

# NORTHEAST METROPOLITAN REGIONAL VOCATIONAL SCHOOL DISTRICT

100 HEMLOCK ROAD • WAKEFIELD, MASSACHUSETTS 01880-3597

781-246-0810 • FAX 781-246-4919



August 2022

Dear Northeast Parents/Guardians and Students,

As the summer is moving along, it is now time to think about our up-coming 2022-2023 school year. There are some specific policies we want to inform/remind our families about. Please take time to go over these with your student. We appreciate your help and support as we continue to maintain the best possible learning environment for all our students.

- 1) We are completely electronic in our communication with parents/guardians regarding students' grades and attendance. We no longer send home paper communications of any type. The only exception is the final report card at the end of the school year. If you do not have access to a computer or email, please contact the Northeast Main Office and arrangements will be made. Our new website includes a Parent/Student Portal Access button for your convenience. Please see the enclosed instructions for enrolling in Aspen/X2 (if you have not previously done so).
- 2) As you are well aware, we are not a traditional high school as we run two full high school programs – Vocational and Academic. We strongly believe the schedule improves the educational experience for all Northeast students. All students are able to meet the Massachusetts Core Graduation requirements as well as take some electives in the major academic subject areas. We run a Trimester schedule, containing six (6) classes that rotate during the academic week. The school year is divided into three (3) twelve (12) week terms instead of the traditional four (4) nine (9) week terms. The academic schedule has NO impact on the Vocational week schedule and NO impact on our Co-operative Education Program for juniors and seniors.
- 3) We will re-introduce our focus on homework completion and its role in student achievement and learning. The staff has determined that homework at Northeast is part of a process that supports classroom learning through practice, pre-learning, processing and/or checking for understanding. When classroom learning and homework are carefully planned, the pieces of the puzzle fit together nicely; homework is used as a formative assessment to check for understanding. It is a tool in the learning process, not an instrument to measure achievement (understanding). Completing homework is vital to student learning. Once again this year, students who do not complete homework assignments in Academic or Related classes will be **mandated** to stay after school with their teacher. If the teacher is not available that afternoon, students will be assigned to the Library/Media Center. The Library/Media Center will be staffed by a teacher who will monitor student progress. In either situation, we provide buses at 3:30 pm Monday through Thursday for the purpose of transporting students who need to stay after for extra help or make up of work missed or not completed. We understand that students sometimes have familial/outside obligations that may prevent them from staying after school. However, we believe that because our students complete their academic program in half the time traditional high school students do, minimizing missed schoolwork and class-time is crucial to our students' success.

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Carla A. Scuzzarella, Ed. D.  
Principal-Deputy Director

agosto 2022

Estimados padres/tutores y estudiantes de Northeast,

A medida que avanza el verano, ahora es el momento de pensar en nuestro próximo año escolar 2022-2023. Hay algunas políticas específicas sobre las que queremos informar/recordar a nuestras familias. Por favor tómese el tiempo para repasar esto con su estudiante. Agradecemos su ayuda y apoyo mientras continuamos manteniendo el mejor entorno de aprendizaje posible para todos nuestros estudiantes.

1) Somos completamente electrónicos en nuestra comunicación con los padres/tutores con respecto a las calificaciones y la asistencia de los estudiantes. Ya no enviamos a casa comunicaciones en papel de ningún tipo. La única excepción es la boleta de calificaciones final al final del año escolar. Si no tiene acceso a una computadora o correo electrónico, comuníquese con la oficina principal del noreste y se harán los arreglos necesarios. Nuestro nuevo sitio web incluye un botón de Acceso al Portal de Padres/Estudiantes para su conveniencia. Consulte las instrucciones adjuntas para inscribirse en Aspen/X2 (si no lo ha hecho anteriormente).

2) Como bien sabe, no somos una escuela secundaria tradicional, ya que ofrecemos dos programas completos de escuela secundaria: vocacional y académico. Creemos firmemente que el horario mejora la experiencia educativa para todos los estudiantes de Northeast. Todos los estudiantes pueden cumplir con los requisitos básicos de graduación de Massachusetts, así como tomar algunas asignaturas optativas en las principales áreas académicas. Tenemos un horario trimestral que contiene seis (6) clases que rotan durante la semana académica. El año escolar se divide en tres (3) períodos de doce (12) semanas en lugar de los períodos tradicionales de cuatro (4) nueve (9) semanas. El horario académico NO impacta en el horario de la semana vocacional y NO impacta en nuestro Programa de Educación Cooperativa para juniors y seniors.

3) Volveremos a presentar nuestro enfoque en la finalización de la tarea y su papel en el rendimiento y el aprendizaje de los estudiantes. El personal ha determinado que la tarea en Northeast es parte de un proceso que apoya el aprendizaje en el salón de clases a través de la práctica, el preaprendizaje, el procesamiento y/o la verificación de la comprensión. Cuando el aprendizaje en el aula y la tarea se planifican cuidadosamente, las piezas del rompecabezas encajan muy bien; La tarea se usa como una evaluación formativa para verificar la comprensión. Es una herramienta en el proceso de aprendizaje, no un instrumento para medir el logro (comprensión). Completar la tarea es vital para el aprendizaje de los estudiantes. Una vez más este año, los estudiantes que no completen las tareas asignadas en clases académicas o relacionadas deberán permanecer después de la escuela con su maestro. Si el maestro no está disponible esa tarde, los estudiantes serán asignados a la Biblioteca/Centro de Medios.

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August, 2022

Dear Parent/Guardian:

I would like to take this opportunity to welcome all parents/guardians to the 2022-2023 school year. We look forward to a very smooth opening on August 31, 2022 (**1<sup>st</sup> Day for Freshmen**) and September 1, 2022 (**1<sup>st</sup> Day for All Students**) (see enclosed school calendar).

Federal and Massachusetts Law requires that parents and students are annually notified of specific information pertaining to your student's education and rights as a student.

