/ Media Center (see Mrs. Shea).
  - Cost for replacement is \$3.00 for a new ID Card.
7. I.D. clips are **NOT** acceptable
8. Any student who forgets his/her I.D. **must** report to In-House for a temporary I.D.
9. Students are excused from wearing I.D's during shops or during science labs where they present a hazard to student safety however, the ID must be worn when leaving shop or lab.

*Failure to Comply:*

**First offense** - Warning on X 2

**Second Offense** - 1 (one) Administrative Detention.

**Third Offense** - 2 (two) Administrative Detentions

**Fourth Offense** - After School Detention (3 hour)

### **Student Publications**

The school reserves the right to govern the time, place and manner of all student publications. Anyone wishing to distribute publications in school or on school grounds must speak with the principal to determine the appropriate conditions for distribution. Normally, distribution will take place before and after school and at lunch. The school does have the right to discipline students who do not meet the standards set above.

School-sponsored publications must be approved by the advisor and principal in a timely manner before and must:

1. Be free of libel and defamatory statements.
2. Not contain obscenities or profanity. Obscene material appeals to prurient interests and is offensive to community standards.
3. Allow opposing views on controversial issues.
4. Not be inflammatory, i.e., words that would be deemed fighting words, words that would incite violence.
5. Not disrupt the educational environment or interfere with the rights of other students to learn.

### *Unofficial Publications*

In the interest of a full and free education, students may publish their ideas. The same rules above apply, except that the principal and an advisor do not have to approve of the publication. However, the school does have the right to discipline students who do not meet the standards set above. Students are urged to get informal advice about meeting the standards from the principal before distribution.

### **Student Records**

The Northeast Metro Tech School District complies with all Applicable federal and state laws and regulations pertaining to Student Records. Those laws and regulations are designed to ensure a parent's/ eligible student's rights to access, inspect, and to request amendment of the child's student record.

The Massachusetts Student Record regulations and the Family Educational Rights and Privacy Act (FERPA) apply to all information kept by a school on a student in a manner such that the student may be individually identified. The regulations divide the record into the transcript and the temporary record. The transcript includes only the minimum information necessary to reflect the student's educational progress. This information includes name, address, course titles, grades, credits, and grade level completed. The transcript is kept by the school system for at least sixty (60) years after the student leaves the system.

The temporary record contains the majority of the information maintained by the school system about the student. This may include such things as standardized test results, class rank, school sponsored extra-curricular activities, and evaluations and comments by teachers, counselors, and other persons. The temporary record is destroyed no later than seven (7) years after the student leaves the school system.

The following is a summary of parent/student rights pertaining to student records:

Inspection of Record - A parent (or a student who has entered the ninth grade or is at least fourteen (14) years old) has the right to inspect all portions of the student record upon request. The record must be made available to the parent or student within ten (10) calendar days of the request, unless the parent or student consents to a delay. In the event the parent/student requests copies of a student record, the District may charge the parents/student for said copies at the District rate.

Confidentiality of Record – With few exceptions, no individuals or organizations but the parent, student and personnel working directly with the student are allowed to have access to information in the student record without specific, informed, written consent of the parent or the student.

Amendment of Record - Parents have the right to add relevant comments, information, or other written materials to the student record. In addition, Parents have the right to request that information contained in the record be amended or deleted.

Directory Information - Federal law requires that the District release the names, addresses and telephone listings of students to military recruiters and institutions of higher education upon request for recruitment and scholarship purposes without prior consent. In addition, the District may release the following directory information about a student without prior consent: a student's name, address, telephone listing, date and place of birth, major fields of study, dates of attendance, weight and height of members of athletic teams, class participation in officially recognized activities and sports, degrees, honors and awards, etc. However, in all instances, parents may request that such directory information not be

released without prior consent by notifying their school building office in writing by the end of September of each school year.

Destruction of Records – The regulations require that certain parts of the student record (such as the temporary record) be destroyed at a certain period of time after a student leaves school system. School authorities are also allowed to destroy misleading, outdated, or irrelevant information in the record from time to time while the student is enrolled in the school system. Before any such information may be destroyed, the parent and student must be notified, and have an opportunity to receive a copy of any of the information before its destruction.

