

NEMT STUDENT HANDBOOK

NORTHEAST METROPOLITAN REGIONAL VOCATIONAL TECHNICAL HIGH SCHOOL



STUDENT HANDBOOK 2025-2026

David DiBarri, Superintendent/Director
Tracey O'Brien, Assistant Superintendent/Deputy Director
Richard Barden, Principal

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WELCOME MESSAGE

Dear Northeast Metro Tech Students and Families,

I am excited to welcome you to the 2025-2026 school year at Northeast Metro Tech. Our student handbook is designed to provide the information necessary for student success and clear communication. By adhering to the policies in this document, we believe every student can meet our high expectations and pursue their individual goals.

Northeast Metro Tech has a proud tradition of offering unique, enriching learning experiences while cultivating a school climate that is inclusive, safe, and supportive. Our faculty, staff, and administration are committed to the learning and growth of all students. Engaging, high-quality instruction will be designed and delivered to promote collaboration, communication, creativity, and critical thinking. All students will be challenged.

Our mission is to ensure that every student is prepared to succeed throughout high school as well as years from now in the workplace and in an evolving world. With a focus on skill development, community involvement, and personal growth, students are empowered to take ownership of their learning and career aspirations. We encourage every student to make the most of their high school experience by getting involved and making healthy, responsible, and informed decisions.

A successful high school experience requires committed partnerships between community members, families, and school staff. This “village of caregivers” working together provides the support network necessary for student growth and achievement. Students are urged to take full advantage of all that Northeast Metro Tech has to offer.

It is with great enthusiasm that we begin the 2025-2026 school year. As principal, I am deeply committed to ensuring that every student has the opportunity to thrive. I wish everyone the very best this school year.

Sincerely,

Richard Barden
Principal
Northeast Metro Tech

MISSION STATEMENT

Believing that all students are capable of learning, Northeast Metropolitan Regional Vocational 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 their 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

SCHOOL CALENDAR 2025-2026

[Website link](#)

2025



2026

August

SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30/31

AUGUST

18 - Counselors/Admin Report
21 - Orientation for New Staff
25-26 - Teachers Report for Prof Dev
27 - First day Grade 9
28 - All Students Report
29 - NO SCHOOL

November

SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29/30

NOVEMBER

5 - 8th Grade Open House, 6-8:30
11 - Veteran's Day - NO SCHOOL
19 - Late Start, PD Teachers
21 - End of Tri-1
26 - 1/2 Day Students
27-30 - Thanksgiving Break - NO SCHOOL

February

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

FEBRUARY

4 - Late Start, PD Teachers
16-20 February Vacation, NO SCHOOL

May

SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30/31

MAY

1 - Progress Reports Grade 9-11- Tri 3
6 - Spring Program Advisory 6-8 PM
19-20-MCAS Math, Grade 10
25 - Memorial Day, NO SCHOOL
29 - Last Day for Seniors

September

SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

SEPTEMBER

1 - Labor Day - NO SCHOOL
10 - 9th Grade Parent Night 6-8 pm
24 - Late Start, PD Teachers

December

SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

DECEMBER

23 - 1/2 Day Students
24-31 - Winter Break, NO SCHOOL

March

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

MARCH

2- Professional Day, NO SCHOOL
6- End of Tri-2
18- Late Start, PD Teachers
24-25 MCAS ELA, Grade 10

June

SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

JUNE

2-3- MCAS Science, Grade 9
4 - Graduation (Tentative)
19 - Juneteenth, NO SCHOOL
23 - End of Trimester 3
23 - Last Day of School, 1/2 Day for Students (with 5 snow days built in)

October

SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

OCTOBER

10 - Progress Reports Tri 1
13 - Indigenous Peoples' Day - NO SCHOOL
15 - Parent/Teacher Conferences 6-8 PM
28 - PSAT's (Juniors)
29 - Late Start, PD Teachers
29 - Fall Program Advisory 6-8 PM

January

SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

JANUARY

1-2 - Winter Break, NO SCHOOL
14 - Late Start, PD Teachers
16 - Progress Reports - Tri 2
19 - MLK Day - NO SCHOOL
21 - Parent / Teacher Conferences 6-8 PM

April

SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

April

3 - No school
8 - Late Start, PD Teachers
17 - Progress Reports Grade 12, Tri 3
20-24 - April Vacation, NO SCHOOL

No School
Late Start - 2 Hr. Delay
Half Day
Gold Week - Gr 10 & 12 in Shop
Black Week - Gr 9 & 11 in Shop

**Dates/Events Subject to Change

Rev 8525

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NEMT DIRECTORY

www.northeastmetrotech.com

(781) 246-0810

District Administration

David DiBarri, Superintendent/Director	1600
Tracey O'Brien, Assistant Superintendent	1637
Jay Picone, Finance Director	1628

School Administration

Richard Barden, Principal	1610
Edward Lussier, Administrator of Technology & Facilities	1672
Russ Mezikofsky, Dean	1630
Jack O'Brien, Assistant Principal	1639
Joseph O'Brien, Dean	1649
Joseph Papagni, Academic Program Coordinator	1652
Jarrold Richards, Dean	1638
Erin Selvitella, Dean	1633

Administrative Assistants

Wanda DeLeon, Administrative Assistant for Admissions	1302
Marelyn Flores, Administrative Assistant	1644
Roberta Grutti, Administrative Assistant to the Principal	1611
Tyese Kasperek, Administrative Assistant to the Superintendent	1612
Laura Ratcliffe, Administrative Assistant	1607

School Counseling

Dina Baratta, Adjustment Counselor	1615
Patrice Buccieri, Adjustment Counselor	1618
Krista Buck, Adjustment Counselor	1529
Diane Celona, Career Counselor	1664
Dawon Dicks, Diversity Coordinator	1683
Stephanie Levasseur, Administrative Assistant	1609
Carly McCarthy, Adjustment Counselor	1151
Maira Mejia, Bilingual Counselor	1616
Helen Rouse, Adjustment Counselor	1112
Rosemary Ruiz, Department Head	1663
Jaime Toomey-Ritterhaus, Social/Emotional Counselor	1300

Special Education

Suzanne Casaletto, Department Head	1158
Marla De La Cruz, Administrator of Special Education	1643
Anna LeMoure, Administrative Assistant	1655
Renee Zarella, Administrative Assistant	1651

Career Center

Diane Celona, Career Counselor	1112
Rose Pisani, Cooperative Education Coordinator	1662

Nurses Office

Paula Boivin	1620
Amanda Santarpio	1624

Athletics

Don Heres, Athletic Director	1250
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ACADEMICS

Detailed information regarding graduation requirements, promotion criteria, levels of courses, G.P.A. scale, and Class Rank can be found in the [Northeast Metro Tech Program of Studies](#). The Northeast Metro Tech Program of Studies can be viewed on the NEMT website.