Massachusetts General Law 603 23.00 governs student records. Northeast Metro Tech has copies of the law available upon request. The general provisions of the law include who shall inspect student records, privacy of the records, destruction of records, access to records, amending the record, and notification. Under Massachusetts law 603 CMR 23.07, all principals are required to update parents regarding student records. I would like to take this opportunity to inform you of Northeast's policies and plans under this law. *This type of information is often requested by recruiters from the Armed Forces and post-secondary educational institutions.*

**Access of Third Parties.** "A school may release the following directory information: a student's name, address, telephone listing, date and place of birth, major field 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, and post-high school plans without the consent of the eligible student or parent; provided that the school gives public notice of the types of information it may release under 603 CMR 23.07 and allows eligible students and parents a reasonable time after such notice to request that this information not be released without the prior consent of the eligible student or parent. Such notice may be included in the routine information letter required under 603 CMR 23.10."

Please inform the Guidance Office **in writing by September 30, 2022** if you would like to request that the above information not be released without your prior consent. If the Guidance Office does not receive such notification, it will be assumed that we have your consent.

Additionally, under Massachusetts law 603 CMR 23.10, the school will publish and distribute to students and their parents in their primary language a routine letter to inform them of the standardized testing programs and research studies to be conducted during the year as well as other routine information to be collected or solicited from the student during the year. Students will participate in the following standardized tests/programs by grade:

**Freshmen:**

The nurse's office will be conducting routine hearing and body mass index assessments for students in accordance with Massachusetts regulations. Parents and guardians will be given advance notice and the opportunity to opt out of the screenings.

Grade 9 students will take the Science and Technology/Engineering (STE) content area: Biology MCAS in June of 2023.

Additionally, freshmen will participate in verbal substance use prevention screenings in compliance with MA General Law that requires all high schools participate in the screening/education process. More information will be distributed to freshmen parents/guardians under separate cover.

**Sophomores:**

All grade 10 students will take the MCAS exams for the content areas of English Language Arts and Mathematics. English (ELA) MCAS will be administered for sophomores in March of 2023. The Math MCAS will be administered in May of 2023. If your child took the Science and Technology/Engineering content area exam as a grade 9 student and passed, he/she will not have to take this exam again. The STE Biology retest is typically administered in February of 2023. Specific dates are still to be determined by DESE.

**Juniors:**

Any junior who did not pass any and or all of the MCAS exams will take the retests only for the content areas not yet passed.

**Seniors:** Any Senior, who did not pass the ELA or Math MCAS exams, must take the retests only for the content areas not yet passed.

**Rights under the McKinney-Vento Homeless Assistance Act**

To the extent practical and as required by law, Northeast Metro Tech will work with homeless children and their families to provide stability in school attendance and other services.

The McKinney-Vento Homeless Assistance Act defines "homeless children and youths" as individuals who lack a fixed, regular, and adequate nighttime residence. The term includes:

- Children and youths who are:
  - sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason (sometimes referred to as "doubled-up");
  - living in motels, hotels, trailer parks, or camping grounds due to lack of alternative adequate accommodations;
  - living in emergency or transitional shelters; or
  - abandoned in hospitals;
  - Children and youths who have a primary nighttime residence that is a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings;
  - Children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
  - Migratory children who qualify as homeless because they are living in circumstances described above.

The McKinney-Vento Homeless 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; and
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.  
For additional information, please contact Tracey O'Brien, Northeast Metro Tech's designated Children and Youth in Transition Liaison.

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

PPRA affords parents the right to:

- *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 (ED)–

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

• *Receive notice and an opportunity to opt a student out of –*

1. Any other protected information survey, regardless of funding;
2. 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
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

•*Inspect*, upon request and before administration or use –

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. 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.

Northeast Metro Tech will directly notify parents of students who are scheduled to participate in the specific activities or surveys described above and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. Northeast Metro Tech will make this notification to parents at the beginning of the school year if the school has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys, an opportunity to review any pertinent surveys, and an opportunity to opt their child out of such activities and surveys.

*Parents have the right to file a complaint pursuant to PPRA with: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-5901.*

### **Parents' Right to Know**

Under the Elementary and Secondary Education Act, as amended by the Every Student Succeeds Act, parents may request and receive information regarding the professional qualifications of their child's classroom teachers, including:

- (1) Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
- (2) Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived;
- (3) The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree; and
- (4) Whether the child is provided services by paraprofessionals and, if so, their qualifications.

### **Asbestos Management Plan**

The Federal Asbestos Hazardous Emergency Response Act requires school districts to inspect their buildings for asbestos-containing building materials, and to annually notify parents, teachers, and employee organizations in writing of the availability of their asbestos management plan. Northeast Metro Tech will also provide written notification of any inspections, response actions and/or surveillance activities in regards to asbestos-containing building materials.

Thank you very much for your attention to this information.

Sincerely,

*Tracey O'Brien*

Tracey O'Brien  
Administrator of Student Services

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agosto, 2022

Estimado Padre / Tutor:

Me gustaría aprovechar esta oportunidad para dar la bienvenida a todos los padres/tutores al año escolar 2022-2023. Esperamos una apertura sin problemas el 31 de agosto de 2022 (1er día para estudiantes de primer año de septiembre de 2022 (1er día para todos los estudiantes)) (consulte el calendario escolar adjunto).

Las leyes federales y de Massachusetts requieren que los padres y los estudiantes sean notificados anualmente sobre información específica relacionada con la educación y los derechos de su estudiante como estudiante.

La Ley General de Massachusetts 603 23.00 rige los registros de los estudiantes. Northeast Metro Tech tiene copias de la ley disponibles a pedido. Las disposiciones generales de la ley incluyen quién inspeccionará los registros de los estudiantes, la privacidad de los registros, la destrucción de los registros, el acceso a los registros, la modificación del registro y la notificación. Según la ley de Massachusetts 603 CMR 23.07, todos los directores deben informar a los padres sobre los registros de los estudiantes. Me gustaría aprovechar esta oportunidad para informarle sobre las políticas y los planes de Northeast en virtud de esta ley. *Este tipo de información suele ser solicitada por los reclutadores de las Fuerzas Armadas y las instituciones educativas postsecundarias.*

**Acceso de Terceros.** “Una escuela puede divulgar la siguiente información del directorio: el nombre del estudiante, la dirección, la lista de teléfonos, la fecha y el lugar de nacimiento, el campo principal de estudio, las fechas de asistencia, el peso y la altura de los miembros de los equipos atléticos, la clase, la participación en actividades reconocidas oficialmente y deportes, títulos, honores y premios, y planes posteriores a la escuela secundaria sin el consentimiento del estudiante o padre elegible; siempre que la escuela dé aviso público de los tipos de información que puede divulgar bajo 603 CMR 23.07 y permita a los estudiantes y padres elegibles un tiempo razonable después de dicho aviso para solicitar que esta información no se divulgue sin el consentimiento previo del estudiante o padre elegible. Dicho aviso puede incluirse en la carta de información de rutina requerida según 603 CMR 23.10.”