Transfer of Records - It is the practice of NEMT to forward the student record of any student who transfers to another public school or school district upon request of the receiving school or school district. The consent of the eligible student or a parent shall not be required prior to the forwarding of student records to receiving schools or school districts.

Non-Custodial Parents - *Unless* there is a court order to the contrary, a non-custodial parent (parent without physical custody of the student) of any public school student has the right, subject to certain procedures, to receive information regarding the student's achievements, involvement, behavior, etc. A non-custodial parent who wishes to have this information shall submit a written request annually to the child's school principal. Upon receipt of such a request, the principal shall send written notification to the custodial parent by certified and first class mail that the records and information will be provided to the non-custodial parent in twenty-one (21) calendar days unless the custodial parent provides documentation of the non-custodial parent's ineligibility to access such information. In all cases where school records are provided to a non-custodial parent, the electronic and postal address and other contact information for the custodial parent shall be removed from the records provided. Any such records provided to the non-custodial parent shall be marked to indicate that they may not be used to enroll the student at another school.

Upon receipt of a court order that prohibits the distribution of information pursuant to G.L. c. 71, §34H, the school will notify the non-custodial parent that it shall cease to provide access to the student record to the non-custodial parent. M.G.L. c.71, §34H, 603 CMR 23.07.

Student Record Complaints - A parent or eligible student has a right to file a complaint with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, D.C. 20202-5901, (202) 260-3887 or with the Massachusetts Department of Education, 75 Pleasant Street, Malden, MA 02148, 781-338-3300. If you have any questions regarding this notice or would like more information and/or a copy of the Massachusetts Department of Education Student Record Regulations, please contact the building principal.

### **Student Safety**

Safety is a responsibility that involves all members of the administration, staff, faculty, and student body. Safety procedures must be followed in shops, classrooms, the gymnasium, at all athletic activities, during school-sponsored trips, traveling by bus or in private vehicles. All students will receive formal instructions in shop safety. Students are responsible for their own safe conduct and the safety of their classmates. Protective equipment for eyes, face, head and extremities, protective clothing, respiratory devices, and protective shields and barriers shall be provided, and must be worn by all students where there is an exposure to hazardous conditions. It is mandated by state law that safety glasses be worn by students and teachers in all identified shops. Some shops may require the wearing of a standard uniform for safety reasons. (see Career Area Dress and Safety). All violations of safety rules shall be dealt with immediately. Students are not allowed to engage in activities whose sole purpose is to inflict bodily injury. Seat belts must be worn when riding in school vans.

An Emergency Protocol Plan has been established to include the following:

1. Public Address System
2. Fire Alarm(s)
3. Walkie Talkies
4. Telephone(s) (Internal, External, Cellular)
5. Police
6. Outside Security
7. Outside crew/athletic event emergency procedure

In the event of an emergency, students and staff must follow the instruction provided over the public address system and/or those given by administrators, faculty or staff.

If the fire alarm is sounded, everyone must immediately evacuate the building via the nearest exit, unless otherwise directed.

If students become aware of a dangerous situation, they should immediately report this information to the nearest teacher, guidance counselor, Vocational Dean, staff member or police officer.

A practice evacuation drill and simulated lock down will be conducted at least once each school year.

### ***Building Safety***

All persons entering the building must sign in and out at the reception desk in the front lobby and visibly wear a Visitor's Pass. Surveillance cameras are in operation 24 hours per day. All students entering the building other than by bus must enter through the main front doors. All students entering from buses must enter the school through the back doors at the end of the 100 corridor.

**Student Success Plan**

The Massachusetts Department of Education has required school districts to prepare individual Student Success Plans for all students who score in the "Failing" level in Math or English Language Arts on the MCAS. The Student Success Plan will outline how the school will address and improve areas of weakness in the student's performance. Parents will be notified of the school's development of this plan.

**Visitors to Northeast Metro Tech High School**

No visitors will be allowed without permission of the principal. All persons entering the building must sign in and out at the reception desk in the front lobby and visibly wear a Visitor's Pass.