Grading

The school year consists of trimesters. Each trimester includes one marking period, for a total of three marking periods per year. Halfway through each trimester, progress reports are published for families to view in Aspen. Report cards are published at the end of each trimester.

Students at Northeast receive a numeric grade for each academic and career technical course at the end of each marking period. These grades reflect an overall evaluation of student learning, based on teacher criteria outlined in the course expectations provided at the beginning of the year or trimester. A numeric grade of 64 or below is considered failing. In addition to numeric grades, the following indicators may also appear on a student's record: I = Incomplete; P = Pass.

If a student receives an Incomplete, it is their responsibility to complete all outstanding work within four weeks after the close of the marking period. If the work is not completed within that time, the grade will be changed to an F. A grade of Incomplete cannot be credited toward interscholastic eligibility.

While grades at Northeast are reported numerically, the following letter grade chart may be used for comparison purposes.

Percentile	Letter Grade
93-100	A
90-92	A-
87-89	B+
83-86	B
80-82	B-
77-79	C+
73-76	C

70-72	C-
67-69	D+
65-66	D
64 and Below	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.

Academic Integrity - Cheating and Plagiarism

All students are expected to demonstrate and develop the character traits of honesty, integrity, and responsibility. Academic integrity means that students submit work that reflects their own learning, understanding, effort, and voice.

The following actions are considered academic dishonesty and are strictly prohibited:

- Cheating: Copying or allowing another student to copy homework, classwork, or assessments (tests, quizzes, or projects). This also includes unauthorized use of technology and attempting to gain an unfair advantage (e.g., sneaking answers during an assessment).
- Plagiarism: Presenting or using someone else's words, images, or ideas as your own without proper citation. This includes copying from books, videos, or websites.
- Unauthorized use of artificial intelligence (AI) tools: Submitting assignments or parts of assignments using AI (e.g., ChatGPT, Gemini, Grammarly, or other AI) without teacher permission or proper citation. Use of AI for brainstorming, research, or draft writing must be approved by the teacher.

Any material (writing, images, ideas) copied from the internet or AI-generated must be cited. Students are encouraged to seek support from their teachers and to cite resources appropriately.

Academic dishonesty, including cheating and plagiarism, may be documented in the student's disciplinary record and result in loss of credit, a requirement to redo the assignment/assessment, disciplinary consequences, and/or loss of eligibility for honors (e.g., National Honor Society) and awards.

Homework

Homework completion is the responsibility of the student. 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. Homework is assigned to reinforce classroom instruction, develop independence, and strengthen academic habits. Teachers design assignments that support curriculum goals and provide meaningful feedback.

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 school breaks and 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 priority for a student. It has been found that much of the success or failure of an individual student depends on their failure to study and complete assignments. 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 the completion of homework.

Honor Roll

Northeast Metro Tech publishes an Honor Roll on the student report card each trimester. Honor Roll status is based on overall performance in both career technical and academic courses. To qualify, students must meet the following grade requirements:

High Honors: All career technical and academic course grades must be 90 or higher (all As).

Honors: All career technical and academic course grades must be 80 or higher (all As and Bs).

EXTRACURRICULAR CLUBS, ACTIVITIES, AND ATHLETICS

ATHLETICS

Athletics are an integral part of student activities at Northeast Metro Tech. Student-athletes are expected to follow all school rules and regulations as outlined in the NEMT Student Handbook, the NEMT Athletic Handbook, and the [Massachusetts Interscholastic Athletic Association \(MIAA\) Handbook](#). All students are encouraged to participate in athletics during any or all of the three seasons offered throughout the school year.

In accordance with Massachusetts General Laws, Chapter 76, Section 5, and guidance from the Massachusetts DESE: “Where there are sex-segregated classes or athletic activities, including intramural and interscholastic athletics, all students must be allowed to participate in a manner consistent with their gender identity. With respect to interscholastic athletics, the Massachusetts Interscholastic Athletic Association will rely on the gender determination made by the student's district; it will not make separate gender identity determinations.”

At Northeast Metro Tech, students may participate in the following sports, all of which offer varsity teams. Offerings are contingent upon student interest, staff availability, and funding.

Fall	Winter	Spring
Cheerleading	Basketball (Boys & Girls)	Baseball
Cross-Country	Cheerleading	Lacrosse (Boys & Girls)
Field Hockey	Ice Hockey (Boys & Girls)	Outdoor Track
Football	Indoor Track	Softball
Golf	Swimming	Tennis
Soccer (Boys & Girls)	Wrestling	
Volleyball		

Eligibility for Athletics

As a member of the Massachusetts Interscholastic Athletic Association (MIAA), Northeast Metro Tech High School follows all rules and expectations outlined in the [MIAA Handbook](#).

To be eligible for athletic participation, students must meet the following academic and attendance requirements:

- Students must be enrolled in a minimum of six courses per trimester.
- A student must have earned passing grades in at least five courses equivalent to a full-year English class, as well as a passing grade in shop, during the marking period immediately preceding the athletic season.
- First trimester eligibility is based on final grades from the third trimester of the previous school year.
- For all other trimesters, eligibility is determined by grades from the trimester immediately preceding the season (e.g., second trimester grades determine eligibility for third trimester athletics).
- Academic eligibility is determined based on the report card as published in the portal.