## **Derechos bajo la Ley de Asistencia para Personas sin Hogar McKinney-Vento**

En la medida en que sea práctico y requerido por la ley, Northeast Metro Tech trabajará con los niños sin hogar y sus familias para brindar estabilidad en la asistencia escolar y otros servicios.

La Ley McKinney-Vento de Asistencia para Personas sin Hogar define a los “niños y jóvenes sin hogar” como personas que carecen de una residencia nocturna fija, regular y adecuada. El término incluye:

• Niños y jóvenes que:

- comparten la vivienda de otras personas debido a la pérdida de la vivienda, dificultades económicas o una razón similar (a veces denominados "duplicados");
- vivir en moteles, hoteles, parques de casas rodantes o terrenos para acampar debido a la falta de alojamiento alternativo adecuado;
- vivir en refugios de emergencia o transitorios; o
- abandonado en hospitales;
- Niños y jóvenes que tienen una residencia nocturna principal que es un lugar público o privado que no está diseñado ni se usa normalmente como alojamiento habitual para dormir de seres humanos;
- Niños y jóvenes que viven en automóviles, parques, espacios públicos, edificios abandonados, viviendas precarias, estaciones de autobús o tren, o entornos similares; y
- Niños migratorios que califican como personas sin hogar porque viven en las circunstancias descritas anteriormente.

La Ley de Asistencia para Personas sin Hogar de McKinney-Vento requiere que las escuelas inscriban de inmediato a los estudiantes sin hogar en la escuela, incluso si no tienen los documentos que generalmente se requieren para la inscripción, como registros escolares, registros médicos o prueba de residencia, siempre que el estudiante haya sido debidamente inmunizado. La información sobre las pruebas de detección de plomo y los registros de vacunación se pueden transferir por teléfono. Los padres o tutores que tengan la intención de inscribir a estudiantes sin hogar deben tener en cuenta las siguientes pautas:

1. Los estudiantes sin hogar tienen derecho a permanecer en su escuela de origen o asistir a la escuela donde residen temporalmente;
2. Los niños que se mudan de una situación sin hogar a una residencia permanente durante el transcurso de un año escolar tienen derecho a permanecer en la escuela a la que asistían mientras estaban temporalmente sin hogar. Si el niño o joven continúa su educación en la escuela de origen pero comienza a vivir en un área servida por otro distrito escolar, el distrito escolar de origen y el distrito escolar en el que vive el niño o joven sin hogar deben acordar un método distribuir la responsabilidad y los costos de proporcionar al niño o joven transporte hacia y desde la escuela de origen. Si los distritos escolares no pueden ponerse de acuerdo sobre un método, la responsabilidad y los costos del transporte se compartirán por igual.
3. Los estudiantes que optaron por matricularse en la escuela en la que residen temporalmente deben matricularse de inmediato, incluso si no traen consigo los registros que normalmente se requieren para matricularse;



Estos derechos se transfieren de los padres a un estudiante que tiene 18 años o un menor emancipado según la ley estatal.

Northeast Metro Tech notificará directamente a los padres de los estudiantes que están programados para participar en las actividades o encuestas específicas descritas anteriormente y brindará una oportunidad para que los padres opten por que su hijo no participe en la actividad o encuesta específica. Northeast Metro Tech hará esta notificación a los padres al comienzo del año escolar si la escuela ha identificado las fechas específicas o aproximadas de las actividades o encuestas en ese momento. Para las encuestas y actividades programadas después de que comience el año escolar, los padres recibirán una notificación razonable de las actividades y encuestas planificadas, la oportunidad de revisar las encuestas pertinentes y la oportunidad de optar por que su hijo no participe en dichas actividades y encuestas.

*Los padres tienen derecho a presentar una queja conforme a PPRA ante:* Oficina de Cumplimiento de Políticas Familiares, Departamento de Educación de EE. UU., 400 Maryland Avenue, SW, Washington, DC 20202-5901.

### **El derecho de los padres a saber**

Según la Ley de educación primaria y secundaria, modificada por la Ley Every Student Succeeds, los padres pueden solicitar y recibir información sobre las calificaciones profesionales de los maestros de clase de sus hijos, lo que incluye:

- (1) Si el maestro ha cumplido con las calificaciones estatales y criterios de licencia para los niveles de grado y materias en las que el maestro brinda instrucción;
- (2) Si el maestro está enseñando bajo estado de emergencia u otro estado provisional a través del cual se ha renunciado a los criterios de calificación o licencia del Estado;
- (3) El título de licenciatura del maestro y cualquier otra certificación de posgrado o título que posea el maestro, y el campo de disciplina de la certificación o título; y
- (4) si el niño recibe servicios de paraprofesionales y, de ser así, sus calificaciones.

### **Plan de manejo de asbesto**

La Ley Federal de Respuesta a Emergencias Peligrosas de Asbesto requiere que los distritos escolares inspeccionen sus edificios en busca de materiales de construcción que contengan asbesto y notifiquen anualmente a los padres, maestros y organizaciones de empleados por escrito sobre la disponibilidad de su plan de manejo de asbesto. Northeast Metro Tech también proporcionará una notificación por escrito de cualquier inspección, acción de respuesta y/o actividades de vigilancia con respecto a los materiales de construcción que contienen asbesto.

Muchas gracias por su atención a esta información.