**Voter Registration**

The Assistant Voter Registrar is located in the Library/Media Center. Students who are citizens of the United States and will be eighteen (18) by Election Day are eligible to register. Also, anyone who is already registered to vote but wishes to change party affiliation may do so at any time during the school year.

**Working Papers**

If you are under eighteen (18) years of age and wish to work either part-time or full time, you must secure a work permit. Forms necessary for a work permit are available in the Main Office. A copy of your birth certificate is required.

## FEDERAL, STATE, AND LOCAL POLICIES/LAWS

### Acceptable Use of Technology Northeast Metro Tech High School

As our technology has advanced, the Internet and other worldwide resources have become an essential part of the instruction process. Along with this privilege to use the hardware, software and connectivity implemented in our schools, comes the added responsibility of students to use the technology in an acceptable manner.

The Northeast Metropolitan Regional Vocational School District maintains a Computer Network with access to the Internet. The purpose of the network is to advance and promote the education of the school community. The primary purpose of using the Internet is to help students gain rapid and convenient access to information and Access to the Computer Network and to the Internet is a privilege, not a right. You are responsible for what you do and say on the Computer Network and on the Internet. When you use the Computer Network and the Internet, you agree to abide by the rules described in this section. Like printed media, the Internet is an open system: some of the material available on the Internet may not be suitable for students. Since the Internet is also an evolving medium, Northeast may, from time to time, adopt additional rules. While using the Computer Network and the Internet, a student must obey any teacher, staff member, or other supervising personnel. Use of the Computer Network and the Internet is monitored by computer software as well as by school personnel. Do not assume that you can violate the rules without being detected. If a Northeast user violates any of these provisions, access privileges will be terminated or suspended, pending due process and school disciplinary action may be taken.

A copy of the full policy is available on the school website. The highlights and spirit of the policy are summarized as follows:

1. The use of the Internet is a privilege, not a right and must be in support of education, research and consistent with the educational objectives of Northeast Metro Tech High School. All users must behave in an ethical and legal manner.
2. Downloading and transmission of any material in violation of any state regulation is prohibited.
3. Unauthorized access to other secure systems, commonly referred to as hacking on the Internet, is illegal.
4. All users assume full liability, legal, financial or otherwise, for their actions.

The Principal/Deputy Director and/or his/her designee will be responsible for determining acceptable use and will initiate due process procedures regarding any suspected misuse. **Actions taken for any violation will depend on the nature of the violation, it may result in cancellation of your privileges to use the Computer Network and/or the Internet, administrative action by the Deans' Office, legal action, or a combination of the above.**

**Non-Discrimination Policy**  
**Title IX, Education Acts of 1972**  
**M.G.L. 76, §5**

Public schools have the responsibility to overcome, insofar as possible, any barriers that prevent children from achieving their potential. The public school system will do its part. This commitment to the community is affirmed by the following statements that the School Committee intends to:

1. Promote the rights and responsibilities of all individuals as set forth in the State and Federal Constitutions, pertinent legislation, and applicable judicial interpretations.
2. Encourage positive experiences in human values for children, youth and adults, all of whom have differing personal and family characteristics and who come from various socioeconomic, racial and ethnic groups.
3. Work toward a more integrated society and to enlist the support of individuals as well as groups and agencies, both private and governmental, in such an effort.
4. Use all appropriate communication and action techniques to air and reduce the grievances of individuals and groups.
5. Carefully consider, in all the decisions made within the school system, the potential benefits or adverse consequences that those decisions might have on the human relations aspects of all segments of society.
6. Initiate a process of reviewing policies and practices of the school system in order to achieve to the greatest extent possible the objectives of this statement.

The Committee's policy of nondiscrimination will extend to students, staff, the general public, and individuals with whom it does business; No person shall be excluded from or discriminated against in admission to a public school on account of race, color, sex, gender identity, religion, national origin, sexual orientation or disability. If someone has a complaint or feels that they have been discriminated against because of their race, color, sex, gender identity, religion, national origin, sexual orientation or disability, their complaint should be registered with the Title IX Coordinator (Tracey O'Brien 781-246-0810, ext. 1637).