- Incomplete grades do not count toward eligibility.
- Summer school courses must be pre-approved by Northeast Metro Tech administration in order to count toward eligibility.
- Students must be present for at least three full periods to participate in extracurricular or athletic activities that day.
- Students who are tardy after 9:00 a.m. without a valid excuse are ineligible for participation in athletics that day.
- If the student-athlete is absent from school they cannot participate in athletics that day unless the absence is excused. If the absence occurs on a Friday, the student-athlete is ineligible for athletic participation over the weekend. If the absence occurs on a day before a holiday or vacation, the student is ineligible for the duration of that break.
- Student-athletes may not represent their school if they are on in-school 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.

Additional Rules and Regulations for Student-Athletes

The [MIAA Handbook](#) outlines the rules and regulations that all student-athletes and member schools must follow. Below are several rules that students should be aware of:

- A student shall be under the age of 19 on or before September 1st.
- A student shall be eligible for no more than four consecutive years beyond grade 8.
- Any student-athlete who is ruled out of a game shall not participate in the next scheduled game(s). Any student-athlete who is ejected from a contest for fighting, punching, kicking, or spitting at an opponent shall be suspended for the next two contests.
- A student-athlete 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.
- A student who transfers from any school to a MIAA member high school is ineligible for interscholastic athletic participation for one year in any sport in which that student participated at the varsity level during the one-year period immediately preceding the transfer, unless the transfer is necessitated by a change of residence of the student's parents or legal guardians.
- The rules apply to all levels of competition: varsity, junior varsity, and freshman.

If you are unsure about your eligibility status or any athletic rules and regulations, please consult the athletic director.

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 their 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 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

At Northeast Metro Tech, good sportsmanship is a core value of our athletic program. A team's success is measured not only by wins and losses, but also by how athletes and supporters conduct themselves. Respect, integrity, and positive behavior are expected at all times, on the playing surface and in the stands.

Spectators are a reflection of our school community. Your behavior contributes to the overall atmosphere and directly impacts the reputation of Northeast Metro Tech. To promote good sportsmanship, all students are expected to:

- Cheer positively for Northeast teams. Do not boo, taunt, or jeer opponents or officials.
- Respect officials' decisions as final. Only coaches may question a call if necessary.
- Treat game officials and opponents with courtesy at all times.
- Be welcoming and respectful to visiting teams and their fans - before, during, and after the game.
- After the game, exit the facility safely and do not loiter. Drive cautiously and be alert for pedestrians when arriving or leaving school events.

By following these expectations, students help create a safe, respectful, and spirited environment for all.

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 their 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 their 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 parts of an event will be dropped when calculating the 40% of the season.

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, i.e., 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 their captaincy in addition to any other consequences.

CLUBS & ACTIVITIES

Northeast Metro Tech High School provides a variety of extracurricular clubs and activities that allow students to participate in supervised events which promote school spirit, social-emotional development, academic and career technical growth, and community engagement. These activities also offer meaningful opportunities for students to apply and extend their learning beyond the classroom, develop leadership skills, and explore personal interests.

All students are encouraged to take an active role in school activities. Transportation may be provided for students participating in these organized programs.

The list of clubs and activities is determined annually based on student interest, staff availability, and available funding. An up-to-date list is available on the school website.

Students may present ideas for new activities to the administrative team. Approval is based on a written proposal that outlines the group's: (1) goals, (2) faculty advisor, (3) finances, (4) projected activities, and (5) the estimated number of students interested in participating.

All students participating in extracurricular activities are expected to demonstrate positive behavior and good citizenship, and are subject to the academic eligibility requirements, Chemical Health policy, and behavioral expectations outlined in this handbook.

National Honor Society

The purpose of the Northeast Metro Tech Chapter of the National Honor Society is to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership and to develop character in the students of Northeast Metropolitan Regional Vocational Technical High School. To be eligible for consideration, candidates must have completed at least one full year at Northeast Metro Tech and be members of the junior or senior class. All members are expected to uphold the rules and responsibilities outlined in the Northeast Metro Tech [NHS Chapter Bylaws](#).

Scholastically eligible (3.9000 GPA or higher) juniors and seniors will be notified of their eligibility during the first trimester. In addition to scholarship, a student must have demonstrated the following:

- Leadership: Candidates must demonstrate leadership experience within the school or community during their time as high school students. Leadership is not limited to holding formal officer positions; it includes any role in which the candidate has positively influenced peers, upheld school values, and served as a role model. Candidates are required to submit two (2) letters of recommendation from teachers, advisors, or community members who can attest to the candidate's leadership qualities and impact.
- Service: Candidates must demonstrate service contributions to the school, their classmates, and the broader community during their time as high school students. Service must reflect active and consistent participation in both school-based activities and volunteer efforts beyond the school environment. Volunteer hours must be documented and reflect a student's dedication over time, performed without compensation.
- Character: Candidates must demonstrate character by upholding the highest standards of honesty, responsibility, fairness, courtesy, tolerance, cooperation, and citizenship. A student of character does not cheat or plagiarize and shows an unwillingness to benefit from the mistakes of others. The student consistently upholds the principles of morality and ethics in both the school and the broader community. Candidates must also demonstrate respect for school rules and responsibilities as outlined in the student handbook, and maintain a record that reflects sound judgment and appropriate conduct.

Invitation for Consideration

During the first trimester, juniors and seniors who have attained a cumulative GPA of 3.9000 or higher will be invited to apply for membership in the National Honor Society.

Application

Eligible students must complete and submit a student information packet for review by the Faculty Council. Admission is not automatic. In addition to meeting the required GPA, applicants must demonstrate notable accomplishments and/or meaningful participation in the three areas of evaluation: service, leadership, and character. Each of these areas is weighted

equally in the selection process. Therefore, candidates must present evidence of strength in all three.

Only activities and accomplishments that occurred during high school will be considered. Applicants must ensure their submissions are neat, complete, and easily readable.