Sinceramente,

*Tracey O'Brien*

Tracey O'Brien

Administradora de Servicios Estudiantiles

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## Northeast School-Family Compact ~ School Year 2022-2023

*Northeast Metropolitan Regional Vocational High School is a recipient of Title 1 funding from the United States Department of Education. These funds are utilized to achieve goals established by the federal government under No Child Left Behind (2002). The United States Department of Education fully realizes that a child's education is a shared responsibility of the school and home. In compliance with Every Student Succeeds Act, Northeast Metropolitan Regional Vocational High School has developed a School-Family Compact which categorizes the responsibilities of both parties. Please review, sign and return the Compact with your student.*

Being entrusted with your child's education, the staff at Northeast Metropolitan Technical School will:

- Teach according to the Massachusetts Curriculum Frameworks and the Massachusetts Career and Technical Frameworks;
- Clearly communicate classroom and shop expectations;
- Correct and return appropriate student work in a timely manner;
- Communicate with you regarding your student's progress;
- Provide a safe, positive, and healthy learning environment for your child.

As a parent/guardian, I understand how valuable my child's education is. Wanting him/her to achieve at a high level, I will support my child to:

- Attend school regularly and on time;
- Complete his/her assignments;
- Develop a positive attitude toward education.

In addition, I will make every effort to attend Parent /Teacher conferences and/or maintain communication and collaboration with Northeast faculty and staff as appropriate.

***We look forward to seeing you at our Title 1 presentations on September 14, 2022 (Freshmen) or October 19, 2022 (Upperclassmen) beginning at 6:00 pm***

Questions: Joseph Papagni Title 1 Coordinator at 781-246-0810 x1652 or JPapagni@northeastmetrotech.com.

Student Name: \_\_\_\_\_

ID: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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NEW ENGLAND ASSOCIATION  
OF SCHOOLS AND COLLEGES  
ACCREDITED MEMBER

## Acuerdo entre la escuela y la familia del noreste ~ Año escolar 2022-2023

*La Escuela Secundaria Vocacional Regional Metropolitana del Noreste recibe fondos del Título 1 del Departamento de Educación de los Estados Unidos. Estos fondos se utilizan para lograr las metas establecidas por el gobierno federal bajo No Child Left Behind (2002). El Departamento de Educación de los Estados Unidos comprende plenamente que la educación de un niño es una responsabilidad compartida entre la escuela y el hogar. De conformidad con la Ley Cada Estudiante Triunfa, la Escuela Secundaria Vocacional Regional Metropolitana del Noreste ha desarrollado un Acuerdo entre la Escuela y la Familia que categoriza las responsabilidades de ambas partes. Por favor revise, firme y devuelva el Pacto con su estudiante.*

Al confiarse la educación de su hijo, el personal de la Escuela Técnica Metropolitana del Noreste:

- Enseñar De acuerdo con los Marcos de Currículo de Massachusetts y los Marcos Técnicos y Profesionales de Massachusetts;
- Comunicar claramente las expectativas del aula y del taller;
- Corregir y devolver el trabajo estudiantil apropiado de manera oportuna;
- Comunicarse con usted sobre el progreso de su estudiante;
- Proporcione un entorno de aprendizaje seguro, positivo y saludable para su hijo.

Como padre/tutor, entiendo lo valiosa que es la educación de mi hijo. Con el deseo de que alcance un alto nivel, apoyaré a mi hijo para que:

- Asistir a la escuela regularmente ya tiempo;
- Completar sus asignaciones;
- Desarrollar una actitud positiva hacia la educación.

Además, haré todo lo posible para asistir a las conferencias de padres y maestros y/o mantener la comunicación y colaboración con el personal docente y administrativo de Northeast, según corresponda.

***Esperamos verlo en nuestras presentaciones de Título 1 el 14 de septiembre de 2022 (estudiantes de primer año) o el 19 de octubre de 2022 (estudiantes de último año) a partir de las 6:00 p. m.***

Preguntas: Joseph Papagni Coordinador del Título 1 al 781-246-0810 x1652 o JPapagni@northeastmetrotech.com.

Nombre del estudiante: \_\_\_\_\_

Identificación: \_\_\_\_\_

Firma del padre/tutor: \_\_\_\_\_

Fecha: \_\_\_\_\_

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August, 2022

Dear Parent or Guardian:

## Title 1 Information

The Northeast Metropolitan Vocational Regional School District is the recipient of federal funds from the Elementary and Secondary Education Act of 1965. As a school-wide program, the Title 1 Program at Northeast Metropolitan Vocational High School provides supplemental educational support services in Math, ELA/Reading and /or Science to students currently performing below grade level or demonstrating significant gaps in academic achievement. Students are identified as needing services based on multiple criteria, including formal assessments, a district Skills Assessment, previous MCAS scores, grades and teacher recommendations.

These funds also support the extended summer program that serves over 200 students each summer. These supplementary services are provided to assist the district in meeting the goal of closing the proficiency gaps on the annual state assessments.

Upon request, the school will provide information relative to the teaching credentials of any professional staff member. **This process complies with the Parents Right-to-Know component of the federal legislation**

### **This process is confined to the following categories:**

1. *Whether the teacher has met state qualifications and licensing criteria for the grade levels and subject areas for which the teacher provides instruction.*
2. *Whether the teacher is teaching under emergency or other provisional status through which state qualifications or licensing have been waived.*
3. *The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher including the field of discipline of the certification or degree.*

**We look forward to seeing you at our Title 1 presentations on September 14, 2022 (Freshmen) or October 19, 2022 (Upperclassmen) beginning at 6:00 pm.**

Sincerely,

*Joseph Papagni*

Joseph Papagni, Title I Coordinator  
JPapagni@northeastmetrotech.com

# NORTHEAST METROPOLITAN REGIONAL VOCATIONAL SCHOOL DISTRICT

100 HEMLOCK ROAD • WAKEFIELD, MASSACHUSETTS 01880-3597

781-246-0810 • FAX 781-246-4919



Agosto de 2022

Estimado padre o tutor:

## Información del Título 1

El Distrito Escolar Regional Vocacional Metropolitano del Noreste recibe fondos federales de la Ley de Educación Primaria y Secundaria de 1965. Como programa para toda la escuela, el Programa del Título 1 en la Escuela Secundaria Vocacional Metropolitana del Noreste brinda servicios de apoyo educativo suplementario en Matemáticas, ELA/Lectura y/o Ciencias a los estudiantes que actualmente se desempeñan por debajo del nivel de grado o que muestran brechas significativas en el rendimiento académico. Los estudiantes son identificados como necesitados de servicios basados en múltiples criterios, incluyendo evaluaciones formales, una Evaluación de Habilidades del distrito, puntajes previos de MCAS, calificaciones y recomendaciones de maestros.