**Non-Discrimination On The Basis Of Sex**

The School Committee, in accordance with Title IX of the Education Amendments of 1972, declares that the school system does not and will not discriminate on the basis of sex in the educational programs and activities of the public schools. This policy will extend not only to students with regard to educational opportunities, but also to employees with regard to employment opportunities.

The School Committee will continue to ensure that fair and equitable educational and employment opportunities, without regard to sex, to all of its students and employees.

## **Harassment**

Harassment will not be tolerated at Northeast Metro Tech High School. This policy is in effect while students are on school grounds, School District property or property within the jurisdiction of the School District, school buses, or attending or engaging in school activities.

Harassment prohibited by the District includes, but is not limited to, harassment on the basis of race, sex, gender identity, creed, color, national origin, sexual orientation, gender identity, religion, marital status or disability. Students whose behavior is found to be in violation of this policy will be subject to disciplinary action up to and including suspension or expulsion.

Harassment means conduct of a verbal or physical nature that is designed to embarrass, distress, agitate, disturb or trouble student when:

- a. Submission to such conduct is made either explicitly or implicitly a term or condition of a student's education or of a student's participation in school programs or activities;
- b. Submission to or rejection of such conduct by a student is used as the basis for decisions affecting the student, or;
- c. Such conduct has the purpose or effect of unreasonably interfering with a student's performance or creating an intimidating or hostile learning environment.

Harassment as described above may include, but is not limited to:

- a. Verbal, physical or written (including texting, blogging, or other technological methods) harassment or abuse;
- b. Repeated remarks of a demeaning nature;
- c. Implied or explicit threats concerning one's grades, achievements, or other school matters;
- d. Demeaning jokes, stories, or activities directed at the student;
- e. Bullying and cyber bullying.

The District will promptly and reasonably investigate allegations of harassment. The Principal/Deputy Director or his/her designee will be responsible for handling all complaints by students alleging harassment.

### **Procedure for Filing Complaints Related to Discrimination or Harassment**

The Administrator for Student Services has been appointed coordinator of the implementation and evaluation of all discrimination and harassment complaints.

Any student or school employee who feels that he/she has been discriminated against for any of the reasons cited above should utilize the following procedure to register a grievance:

1. Students or employees should submit any allegations of discrimination in writing to the principal for consideration.



2. The principal will investigate the allegations and respond to the complainant through personal interview and in writing within ten (10) school days of receipt of the written complaint.
3. If the matter is not resolved, the complainant may appeal in writing to Tracey O'Brien (781) 246-0180 x1637, the Title IX Coordinator. The Title IX Coordinator will meet with the complainant and respond in writing within ten (10) school days of receipt of the written complaint.
4. If at the end of ten (10) school days following the written response from the Title IX Coordinator the matter remains unresolved, the complainant has the right to appeal to the Superintendent. All allegations of discrimination are to be communicated to the Superintendent in writing.
5. The Superintendent shall investigate the complaint and respond in writing to the complainant no longer than ten (10) school days after having received the complaint.
6. If the matter remains unresolved, the complainant may appeal in writing to the School Committee within ten (10) school days of receipt of the Superintendent's response. The School Committee will meet within fifteen (15) school days to review and consider the matter. The Committee will respond to the complainant in writing within five (5) school days following that meeting.

### **Sexual Harassment**

"Sexual Harassment" means unwelcome, sexually offensive or gender-based conduct which is sufficiently severe, persistent or pervasive to create a hostile environment for the individual at school. Additionally, under M.G.L. c. 151C, § 1, the term "sexual harassment" may also include, but is not limited to, sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when: (i) submission to or rejection of such advances, requests or conduct is made either explicitly or implicitly a term or condition of the provision of the benefits, privileges or placement services or as a basis for the evaluation of academic achievement; or (ii) such advances, requests or conduct have the purpose or effect of unreasonably interfering with an individual's education by creating an intimidating, hostile, humiliating or sexually offensive educational environment. Under M.G.L. c. 151B, § 1, the term "sexual harassment" shall mean sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when: (i) submission to or rejection of such advances, requests or conduct is made either explicitly or implicitly a term or condition of employment or as a basis for employment decisions; or (ii) such advances, requests or conduct have the purpose or effect of unreasonably interfering with an individual's work performance by creating an intimidating, hostile, humiliating or sexually offensive work environment.