To preserve impartiality, all applications will be reviewed anonymously. Candidate names will be removed and replaced with numerical identifiers. Students are asked not to include any identifying information within their responses.

Selection

Membership in the National Honor Society is an honor bestowed upon a student. Selection is conducted by a five-member Faculty Council, appointed annually by the principal and chapter advisor. Selection is based on the candidate's demonstrated excellence in scholarship, leadership, character, and service.

The Faculty Council will review each application and cast an individual vote of "yes" or "no" for each candidate. A majority vote is required for selection. In addition to the application materials, the Faculty Council will solicit feedback from faculty members regarding the leadership, service, and character of each candidate. Any faculty member who submits a "no" response must provide a written explanation, which will be included in the application file for consideration. Once selected, members are expected to uphold the standards of the National Honor Society throughout the remainder of their high school career.

Appeal Process

While there is no formal appeal process for non-selection into the National Honor Society, students are welcome to express concerns about their candidacy to the chapter advisor. Reconsideration will only be granted in cases where a verifiable procedural error has occurred (e.g., an inadvertent omission of a candidate's name from consideration or a miscalculation of GPA). Students who are not selected may assume that they did not fully meet the criteria in one or more areas beyond scholarship.

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 workforce. 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 the 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 career 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.

SkillsUSA

SkillsUSA 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 career technical students with the assistance of two advisors.

SkillsUSA 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.

SkillsUSA 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

To be eligible to participate in extracurricular clubs and activities, a student must meet the same academic and attendance requirements as those for athletic participation. Please refer to the [Eligibility for Athletics](#) section above for details.

Chemical Health Policy - Activities

For students participating in extracurricular activities, 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 officers, 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 an alcohol/drugs (controlled substance) violation at any time, including summer vacation, will lose their leadership position in addition to any other consequences.

ATTENDANCE

In accordance with Massachusetts state law, all students are required to attend school. Consistent and punctual attendance is essential for student success, as learning is a continuous process that relies on active participation.

The Northeast Metropolitan Regional School Committee recognizes regular attendance as a critical factor in student learning, growth, and development. Therefore, absences are considered acceptable only in cases of personal illness, the death or serious illness of a family member, inclement weather conditions that pose a threat to student safety, religious holidays, court appearances, college visits, or other exceptional circumstances approved by the school administration.

The school principal or their designee is responsible for monitoring attendance records and taking appropriate action to address any missed learning activities resulting from absences or tardiness.

Absences From School

Regular attendance is directly linked to student learning and achievement, as such Northeast Metropolitan Regional Vocational High School closely monitors student attendance. When absences become excessive, appropriate supports and/or consequences will follow. Absences are classified into two categories: excused and unexcused.

Categories of Absence

- Excused Absences: Require appropriate documentation (e.g., medical, legal, religious, college visit).
- Unexcused Absences: Any absence not covered by the above criteria or not authorized by the school nurse or administration is considered unexcused. This includes absence for family vacations.

Excessive absence is defined as fifteen (15) or more absences in a school year. A doctor's note or equivalent documentation is required for any illness lasting three (3) or more consecutive school days. Families are strongly encouraged to schedule medical and dental appointments, as well as permit/driving tests, outside of school hours.

Vacations or family trips that do not align with scheduled school vacation periods are strongly discouraged, as students will miss valuable class time and hands-on learning experiences that cannot be replicated.

Attendance Interventions

- After 5 Unexcused Absences: A parent/guardian will be contacted to discuss attendance concerns. A meeting may be scheduled to develop a plan for improvement.
- After 10 Unexcused Absences: A meeting (Dean's Hearing) will be held with the student, parent/guardian, counselor, and dean. A formal intervention plan outlining expectations for improvement will be developed.
- After 15 Unexcused Absences: A meeting (Attendance Hearing) will be held with the student, parent/guardian, counselor, dean, and assistant principal or principal. Prior intervention plans will be reviewed. The student will be afforded due process rights. At this stage, the student may lose credit for enrolled courses, and final grades may be recorded as Failure Due to Absence (FDA).
- Intervention plans may include mandatory attendance at after-school support sessions with teachers and/or in the library, as well as active participation in an instructional support program (e.g., digital learning platform).

Excessive absences may result in the loss of parking privileges, restrictions on participation in extracurricular activities, and may also jeopardize a student's enrollment in their career and technical program. Students may not participate in any extracurricular activities on a day they are absent from school unless they have received prior written permission from administration. If a student is absent on a Friday, they are not permitted to participate in any extracurricular activities over the weekend. If a student is absent on the day before a holiday or vacation, they are ineligible to participate in any extracurricular activities for the duration of that break.

Absences From Class

Students are expected to attend all scheduled classes unless officially excused by a school administrator or the Nurse's Office. Unauthorized absences from class are considered class cuts and may result in disciplinary action.

Tardiness

Punctuality is a habit that significantly impacts student success. Excessive or repeated tardiness not only disrupts the learning environment and causes students to miss instruction and learning opportunities, but may also negatively affect future employment opportunities in industry.

Tardiness to School

All students are expected to be in their homeroom when the bell rings at 7:50 a.m. Students who arrive after the 7:57 a.m. bell must check in with the Attendance Office upon arrival. Failure to do so will result in being marked absent for the day and may result in disciplinary action.

- First Tardy Each Trimester: The student will receive a warning.
- Second and Subsequent Tardies Each Trimester: The student will be assigned an administrative detention (1 hour).
- Excessive Tardies (Five or More): The student may be assigned after school detention (3 hours), in-school suspension, and may lose parking privileges or be restricted from participating in extracurricular activities.
- After 5 Tardies to School: A parent/guardian will be contacted to discuss tardy concerns. A meeting may be scheduled to develop a plan for improvement.
- After 10 Tardies to School: A meeting (Dean's Hearing) will be held with the student, parent/guardian, counselor, and dean. A formal intervention plan outlining expectations for improvement will be developed.
- After 15 Tardies to School: A meeting (Attendance Hearing) will be held with the student, parent/guardian, counselor, dean, and assistant principal or principal. Prior intervention plans will be reviewed.