Estos fondos también apoyan el programa de verano extendido que atiende a más de 200 estudiantes cada verano. Estos servicios complementarios se brindan para ayudar al distrito a alcanzar la meta de cerrar las brechas de competencia en las evaluaciones estatales anuales. Previa solicitud, la escuela proporcionará información relativa a las credenciales de enseñanza de cualquier miembro del personal profesional. **Este proceso cumple con el componente del derecho a saber de los padres de la legislación federal.**

### Este proceso se limita a las siguientes categorías:

1. *Si el maestro ha cumplido con las calificaciones estatales y los criterios de licencia para los niveles de grado y las materias en las que el maestro brinda instrucción.*
2. *Si el maestro está enseñando bajo estado de emergencia u otro estado provisional a través del cual se han renunciado a las calificaciones o licencias estatales.*
3. *El título de licenciatura del maestro y cualquier otra certificación de posgrado o título que posea el maestro, incluido el campo de disciplina de la certificación o título.*

**Esperamos verlo en nuestras presentaciones de Título 1 el 14 de septiembre de 2022 (estudiantes de primer año) o el 19 de octubre de 2022 (estudiantes de último año) a partir de las 6:00 p. m.**

Sinceramente,

*jose papagni*

Joseph Papagni, Coordinador del Título I  
JPapagni@northeastmetrotech.com

# NORTHEAST METROPOLITAN REGIONAL VOCATIONAL SCHOOL DISTRICT

100 HEMLOCK ROAD • WAKEFIELD, MASSACHUSETTS 01880-3597

781-246-0810 • FAX 781-246-4919



August, 2022

Dear Parent/Guardian:

As a recipient of federal funds in accordance with the Law on Primary and Secondary Education, also known as No Child Left Behind, the Northeast Metropolitan School District needs to perform an annual assessment of the services provided by the district. **Please complete and return the enclosed survey with your student.**

We Look forward to your continued support for our Northeast School District.

Respectfully,

*Joseph Papagni*

Joseph Papagni, Title I Coordinator  
jpapagni@northeastmetrotech.com

## Northeast Metropolitan Regional Vocational TITLE 1 program and parent survey

I have received/participated in the following home/school communications during my students' enrollment.

	Telephone
	Connect Ed. Voicemail
	X-2 Family Portal
	NE Website
	Teacher/Faculty Notes
	Parental Meetings
	Report Cards/Progress Reports
	Student Handbook
	MCAS Test information /results
	Course selection/career exploration/plan
	Other (please list)
	Other (please list)

When I contact/meet with teachers, faculty, or staff, they are helpful and supportive.

AGREE	DISAGREE	N/A

When I visit the school, reception staff are professional.

AGREE	DISAGREE	N/A

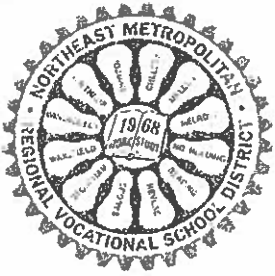
I have visited the school for the following reasons:

	Freshman orientation
	Parent conference nights
	Progress/parental meeting
	Parent Advisory meetings
	Teacher/Faculty Notes
	Athletics
	Awards /ceremonies

# NORTHEAST METROPOLITAN REGIONAL VOCATIONAL SCHOOL DISTRICT

100 HEMLOCK ROAD • WAKEFIELD, MASSACHUSETTS 01880-3597

781-246-0810 • FAX 781-246-4919



Agosto de 2022

Estimado padre/tutor:

Como receptor de fondos federales de conformidad con la Ley de Educación Primaria y Secundaria, también conocida como Que Ningún Niño se quede Atrás, el Distrito Escolar Metropolitano del Noreste necesita realizar una evaluación anual de los servicios que brinda el distrito. **Complete y devuelva la encuesta adjunta con su estudiante.**

Esperamos contar con su apoyo continuo para nuestro Distrito Escolar del Noreste.

Respetuosamente,

*Joseph Papagni*

Joseph Papagni, Coordinador del Título I  
jpapagni@northeastmetrotech.com



# Vocacional Regional Metropolitano del Noreste

## Programa TÍTULO 1

He recibido/participado en las siguientes comunicaciones entre el hogar y la escuela durante la inscripción de mis estudiantes.

	telefónica
	Ed. Correo
	Portal familiar X-2
	Sitio web de NE
	Notas para maestros/profesores
	Reuniones para padres Boletas
	calificaciones/informes de progreso
	Manual del estudiante
	Información/resultados de pruebas MCAS
	Selección de cursos/exploración/plan de carrera
	Otro (indique)
	Otro (indique)

Cuando me comunico o me reúno con los maestros, el cuerpo docente o el personal, me ayudan y me apoyan.

ACUERDO	EN DESACUERDO	N/A

A través de las comunicaciones entre el hogar y la escuela, me han informado sobre las siguientes expectativas/requisitos académicos:

Expectativas/requisitos vocacionales	Sí	No
Expectativas/requisitos de asistencia	Sí	No
Expectativas/requisitos de seguridad/disciplina	Sí	No
Recibo el manual del estudiante anualmente	Sí	No
Soy consciente de que el estado responsabiliza a las escuelas por la asistencia de los estudiantes	Sí	No
Soy consciente de que la escuela puede/ha brindado servicios de apoyo para mi hijo	Sí	No
Soy consciente de que la escuela proporciona traductores según corresponda	Sí	No
He sido informado del desempeño	Sí	No
La escuela proporciona un entorno de calidad para la educación de mi hijo	Sí	No

Comentarios adicionales:

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# Northeast Metro Tech | 2022-2023 CALENDAR

- 22 Counselors/Admin in Skillful Teacher course
- 25 Orientation new staff
- 29,30 Prof. Develop all staff
- 31 **First Day for Grade 9**