When determining whether an environment is hostile, the school district examines the context, nature, frequency, and location of the sexual or gender-based incidents, as well as the identity, number and relationships of the persons involved. The school district must consider whether the alleged harassment was sufficient to have created such an environment

for a reasonable person of the same age, gender, and experience as the alleged victim, and under similar circumstances.

Individuals who believe they are the subject of sexual or other kinds of harassment should report the conduct to appropriate staff and/or supervisors and procedures to resolve the problem should begin as soon as possible. No individual will be subject to any form of coercion, intimidation, retaliation, interference or discrimination for filing a sexual harassment report.

#### **Procedures for Filing Complaints Related to Sexual Harassment**

The Administrator of Student Services is designated as the Sexual Harassment Officer at Northeast Metro Tech High School. Other staff members, such as counselors and teachers, may be asked to assist in certain instances.

All reports of sexual harassment will be investigated promptly and in an impartial and as confidential a manner as possible, to ensure prompt and appropriate action. Any individual who is found, after appropriate investigation, to have engaged in sexual or other forms of harassment of a member of the school community will be subject to disciplinary action up to and including suspension or termination of employment. Sexual harassment may constitute child abuse under Massachusetts Law, G.L. c. 119, §51a. Northeast Metro Tech High School will comply with Massachusetts law in reporting suspected cases of child abuse, including those involving sexual harassment, to the Department of Social Services and/or the local Police Department. If a student or his/her parents/guardians are not satisfied with the school's response, they may take the complaint to the Massachusetts Department of Elementary and Secondary Education as specified above for discrimination complaints.

See the full policy on the District website. Paper copies are also available in the Main Office.

#### **State and Federal Agency Contacts**

State agencies that enforce laws prohibiting harassment or receive complaints thereunder include the Massachusetts Commission Against

Discrimination (MCAD), which is located at One Ashburton Place, Boston, MA 02108, telephone (617) 727-3990; and the Massachusetts Department of Education, 75 Pleasant Street, Malden, MA 02148, telephone (781) 338-3300.

Federal agencies responsible for enforcing federal laws prohibiting harassment include the Equal Employment Opportunity Commission (EEOC), One Congress Street, Boston, MA 02109, telephone (617) 565-3200, and the U.S. Department of Education for Civil Rights (CR), J.W. McCormack POCH, Boston, MA 02109-4557, telephone (617) 223-9662.

**An Act Relative to Bullying in Schools**  
**Commonwealth of Massachusetts, 2010, 2014**  
*Chapter 71, Section 370*

Bullying and Harassment are serious offenses and will not be tolerated. The Northeast Metropolitan Regional School District is committed to providing an environment free from recognized behaviors and actions that inhibit the learning process and jeopardize student safety. Northeast is committed to providing all students with a safe learning environment that is free from bullying and cyber-bullying. This commitment is an integral part of our comprehensive efforts to promote learning, and to prevent and eliminate all forms of bullying and other harmful and disruptive behavior that can impede the learning process.

Northeast recognizes that certain students may be more vulnerable to becoming a target of bullying or harassment based on actual or perceived differentiating characteristics, including race, color, religion, ancestry, national origin, sex, socioeconomic status, homelessness, academic status, gender identity or expression, physical appearance, pregnant or parenting status, sexual orientation, mental, physical, developmental or sensory disability or by association with a person who has or is perceived to have 1 or more of these characteristics. Northeast has taken specific steps to create a safe, supportive environment for vulnerable populations in the school community, and provide all students with the skills, knowledge, and strategies to prevent or respond to bullying, harassment, or teasing.

Northeast will not tolerate any unlawful or disruptive behavior, including any form of bullying, cyberbullying, or retaliation, in our school buildings, on school grounds, or in school-related activities. We will investigate promptly all reports and complaints of bullying, cyberbullying, and retaliation, and take prompt action to end that behavior and restore the target's sense of safety. We will support this commitment in all aspects of our school community, including curricula, instructional programs, staff development, extracurricular activities, and parent or guardian involvement.