Note: Students in grades 10, 11, and 12 must report to their Shop Department Head before attending classes.

Tardiness to Class

Students are expected to arrive on time for every class as part of developing strong employability skills. Any student who arrives late must have a valid pass; otherwise, they will be considered tardy.

- Arriving less than fifteen (15) minutes late to class will result in a teacher detention.
- Arriving fifteen (15) minutes or more late will be considered skipping class.

Students with excessive tardies to class (more than three (3) in a trimester) may be subject to disciplinary action, including after school detention, in-school suspension, or out-of-school suspension.

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. Phone dismissals will not 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 parents/guardians 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 missed work. Each teacher has a designated day (Tuesday - Thursday) on which they remain within their 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.

Career Technical Shop Make-Up: Students have up to two (2) weeks to make up career technical instruction, assignments, projects, and competencies. For lengthy, consecutive absences, a make-up plan should be developed with the shop teachers, department head, student's dean and counselor.

Report an Absence/Medical Leave

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 student's 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, adjustment/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 climate of our school reflects the shared beliefs, expectations, and opportunities embraced by students and staff. At Northeast, we strive to foster a culture rooted in responsibility, readiness, respect, self-discipline, and safety. We empower students to make thoughtful choices and provide clear guidance and support when needed.

Each teacher sets classroom behavior expectations in alignment with school-wide policies. Teachers may conference with students or schedule parent meetings in response to ongoing concerns. Time after school may also be used to address academic or behavioral issues.

All members of the Northeast community are expected to demonstrate respect for themselves and for the rights and property of others.

To support a safe and productive learning environment, Northeast utilizes a progressive discipline framework designed to help students learn from their mistakes and improve their behavior through appropriate interventions and consequences. Rather than being solely punitive, this approach emphasizes prevention, support, collaborative problem solving, and restorative practices. Progressive discipline helps students understand the impact of their actions and encourages better decision-making moving forward.

Teacher Detention

A teacher may assign teacher detention for failure to meet classroom behavior expectations. This time allows for constructive conversation and relationship building between teacher and student to clarify expectations and discuss how the student can improve. Students are expected to attend teacher detention before administrative detention if assigned both. Teacher detention runs Monday through Thursday, from 2:35 p.m. to 3:25 p.m.

Administrative Detention (1 hour)

Administrative detention may be assigned for failure to meet school-wide or classroom behavior expectations. It is assigned by the assistant principal or deans. Administrative detention takes place in an assigned space, Monday through Thursday, from 2:35 p.m. to 3:25 p.m.

Expectations for administrative detention:

- Students must arrive no later than 2:35 p.m. and remain until 3:25 p.m.
- Students are expected to bring schoolwork and appropriate materials (including a Chromebook).
- Cell phones and other electronic devices must be put away.
- Food and drinks are not permitted, except for water.
- Students must be respectful, cooperative, and follow staff directions at all times.

Students who fail to attend, are removed from detention, or do not meet expectations will be subject to additional disciplinary consequences.

After-School Detention (3 hours)

After-school detention may be assigned for failure to meet school-wide or classroom behavior expectations. It is assigned by the assistant principal or deans. After-school detention takes place in an assigned space, Tuesday and Thursday, from 2:35 p.m. to 5:30 p.m.

Expectations for after-school detention:

- Students must arrive no later than 2:35 p.m. and remain until 5:30 p.m.

- Students are expected to bring schoolwork and appropriate materials (including a Chromebook).
- Cell phones and other electronic devices must be put away.
- Food and drinks are not permitted, except for water.
- Students must be respectful, cooperative, and follow staff directions at all times.

Students who fail to attend, are removed from detention, or do not meet expectations will be subject to additional disciplinary consequences.

TIERED INFRACTIONS

The tiered structure below is used to support and respond to student behavior in a fair and consistent way. Tier 1, Tier 2, and Tier 3 infractions are based on the seriousness of the behavior and/or how often it has occurred.

While the examples listed in each tier serve as helpful guides, they do not cover every possible situation. School administrators have the authority to determine appropriate consequences based on the circumstances.

Before assigning consequences for student infractions, administrators will consider ways to re-engage the student in the learning process; and shall not suspend or expel a student until alternative remedies have been employed and their use and results documented, following and in direct response to a specific incident or incidents, unless specific reasons are documented as to why such alternative remedies are unsuitable or counter-productive, and in cases where the student's continued presence in school would pose a specific, documentable concern about the infliction of serious bodily injury or other serious harm upon another person while in school. Alternative remedies may include, but shall not be limited to:

- After-school detention
- Parent meeting(s)
- Dean/Counselor support
- Mediation or conflict resolution
- Collaborative problem solving
- Restorative justice
- Loss of extracurricular activities or parking privileges
- Implementation of a support plan

The goal is to help students re-engage in learning, understand the impact of their actions, and make better choices in the future. School-wide supports, such as positive behavioral interventions and supports (PBIS) and trauma-sensitive practices, are used to create a safe, inclusive, and respectful learning environment for everyone.

Students are expected to uphold school-wide behavioral expectations on school property, on school buses, and at all school-sponsored events, whether on or off campus. The school administration reserves the right to take disciplinary action in response to inappropriate conduct in any of these settings.