AUGUST '22						
S	M	T	W	Th	F	S
	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				

FEBRUARY '23						
S	M	T	W	Th	F	S
			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				

20-24 Winter Recess

(15 days)

- 1 All students report
- 2 **NO SCHOOL**
- 5 Labor Day – No School
- 14 9<sup>th</sup> Gr. Parent Night

SEPTEMBER '22						
S	M	T	W	Th	F	S
				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	

MARCH '23						
S	M	T	W	Th	F	S
			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	

- 10 **End of Trimester 2**
- 13 Professional Day (No School for Students)

(22 days)

- 10 Holiday – No School
- 14 Progress Reports Tri 1
- 19 Parent/Teacher conf.
- 26 Fall Program Advisory

OCTOBER '22						
S	M	T	W	Th	F	S
						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					

APRIL '23						
S	M	T	W	Th	F	S
						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						

- 7 Holiday – No School
- 14 Progress Reports Seniors
- 17-21 Spring Recess
- 28 Progress Reports Tri 3

(14 days)

- 2 8<sup>th</sup> Grade Open House
- 11 Holiday – No School
- 23 ½ day students
- 24-25 Holiday – No School

NOVEMBER '22						
S	M	T	W	Th	F	S
		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			

MAY '23						
S	M	T	W	Th	F	S
	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			

- 3 Spring Program Advis.
- 17-19 Senior Finals
- 22-26 Seniors final shop week
- 29 Memorial's Day

(22 days)

- 2 **End of Trimester 1**
- 23 ½ day students
- 26-30 Holiday Recess

DECEMBER '22						
S	M	T	W	Th	F	S
				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

JUNE '23						
S	M	T	W	Th	F	S
				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	

- 2 Graduation
- 12-16 10<sup>th</sup> Grade finals
- 20-23 9<sup>th</sup>/11<sup>th</sup> Grade finals
- 23 Last Day of School
- End of Trimester 3**

(17 days)

- 2 Holiday – No School
- 16 Holiday – No School
- 20 Progress Reports Tri 2
- 25 Parent/Teacher conf. (snow date – Feb 1)

JANUARY '23						
S	M	T	W	Th	F	S
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				

This 185 day calendar reflects 5 school days already built into the calendar. The calendar will be adjusted to reflect the number of days used. This calendar is intended as a guide only. It may occasionally be necessary to change the calendar.

(20 days)

### Can I Have Income and Still Get SNAP Benefits?

Households with children under 19 and pregnant women living alone must have a total (gross) income below 200% of the poverty level to qualify for SNAP. Adult-only households (age 19-59) must have a total (gross) income below 130% of the poverty level to qualify for SNAP.

Households made up of all elders (age 60 or over) or disabled individuals have no (gross) income limit. Generally, households must have income below the net standard after deductions to be eligible for a SNAP benefit.

**Can I Own Property and Still Apply for SNAP?**  
You can own a home, personal belongings, car and have money in the bank.

Certain households with disqualified members will have to provide information and proof of money in the bank and other resources, such as stocks, bonds and CDs.

These households will have a \$2,250 limit on the resources they can own. Most low-income seniors will not be asked for proof of money in the bank or other resources.

### How do I Apply for SNAP Benefits?

- To apply: Call DTA at 1-877-382-7263 to have an application mailed to you. Remember to ask for the Elder SNAP application if you are a Senior (age 60 or older) - it is easier to fill out!
- Visit [www.mass.gov/eta](http://www.mass.gov/eta) and click on the Apply for SNAP/Food Stamps Online link to download an application form.
- You may also apply online by visiting [www.mass.gov/eta/services](http://www.mass.gov/eta/services) or
  - You can visit your local Department of Transitional Assistance (DTA) office.
    - Fill out the application as much as you can. Be sure to write your name and address and sign it.



- Submit your online application or return the application to: DTA Document Processing Center, P.O. Box 4406, Taunton, MA 02780-0420, or fax to (617) 887-8765, or drop it off in person.

### Can Someone Help Me Apply for SNAP Benefits?

You can ask someone you trust to apply for you or go food shopping for you. That person is called your Authorized Representative.

### What Happens After I Put in my SNAP Application?

- You must have an interview to talk about your application. You can have the interview over the phone at your convenience or at a local office.
- You will need to show proof (see reverse side), as part of the application process. You will receive information about what proof you need to show DTA when your application is reviewed.
- You will get a decision on your application within 30 days.
- If you are eligible, you will receive SNAP benefits through the Electronic Benefit Transfer (EBT) system. You will receive a Personal Identification Number (PIN) and an EBT card that can be used just like a debit card to shop for food in supermarkets, convenience stores and pharmacies. You may get the EBT card before we decide if you are eligible for benefits. You won't be able to use the EBT card unless we notify you that your application is approved.



Debit card makes purchases easy!

### What is SNAP?

The Supplemental Nutrition Assistance Program helps low income individuals and families buy healthy, nutritious food. A SNAP household's monthly benefit depends on household size, income and expenses. You may be eligible for SNAP - read below to learn more!

### Who Can Get SNAP Benefits?

If you or someone in your household is a U.S. citizen or legal non-citizen, and makes below a certain income, you may be able to get SNAP benefits.

### Who is Part of My Household?

In most cases, a household includes all people who buy, cook and eat meals together.

### What if I Have Little or No Money At All?

- In an emergency, some people can get SNAP benefits faster. For example:
    - If your income is less than \$150 a month and you have less than \$100 in other resources, such as your bank account.
    - Your income and the resources of your household are less than your combined monthly rent or mortgage and utility expenses.
- If either of these describes you, you may be able to get SNAP benefits within seven days. If you need more information, call DTA at 1-877-382-7263.

### What Proofs Will I Need?

- Something showing your name and address - If you have no address, you must say where you are staying.
- Proof of income - If you are working, submit your last four pay stubs, or proof of income from your employer. Submit an award letter or direct deposit statements of unearned income amounts and frequency of payments.
- Social Security Numbers for all Members Applying - If you do not have Social Security numbers for applicants, DTA will help you get them.