Acts of bullying, which include cyberbullying, are prohibited at Northeast Metro Tech High School:

- a) on school grounds, property immediately adjacent to school grounds, at a school-sponsored or school-related activity, function, or program whether on or off school grounds, at a school bus stop, on a school bus or other vehicle owned, leased, or used by the school district or school, or through the use of technology or an electronic device that is owned, leased, or used by a school district or school, and
- b) at a location, activity, function, or program that is not school-related, or through the use of technology or an electronic device that is not owned, leased, or used by a school district or school, if the act creates a hostile environment at school for the target or witnesses, infringes on the rights of the target at school or materially and substantially disrupts the education process or the orderly operation of a school. Nothing contained herein shall

require schools to staff any non-school related activities, functions, or programs.

**Retaliation against a person who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying is prohibited.**

#### ***Definitions***

***Bullying*** is the repeated use by one or more students or by a member of a school staff including, but not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity or paraprofessional of a written, verbal or electronic expression or a physical act or gesture or any combination thereof, directed at a target that: (i) causes physical or emotional harm to the target or damage to the target's property; (ii) places the target in reasonable fear of harm to himself/herself or of damage to his/her property; (iii) creates a hostile environment at school for the target; (iv) infringes on the rights of the target at school; or (v) materially and substantially disrupts the education process or the orderly operation of a school.

***Cyber bullying***, the sending or posting of harmful or cruel text images using the internet or other digital communication devices, is one of the most challenging issues facing administrators, parents, and law enforcement officials. Cyber bullying can be extremely vicious. Victimization is ongoing (24/7) and, can be distributed world-wide and often irretrievable. Because it can be anonymous, students who engage in cyber bullying are bolder and less fearful of getting caught. Cyber bullying can include:

- Electronic communication that includes physical threats and/or malicious gossip and slander.
- Hit lists or polls via e-mail or other methods of communication naming specific students and/or teachers.
- Using cell phones to take compromising or humiliating pictures or videos of the target and sending those pictures or videos to everyone in their address book or posting them online.
- Numerous calls or text messages to a cell phone in order to run up a large phone bill for the target.
- Stolen identity: sending the text messages through a website using the name and phone number of the target in order to get the target in trouble, spread rumors, or tempt others to retaliate against the target.

***Aggressor*** is an individual who engages in bullying or cyberbullying

***Hostile Environment*** is a situation in which bullying causes the school environment to be permeated with intimidation, ridicule, or insult that is sufficiently severe or pervasive to alter the conditions of the student's education.

***Retaliation*** is any form of intimidation, reprisal, or harassment directed against a student who reports bullying, provides information during an

investigation of bullying, witnesses bullying, or has reliable information about bullying.

**Target** is a student against whom bullying, cyberbullying, or retaliation has been perpetrated.

See the full policy and procedures for reporting on the District website. Paper copies are also available in the Main Office.

**An Act Prohibiting the Practice of Hazing**  
**Commonwealth of Massachusetts, 1985**  
*Chapter 269 of the General Laws*

**Section 17.** Whoever is a principal 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 sections eighteen and nineteen, 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, or branding, forced calisthenics, exposure to weather, forced consumption of any food, liquor, beverage, drug or any 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 secondary school and each public and private school or college shall issue to every group or organization under its authority or operating on or in conjunction with its campus or school, and to every member, plebe, pledgee, or applicant for membership in such a group or organization, a copy of this section and sections seventeen and eighteen. An officer of each such group or organization, and each individual receiving a copy of said sections seventeen and eighteen shall sign an acknowledgment stating that such group, organization or individual has received a copy of said sections seventeen and eighteen.

**An Act Relative to Substance Use, Treatment, Education and  
Prevention**

**Commonwealth of Massachusetts, 2016**

*Chapter 52 of the Acts of 2016*

**Section 15.** Each public school shall have a policy regarding substance use prevention and the education of its students about the dangers of substance abuse. The school shall notify the parents or guardians of all students attending the school of the policy and shall post the policy on the school's website. The policy, and any standards and rules enforcing the policy, shall be prescribed by the school committee in conjunction with the superintendent or the board of trustees of a charter school.