Tier 1 Infractions

Tier 1 infractions are generally addressed by school staff. Examples of Tier 1 infractions include, but are not limited to:

1. Tardiness to class (less than 15 minutes late)
2. Skipping class
3. General classroom disruption (including on field trips and outside projects)
4. Loitering in lavatories or halls during non-passing time without a pass
5. Eating or drinking outside the cafeteria without permission (excluding water)
6. Receiving/ordering food or beverages from outside establishments/food delivery services
7. Being without a pass or failing to properly identify yourself to any staff member
8. Not being in an assigned area
9. Dress code violation
10. Leaving class without permission
11. Excessive displays of affection
12. Failure to wear required safety equipment in shop/lab settings or outside work projects
13. Inappropriate use of electronic device/cell phone
14. Cheating or plagiarism
15. Minor vandalism of school or personal property (may require repair or restitution)
16. Lack of engagement in class or shop (e.g., sleeping, head down, unprepared)
17. Rude or disrespectful behavior towards others
18. Argumentative behavior (e.g., verbal defiance of staff direction)

Potential Tier 1 Infraction Consequences: warning, parent/guardian contact, loss of parking or extracurricular privileges, community service assignment, implementation of a support plan, teacher detention

Tier 2 Infractions

Tier 2 infractions involve more serious misconduct and/or repeated behaviors that occur despite previous interventions, such as repeated Tier 1 infractions. Repeated behaviors demonstrate disregard for earlier warnings or consequences. Examples of Tier 2 infractions include, but are not limited to:

1. Excessive tardies/skipping class

2. Excessive conduct referrals
3. Failure to report to a teacher, administrative, after school detention
4. Inappropriate, abusive or obscene behavior, language, gestures, or physical contact
5. Safety violations - behavior that could result in injury to self or others
6. Rude and/or disrespectful behavior toward school personnel
7. Lying to staff
8. Throwing or discharging items at staff, students, or vehicles on school grounds (e.g., food, snowballs, water pistols)
9. Minor physical altercations or horseplay (e.g., pushing, shoving)
10. Vandalism involving destruction or defacement of school or personal property, including graffiti or tagging (may require repair or restitution)
11. Gambling
12. Forgery (e.g., forging signatures or using another person's identity)
13. Pantsing (pulling down another student's pants or shorts)
14. Pranks - all pranks are considered potentially harmful and unacceptable
15. Truancy from school
16. Stealing or attempted theft - including possession of stolen property (restitution and/or legal action may be required)
17. Violation of the Acceptable Use Policy (AUP)

Potential Tier 2 Infraction Consequences: teacher detention, administrative detention, after-school detention, loss of parking or extracurricular privileges, community service assignment, implementation of a support plan, in-school or out-of-school suspension, and/or police notification

Tier 3 Infractions

Tier 3 infractions involve behaviors or actions that are disruptive and/or potentially pose a threat to the safety or well-being of an individual or the school community. These actions are considered severe and require the immediate involvement of an administrator. Examples of Tier 3 infractions include, but are not limited to:

1. Insubordination - willful and/or intentional disobedience of a directive from a staff member
2. Leaving school without permission
3. Tobacco/Nicotine/Vaping - use, possession, purchase, sale, or distribution of tobacco, nicotine, vape products, and/or paraphernalia (including empty cartridges/containers)
4. Alcohol - use, possession, purchase, sale, or distribution of alcohol or related products (including empty containers)
5. Impairment at school or school-sponsored events

6. Breathalyzer refusal - any student refusing to comply with a breathalyzer request by administration (may be denied access to school or events)
7. Weapons or controlled substances - use, possession, purchase, sale, or distribution of weapons or controlled substances (including THC and prescription drugs) *“Any student who is found on school premises or at school-sponsored or school-related events, including athletic games, in possession of a dangerous weapon, including, but not limited to, a gun or a knife; or a controlled substance as defined in chapter ninety-four C, 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
8. Assault on a staff member - *“Any student who assaults a principal, assistant principal, teacher, teacher's aide or other educational staff on school premises or at school-sponsored or school-related events, including athletic games, may be subject to expulsion from the school or school district by the principal.”* M.G.L. c.71, § 37H.
9. Assault and battery
10. Possession or distribution of inappropriate, obscene, or suggestive content (including literature, pictures, audio, or video)
11. Recording or sharing media without consent - taking, possessing, displaying, distributing, or transmitting images, video, or audio of a student or staff member without their consent
12. Inciting unrest or disruption – Including through social media or in school spaces such as the cafeteria
13. Violation of a restraining order
14. Hazing
15. Bullying or intimidation
16. Harassment or sexual harassment
17. Possession or use of fireworks
18. Verbal abuse to school personnel
19. Threats - threatening harm or endangerment to faculty, staff, or students
20. Discriminatory, lewd, or abusive behavior
21. Fighting or instigating a fight
22. Bomb scare or false alarm
23. Fire setting - use of incendiary devices
24. Disruption of the educational environment

Potential Tier 3 Infraction Consequences: administrative detention, after-school detention, loss of parking or extracurricular privileges, community service assignment, implementation of a support plan, in-school or out-of-school suspension, expulsion, and/or police notification

Other Restrictions

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

- attend social/extracurricular events
- attend athletic events
- participate in school activities (including field trips)
- 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 extracurricular 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: 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: 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: 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.

Students 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.

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.

1. 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.
2. 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.
3. 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 (11th) cumulative day of disciplinary exclusion in the school year. A functional behavior assessment will be conducted where appropriate. 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 their disability.
4. 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.
 - a. If the behavior involves weapons or illegal drugs or another controlled substance while at school or at a school function; or
 - b. If the student causes substantial bodily injury to another at school or a school sponsored event; or
 - c. If the District provides evidence that the student is "substantially likely" to injure himself or others and a hearing officer/court orders the alternative placement.
5. 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 the school authorities pending a decision on the appeal or until the expiration of the disciplinary sanction, whichever comes first.
6. Additional information regarding a student's procedural status can be obtained from the Administrator of Student Services Office 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 their 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, and/or Expulsion.

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 appropriate behavior.

All buses 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. The active participation and cooperation among these parties allows for safe and orderly transportation of buses.

Cafeteria and Meals - Breakfast & Lunch

All students are provided with one free breakfast and one free lunch each school day. Additional meals and individual items may be purchased using cash, check, or through a MySchoolBucks account. Students will not be able to carry a negative balance; sufficient funds must be available at the time of purchase.

To maintain a clean and pleasant environment, students are expected to:

- Act respectfully and appropriately while in the cafeteria and follow the directives of cafeteria, custodial, and school staff.
- Clean up after themselves by disposing of all waste in the designated receptacles.
- Remain in the cafeteria area for the duration of the lunch period.
- Keep food and beverages (except water) inside the cafeteria.