Your SNAP application will be reviewed while you are waiting for your Social Security numbers.

- If you are not a citizen, bring proof of legal non-citizen status.
- Optional proof you may claim to maximize SNAP benefit amount are:
  - Dependent care expenses for child or adult care.
  - Housing costs for rent, mortgage, taxes, insurance, heat and utilities.
  - Medical bills - if you are age 60 or older or if you are disabled.

#### How Do I Find a DTA Office?

DTA has more than 20 offices across Massachusetts. To find the office nearest you, visit [www.mass.gov/dta](http://www.mass.gov/dta) and click on the DTA Office Locations link or call DTA at 1-877-382-2363.

#### How Can I Get More Information?

For more information about how you can get SNAP benefits, contact DTA at 1-877-382-2363 or visit [www.mass.gov/dta](http://www.mass.gov/dta).

#### Non-discrimination Statement

The US Department of Agriculture prohibits discrimination against its customers, employees, and applicants for employment on the basis of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)



If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), or at any USDA office, or call (866) 632-9992 to request the form.

You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at [program.intake@usda.gov](mailto:program.intake@usda.gov).

Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish).

For any other information dealing with Supplemental Nutrition Assistance Program (SNAP) issues, persons should either contact the USDA SNAP Hotline Number at (800) 721-5689, which is also in Spanish or call the State Information/Hotline Numbers (click the link for a listing of hotline numbers by State); found online at [http://www.fns.usda.gov/snap/contact\\_info/hotlines.htm](http://www.fns.usda.gov/snap/contact_info/hotlines.htm).

USDA is an equal opportunity provider and employer.

## HOW TO GET SNAP BENEFITS



Putting healthy food within reach.



Supplemental  
Nutrition  
Assistance  
Program

Putting Healthy Food  
Within Reach

ESTABLISHED BY THE NATIONAL ACADEMY OF SCIENCES



SNAP-08 (E) (Rev. 10/2014) 09-015-101a-05



# NORTHEAST METROPOLITAN REGIONAL VOCATIONAL SCHOOL DISTRICT

Jessica Bates, Cafeteria Food Service Director

100 HEMLOCK ROAD, WAKEFIELD, MA 01880 (781) 245-0958 - (781) 246-0810 Ext1671

Dear Parent/Guardian:

Children need healthy meals to learn. NORTHEAST METROPOLITAN REGIONAL VOCATIONAL SCHOOL DISTRICT offers healthy meals every school day. Breakfast costs \$1.50; lunch costs \$3.00. Your children may qualify for free meals or for reduced price meals. Reduced price is \$ .30 for breakfast and \$ .40 for lunch. Children who qualify for free or reduced price meals may also be eligible for Pandemic EBT (PEBT) benefits if the program is extended into the school year. This packet includes an application for free or reduced price meal benefits, and a set of detailed instructions. Below are some common questions and answers to help you with the application process.

If you are not receiving Supplemental Nutrition Assistance Program (SNAP) benefits and have been approved for free or reduced price school meals, you may be eligible for SNAP, which provides monthly financial assistance to purchase groceries to Massachusetts residents who qualify. Find out if you are eligible for SNAP today by calling Project Bread's FoodSource Hotline at 1-800-645-8333 and a counselor can help you apply over the phone. You can also apply on your own online at DTA Connect:

<https://dtacconnect.eohhs.mass.gov/apply>

## Frequently Asked Questions

### WHO CAN GET FREE OR REDUCED PRICE MEALS?

- All children in households receiving benefits from **MA SNAP, MA TAFDC, FDPIR, or specific categories of Medicaid** are eligible for free meals.
- **Foster children that are under the legal responsibility of a foster care agency or court are eligible for free meals.**
- **Children participating in their school's Head Start program are eligible for free meals.**
- **Children who meet the definition of homeless, runaway, or migrant are eligible for free meals.**
- Children may receive free or reduced price meals if your household's income is within the limits on the Federal Income Eligibility Guidelines. Your children may qualify for free or reduced price meals if your household income falls at or below the limits on this chart.

FEDERAL ELIGIBILITY INCOME CHART For School Year 2022 - 2023			
Household size	Yearly	Monthly	Weekly
1	\$25,142	\$2,096	\$484
2	33,874	2,823	652
3	42,606	3,551	820
4	51,338	4,279	988
5	60,070	5,006	1,156
6	68,802	5,734	1,324
7	77,534	6,462	1,492
8	86,266	7,189	1,659
Each additional person:	+8,732	+728	+168

### HOW DO I KNOW IF MY CHILDREN QUALIFY AS HOMELESS, MIGRANT, OR RUNAWAY?

Do the members of your household lack a permanent address? Are you staying together in a shelter, hotel, or other temporary housing arrangement? Does your family relocate on a seasonal basis? Are any children living with you who have chosen to leave their prior family or household? If you believe children in your household meet these descriptions and haven't been told your children will get free meals, please call or e-mail Tracey O'Brien, Administrator of Student Services (781)246-0810 Ext. 1637

[tobrien@northeastmetrotech.com](mailto:tobrien@northeastmetrotech.com)



## NORTHEAST METROPOLITAN REGIONAL VOCATIONAL SCHOOL DISTRICT

Jessica Bates, Cafeteria Food Service Director

100 HEMLOCK ROAD, WAKEFIELD, MA 01880 (781) 245-0958 - (781) 246-0810 Ext1671

### DO I NEED TO FILL OUT AN APPLICATION FOR EACH CHILD?

No. Use ONE FREE AND REDUCED PRICE SCHOOL MEALS APPLICATION FOR ALL STUDENTS IN YOUR HOUSEHOLD. WE CANNOT APPROVE AN APPLICATION THAT IS NOT COMPLETE, SO BE SURE TO FILL OUT ALL REQUIRED INFORMATION. RETURN THE COMPLETED APPLICATION TO:

Northeast Metro Tech Attn: Jessica Bates, FSD 100 Hemlock Road Wakefield, MA 01880 (781) 245-0958

[jbates@northeastmetrotech.com](mailto:jbates@northeastmetrotech.com)

### SHOULD I FILL OUT AN APPLICATION IF I RECEIVED A LETTER THIS SCHOOL YEAR SAYING MY CHILDREN ARE ALREADY APPROVED FOR FREE MEALS?