The Department of Elementary and Secondary Education, in consultation with the Department of Public Health, shall provide guidance and recommendations to assist schools with developing and implementing effective substance use prevention and abuse education policies and shall make such guidance and recommendations publicly available on the department's website. Guidance and recommendations may include educating parents or guardians on recognizing warning signs of substance abuse and providing available resources. Guidance and recommendations shall be reviewed and regularly updated to reflect applicable and best practices.

Each school district and charter school shall file its substance use prevention and abuse education policies with the department of elementary and secondary education in a manner and form prescribed by the department.

See the full policy and procedures on the District website. Paper copies are also available in the Main Office.

**Prohibition Against Use of Tobacco by Students  
Commonwealth of Massachusetts  
Town of Wakefield Board of Health Regulation**

*Chapter 71, Section 37H (Massachusetts General Laws)*

"The Superintendent of every school district shall publish the district's policies pertaining to the conduct of teachers and students. Said policies shall prohibit the use/possession of any tobacco products within the school buildings, the school facilities or on the school grounds or on school buses by an individual, including school personnel."

*Chapter 72, Section 2A (Massachusetts General Laws)*

**Prohibition Against Use of Tobacco by Students**

"It shall be unlawful for any student enrolled in either primary or secondary public schools in the Commonwealth to use tobacco products of any type on school grounds during normal school hours. Each School Committee shall establish a policy dealing with students who violate this law. The policy may include, but not be limited to, mandatory education classes on the hazards of tobacco use."

*Board of Health (Town of Wakefield)*

**Section 4: Smoking Prohibited**

"Smoking is hereby prohibited in Wakefield in accordance with M.G.L. Ch. 270, Section 22.

*Tobacco Use Policy*

*Northeast Metro Tech High School*

It is the policy of Northeast Metro Tech High School to maintain a smoke free and tobacco free environment for all members of the school community. Therefore, the use, possession, distribution or sale of any tobacco product (including vapor/e-cigarettes) or related paraphernalia on school property or at school sponsored events is strictly prohibited. To this end the District maintains a partnership with the Wakefield Board of Health for the purpose of non-criminal disposition of violations to this policy.

**Definitions:**

- a) school property - any property that the school district owns including school buildings, school grounds, Breakheart Stadium, other athletic fields, tennis courts, parking lots, entrance and exit roads
- b) school sponsored event - any event or trip sponsored by the school regardless of location
- c) vehicles approved for use to transport students - buses, vans or other vehicles owned or hired by the school
- d) private vehicles - any vehicle not owned or hired by the school and used to transport students
- e) tobacco products - cigarettes of any kind (including herbal, clove), cigars, chewing tobacco (snuff, dip), vapor/e-cigarette devices)
- f) related paraphernalia - lighters, matches, pipes, papers, spittoon, cigarette holders

**Prohibited Conduct Defined:**

The following behaviors are prohibited by any individual:

- a) the use, possession, sale or distribution of tobacco products and/or smoking-related paraphernalia on school property
- b) the use, possession, sale or distribution of tobacco products and/or smoking-related paraphernalia in private vehicles while on school property
- c) the use, possession, sale or distribution of tobacco products and/or smoking-related paraphernalia at any school sponsored event
- d) the use, possession, sale or distribution of tobacco products and/or smoking-related paraphernalia in any vehicles approved for use in the transportation of students to and from school or school sponsored events

**Reporting Procedures:**

Any staff member who observes a Northeast Metro Tech High School student violating this policy shall report the conduct to the appropriate Dean immediately. The Dean will investigate the alleged behavior and administer consequences.