Due to the presence of allergies among members of our school community:

- Students should not share food or drinks with one another.
- Allergen-free tables or designated areas should be respected.
- Students are expected to follow any posted food allergy safety protocols.

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 ten (10) full school weeks.
3. Absences/Tardies
- a. Juniors: Cannot exceed more than four (4) days absent, four (4) days tardy, and/or four (4) dismissals per trimester in order to qualify for the Cooperative Education program 3rd trimester of their junior year. If a junior exceeds more than four (4) absences, four (4) days tardy, and/or four (4) 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 four (4) absences, four (4) tardies, and/or four (4) 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 Ms. 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. Counselor 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 students. Students are limited to one guest. All guests must be approved by the NEMT administration.

Dress Code

Northeast expects every student to dress in a manner that does not disrupt or impede the education process but allows for diversity of fashion and individual preference. As a career technical high school, we promote professionalism and employability. Specifically, students are expected to adhere to reasonable workplace standards of health, safety, cleanliness, and decency.

A student's dress should be the responsibility of the individual and their parents/guardians under the following guidelines:

1. Clothing, hair and/or beard must be neat, clean, and a style that would not present a health or safety hazard.
2. Additional or more specific dress requirements or criteria may apply as determined by career technical teachers, academic teachers, and administrators.
3. Tops must have shoulder straps sufficient to hold a shirt in place.
4. Clothing must cover areas from one armpit across to the other armpit, down to approximately mid-thigh.
5. See-through or mesh garments must not be worn without appropriate coverage underneath that meet the guidelines of the dress code.
6. Clothing must not depict, imply advertisement, or advocate illegal or lewd conduct, weapons or the use of alcohol, tobacco, marijuana or other controlled substances.
7. Hoods and hats may not be worn inside the building unless they are required as part of a career technical uniform or for OSHA compliance. Students must comply with any staff request to remove a head covering, regardless of the setting. Religious head coverings are always permitted.

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 the student's parent/guardian, and could result in other disciplinary action.

Freshman Exploratory Dress: Each ninth grade student will receive two (2) Northeast t-shirts at the start of the school year.

Costs of Career Technical Area Attire: Attire can be purchased through the individual shops and the School Store.

Career Area Dress and Safety: There are safety issues that are unique to each Career Technical area. The teachers will make known the safety requirements and dress code for their career areas (see the chart). The following is a clothing safety guide:

1. Footwear: during shop week, students must wear shoes which provide protection in relation to the hazards of the particular shop.
2. 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.
3. Hair: Hair length should be determined by the dangers presented. In those 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.
4. Jewelry: In some shop areas, jewelry is prohibited. Consult with the particular teacher to determine if the wearing of jewelry is permitted.

The chart below is the general dress code for each career technical area. Some shop areas may have additional guidelines for students and will share those in writing at the beginning of each school year.

Career Area	Trouser	Shirt	Shoes	Safety Glasses/ Other
Exploratory (all Grade 9)	See specific information for Grade 9	Freshman shirt/sweatshirt	Safety boots	Clear safety glasses
Auto Body	Blue or Black work pants	Shop shirt, shop sweatshirt	Safety boots	Clear safety glasses
Auto Tech	Blue or Black work pants	Shop shirt, shop sweatshirt	Safety boots	Clear safety glasses
Business Tech	Black or khaki pants, black slacks/dress pants, black or khaki knee-length skirts, unripped black jeans, unripped blue jeans on Fridays.	Shop/store polo, shop/store t-shirt, shop/store sweatshirt, button down dress shirt.	Professional shoe attire	N/A
Carpentry	Jeans, khakis, work pants	Shop t-shirt, shop sweatshirt	Safety boots	Clear safety glasses
Cosmetology	Black dress pants, black jeans, black work pants	NE Shirt/ Shop Shirt and Shop smock	Black leather/rubber soles	N/A
Culinary Arts	Black dress pants, black jeans, black work pants	Chef coat, shop t-shirt, shop sweatshirt	Leather/skid resistant	Chef hat, hairnet, Hair that falls past ears restrained in a ponytail
Dental Assisting	Shop scrubs	Shop scrubs	Department approved closed back puncture resistant clogs	Clear safety glasses, masks, gowns, gloves (when directed) No facial piercings or artificial nails
Design & Visual	Jeans, khakis, work pants	Shop polo, shop t-shirt, shop sweatshirt	Closed toe shoes, no crocs, no slippers	When using equipment, shop will provide
Drafting & Design	Jeans or khakis	Shop polo, shop t-shirt, shop sweatshirt	Professional shoe attire	N/A
Early Child Care	Medical Scrubs	Medical Scrubs	Closed	N/A

			toe shoes only (no sandals, flip flops or slippers)	
Electrical	Jeans, khakis, work pants	Shop t-shirt, shop sweatshirt	Safety boots	Clear safety glasses
Health Assisting	Shop scrubs	Shop scrubs	black, waterproof, non-skid or non-slip, full coverage (no holes)	Clear safety glasses, masks, gowns, gloves (when directed)
Heating, Ventilation, Air-conditioning	Jeans, khakis, work pants	Shop t-shirt, shop sweatshirt	Safety boots	Clear safety glasses
Metal Fabrication	Jeans, khakis, work pants. No holes or rips in pants.	Shop t-shirt, shop sweatshirt	Safety boots	Clear safety glasses, Welding helmet
Plumbing	Jeans, khakis, work pants	Shop t-shirt, shop sweatshirt	Safety boots	Clear safety glasses
Robotics & Automation	Jeans, khakis, work pants	Shop polo, shop t-shirt, shop sweatshirt	Professional shoe attire	Clear safety glasses (when directed)
STEM (seniors)	Jeans, khakis, work pants	Shop polo, shop t-shirt, shop sweatshirt	Closed toe shoes only	Clear safety glasses (when directed)

Dress Requirements for Graduation

All seniors are equal members of the graduating class. Members of the two honor societies, class officers, student council officers, and SkillsUSA officers may 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.