**Consequences:**

Violations of this policy shall result in the following consequences:

*1<sup>st</sup> offense:*

- a. conference with Dean, 3 days of detention
- b. the option of paying a **\$100 fine** or attending six hours of tobacco education
- c. verbal and written parent notification
- d. notification of coaches and school activity advisors

*2<sup>nd</sup> and subsequent offenses:*

- a. Payment of **\$100 fine**
- b. mandatory attendance at 6 hours of tobacco education (if that option was not chosen after the first offense)
- c. verbal and written parent notification
- d. notification of coaches and school activity advisors
- e. conference with Administrator and parents
- f. 1 day suspension from school 2<sup>nd</sup> offense, 3 days suspension from school for subsequent offenses



## **Parent/Guardian Contact Protocol**

Very often student and/or parents are not sure whom to contact at Northeast Metropolitan Regional Vocational Technical High School in case of questions, concerns or problems. We suggest the following:

***Classroom issues:*** contact the teacher first. If you have additional concerns, contact your student's Adjustment/Guidance Counselor. If you still are concerned, contact the appropriate Department Head, Assistant Principal, Vocational Dean or the Academic Program Coordinator. Finally, contact the Principal.

***Scheduling issues:*** contact your student's Adjustment/Guidance Counselor first. If you have additional concerns, contact the Guidance Department Head, then the appropriate Assistant Principal, Vocational Dean or the Academic Program Coordinator. Finally, contact the Principal.

***Career & Technical Education Curriculum issues:*** contact the appropriate teacher first, then the appropriate Department Head, then the Assistant Principal or Vocational Dean. Finally, contact the Principal.

***Special Education issues:*** contact the appropriate teacher first and then your student's Special Education liaison if needed. If you have additional concerns, contact the Administrator for Special Education.

***Behavioral issues:*** contact the teacher first. If you are still concerned, contact your student's Adjustment Counselor, Assistant Principal or Vocational Dean.

***Social, emotional, personal, health or family issues:*** contact your student's Adjustment/Guidance Counselor, Guidance Department Head or Administrator for Student Services.

***Homeless or temporary housing status (McKinney-Vento, foster care, military status):*** contact your student's Adjustment/Guidance Counselor, Guidance Department Head or Administrator for Student Services.

***Athletic issues:*** contact the coach first. If you are still concerned, contact the Athletic Director. Finally, contact the Principal.

**Attendance issues:** contact the Student Attendance Monitor or Student Attendance Officer. If attendance becomes excessive, please also contact your student's Adjustment/Guidance Counselor or Assistant Principal/Vocational Dean.

**Report Cards & Transcripts:** contact your student's Adjustment/Guidance Counselor first. If you have additional questions, contact the Guidance Department Head.

**Admissions:** Contact the Administrator for Student Services.

**Co-Op:** contact the Cooperative Education Coordinator.

**Harassment & Discrimination:** contact the Title IX and VI Coordinators.

**Bullying:** contact your student's Assistant Principal or Vocational Dean.

**Technology questions or issues:** contact the Manager of Digital Learning/Instructional Technology.

**Student Activities/Clubs:** contact the advisor first. If you are still concerned, contact the Assistant Principal or Vocational Dean. Finally, contact the Principal.

**Transportation:** contact the Vocational Dean in charge of Transportation (Ms. Bryant).

**Cafeteria/Food Service:** contact the Manager of Food Services

### **Additional Contact Information**

Mr. David DiBarri  
Superintendent/Director  
Tel: 781-246-0810 Ext. 1600  
[ddibarri@northeastmetrotech.com](mailto:ddibarri@northeastmetrotech.com)

Mr. Jay Picone  
Finance Director  
Tel: 781-246-0810 Ext. 1628  
[jpicone@northeastmetrotech.com](mailto:jpicone@northeastmetrotech.com)

Ms. Tracey O'Brien  
Administrator for Student Services  
Tel: 781-246-0810 Ext. 1637  
[tobrien@northeastmetrotech.com](mailto:tobrien@northeastmetrotech.com)

Ms. Victoria Colaiani  
Administrator for Special Education  
Tel: 781-246-0810 Ext. 1643  
[vcolaiani@northeastmetrotech.com](mailto:vcolaiani@northeastmetrotech.com)

Mr. Mark Cheffro  
Manager of Digital Learning/Instructional  
Technology  
Tel: 781-246-0810 Ext. 1672  
[mcheffro@northeastmetrotech.com](mailto:mcheffro@northeastmetrotech.com)

### **MODIFICATION**

Northeast Metropolitan Regional Vocational Technical School District reserves the right to modify or change the policies and related implementation procedures contained herein at any time. Notification to students and parents/guardians would follow any change.