Driving & Parking Expectations

Driving on school property requires caution, responsibility, and respect for others. Students are expected to operate their vehicles safely at all times, follow all traffic laws, and adhere to Northeast Metro Tech's policies. Unsafe or careless driving puts pedestrians, buses, and other drivers at risk and will not be tolerated. The following expectations are in place to help maintain a safe and orderly environment for everyone.

To park at Northeast Metro Tech, all student drivers must register their vehicles by completing the online Student Parking Application Form using their Northeast email account, including uploading a valid Massachusetts driver's license and vehicle registration. A valid Northeast parking sticker must be properly displayed on the vehicle at all times. Parking on school property is a privilege, not a right. Failure to follow driving and parking expectations or any student handbook policies may result in disciplinary action, including the loss of parking privileges, at the discretion of Northeast Metro Tech administration.

Student Driving and Parking Expectations

- Arrive to school on time. Excessive tardiness may result in loss of parking privileges.
- Operate vehicles safely and remain under 15 mph while on school property.
- Park only in designated student spaces. Parking in staff, visitor, or Breakheart parking spaces is prohibited.
- Display parking stickers above the inspection sticker on the passenger side windshield. The decal must be visible and attached directly to the windshield using the adhesive on the front of the sticker.
- Do not share or transfer parking stickers to another vehicle.
- Do not go to a student vehicle during the school day without administrative approval.
- Do not leave school property during the day without parent/guardian permission and approval from the Dean's Office and Attendance Office.
- Do not idle vehicles unnecessarily within 100 feet of school property (per state law).
- Keep vehicles locked. The school is not responsible for damage or theft.
- Unsafe driving, unauthorized parking, or repeated policy violations may result in disciplinary action, including revocation of parking privileges without refund.
- Northeast Metro Tech reserves the right to search any student vehicle parked on school property.

Eighteen Year Old Regulations

Once a person reaches the age of eighteen, Massachusetts holds that they are 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., on their 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 (9th) 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 important tools in both society and education, the use of personal devices during the school day can be a significant distraction and disruption to the educational environment.

Due to safety concerns and the distractions caused by their use, headphones, beepers, laser pens, cell phones, smart watches, and other audio/visual devices may not be visible or used during the school day. In academic and related classes, students are required to place their cell phones in the designated classroom location at the start 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 or refusal to comply with a staff member's directions regarding electronic devices may result in disciplinary consequences. The school is not responsible for lost or stolen devices. Repeat violations may result in additional measures, including parent/guardian pickup of the device, implementation of a support plan/contract, or daily check-in/check-out of the device.

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: All students should:

- Recognize alarm signals
- Stop all activity and exit the room quickly and quietly
- Walk, never run, out of the building unless directed differently
- Students are not to go to their lockers for their coats but are to leave the building immediately.

- Students should assemble in the appropriate location outside the building.
- 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.
- Teachers will step in immediately to help direct students to the nearest exit.
- Students are not to enter cars in the parking lot, nor leave school grounds.
- 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 their 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.

Fundraisers

The principal must approve all fundraising 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. Fundraising requests must be made in advance through a Google Form.

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 Grade 9 students 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 10th 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. Transportation is not provided by the school unless it is an emergency.

- b. The parent or legal guardian will be notified to pick up an ill or injured student at the school.
 - c. When the parent or legal guardian cannot be reached, only a contact on the emergency form
 - d. 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 student's counselor in conjunction with the nurse. 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 student's counselor in conjunction with the 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 reasons 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 their 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.
4. 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.
5. A child who is homeless and attending any school served by the local educational agency is eligible for Title I services.
6. 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 extracurricular 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 detentions on Tuesdays and Thursdays.

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 their 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 in appropriate 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

All posters and signs must be approved by the Principal before being displayed. They should not be taped to walls or windows. Approved materials may be posted only on designated 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, 8th 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, 11th 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/Asst. Superintendent.

Smoking Policy

Smoking, vaping, 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.

Student ID Policy

All Northeast Metro Tech students are required to carry a valid, school-issued student identification (ID) card at all times during the school day and at any school-sponsored event or activity. Student IDs help ensure the safety and security of the school community and reinforce habits aligned with employability skills and workforce expectations, where identification and accountability are essential. New student ID cards are issued to all students at the beginning of each school year. Students must keep their student ID card on their person and are strongly encouraged to keep it visible (e.g., on a breakaway lanyard) while on school property. At any time, a staff member, including administrators, teachers, building security, or other school personnel, may request to see a student's ID. Students are expected to comply immediately. Refusing or failing to present an ID card upon request may result in disciplinary action.

If a student loses or damages their ID, they must go to Office A to request a replacement. Replacement ID cards may be subject to a fee.

Students may be required to scan or present their ID to access school services, including breakfast or lunch in the cafeteria or for entry to certain areas of the building. IDs may also be required for participation in field trips, assemblies, and extracurricular activities.

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 extracurricular 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 the 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:

- Public Address System

- Fire Alarm(s)
- Walkie Talkies
- Telephone(s) (Internal, External, Cellular)
- Police
- Outside Security
- 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, school counselor, dean, staff member, or police officer.

A practice evacuation drill and simulated lockdown 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.

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.

Working Papers

Students who 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 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 and/or their 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 cyberbullying.

The District will promptly and reasonably investigate allegations of harassment. The principal or their 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 (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 their 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-

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 promptly investigate 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.

Cyberbullying, 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. Cyberbullying 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 cyberbullying 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)

“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

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:

1st 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

2nd 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 2nd offense, 3 days suspension from school for subsequent offenses.

PARENT/GUARDIAN CONTACT PROTOCOL

Very often students 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, 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, 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 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 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/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 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 Dean. Finally, contact the Principal.

Transportation: contact the Dean in charge of Transportation (Dr. Richards).

Cafeteria/Food Service: contact the Manager of Food Services

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.