No, but please read the letter you got carefully and follow the instructions. If any children in your household were missing from your eligibility notification, contact Northeast Metro Tech Attn: Jessica Bates, FSD 100 Hemlock Road Wakefield, MA 01880 (781) 245-0958 [jbates@northeastmetrotech.com](mailto:jbates@northeastmetrotech.com) immediately.

### CAN I APPLY ONLINE?

No, but an application is available on our website [northeastmetrotech.com](http://northeastmetrotech.com) to be printed out and mailed in.

### MY CHILD'S APPLICATION WAS APPROVED LAST YEAR. DO I NEED TO FILL OUT A NEW ONE?

Yes. Your child's application is only good for that school year and for the first few days of this school year. You must send in a new application unless the school told you that your child is eligible for the new school year.

### I GET WIC. CAN MY CHILDREN GET FREE MEALS?

Children in households participating in WIC may be eligible for free or reduced price meals. Please send in a completed application.

### WILL THE INFORMATION I GIVE BE CHECKED?

Yes. We may also ask you to send written proof of the household income you report.

### IF I DON'T QUALIFY NOW, CAN I APPLY LATER?

Yes, you may apply at any time during the school year. For example, children with a parent or guardian who becomes unemployed may become eligible for free and reduced price meals if the household income drops below the income limit.

### WHAT IF I DISAGREE WITH SCHOOL OFFICIALS ABOUT MY APPLICATION?

You should talk to school officials. You also may ask for a hearing by calling or writing to:

Northeast Metro Tech Attn: Carla Scuzzarella, Principal 100 Hemlock Road Wakefield, MA 01880 (781) 246-0810 Ext 1610

[cscuzzarella@northeastmetrotech.com](mailto:cscuzzarella@northeastmetrotech.com)

### MAY I APPLY IF SOMEONE IN MY HOUSEHOLD IS NOT A U.S. CITIZEN?

Yes. You, your children, or other household members do not have to be U.S. citizens to apply for free or reduced price meals.

### WHAT IF MY INCOME IS NOT ALWAYS THE SAME?

List the amount that you normally receive. For example, if you normally make \$1000 each month, but you missed some work last month and only made \$900, put down that you made \$1000 per month. If you normally get overtime, include it, but do not include it if you only work overtime sometimes. If you have lost a job or had your hours or wages reduced, use your current income.

### WHAT IF SOME HOUSEHOLD MEMBERS HAVE NO INCOME TO REPORT?

Household members may not receive some types of income we ask you to report on the application or may not receive income at all. Whenever this happens, please write a 0 in the field. However, if any income fields are left empty or blank, those will also be counted as zeroes. Please be careful when leaving income fields blank, as we will assume you meant to do so.

### WE ARE IN THE MILITARY. DO WE REPORT OUR INCOME DIFFERENTLY?

Your basic pay and cash bonuses must be reported as income. If you get any cash value allowances for off-base housing, food, or clothing, or receive Family Subsistence Supplemental Allowance payments, it must also be included as income. However, if your housing is part of the Military Housing Privatization Initiative, do not include your housing allowance as income. Any additional combat pay resulting from deployment is also excluded from income.

### WHAT IF THERE ISN'T ENOUGH SPACE ON THE APPLICATION FOR MY FAMILY?



**NORTHEAST METROPOLITAN REGIONAL VOCATIONAL SCHOOL DISTRICT**

**Jessica Bates, Cafeteria Food Service Director**

100 HEMLOCK ROAD, WAKEFIELD, MA 01880 (781) 245-0958 - (781) 246-0810 Ext1671

List any additional household members on a separate piece of paper and attach it to your application. Contact Jessica Bates, FSD 100 Hemlock Road Wakefield, MA 01880 (781) 245-0958 [jbates@northeastmetrotech.com](mailto:jbates@northeastmetrotech.com) to receive a second application.

**MY FAMILY NEEDS MORE HELP. ARE THERE OTHER PROGRAMS WE MIGHT APPLY FOR?**

To find out how to apply for **MA SNAP** or other assistance benefits, contact your local assistance office or call the **MA SNAP Hotline** at **1-866-950-3663**.

If you have other questions or need help, call (781)246-0810.

Sincerely,

Jessica Bates, FSD

(781) 245-0958

[jbates@northeastmetrotech.com](mailto:jbates@northeastmetrotech.com)

The Richard B. Russell National School Lunch Act requires the information on this application. You do not have to give the information, but if you do not submit all needed information, we cannot approve your child for free or reduced price meals. You must include the last four digits of the social security number of the primary wage earner or other adult household member who signs the application. The social security number is not required when you apply on behalf of a foster child or you list a Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance for Needy Families (TANF) Program or Food Distribution Program on Indian Reservations (FDPIR) case number or other FDPIR identifier for your child or when you indicate that the adult household member signing the application does not have a social security number. We will use your information to determine if your child is eligible for free or reduced price meals, and for administration and enforcement of the lunch and breakfast programs.

We may share your eligibility information with education, health, and nutrition programs to help them evaluate, fund, or determine benefits for their programs, auditors for program reviews, and law enforcement officials to help them look into violations of program rules.

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**Non-Discrimination Statement:**

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To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20PComplaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

3. mail:

U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410; or 4.

fax:

(833) 256-1665 or (202) 690-7442; or

5. email:

[program.intake@usda.gov](mailto:program.intake@usda.gov)





NORTHEAST METROPOLITAN REGIONAL VOCATIONAL SCHOOL DISTRICT

Jessica Bates, Cafeteria Food Service Director

100 HEMLOCK ROAD, WAKEFIELD, MA 01880 (781) 245-0958 - (781) 246-0810 Ext1671

ATTENTION: If you speak any language other than English, please be advised that language assistance services, are available to you, free of charge,. Call 1-718-838-9317 (TTY: 1-718-838-9317).

**Spanish**

ATENCIÓN: si habla español, tiene a su disposición servicios gratuitos de asistencia lingüística. Llame al 1-718-838-9317 (TTY: 1-718-838-9317).

**Vietnamese**

CHÚ Ý: Nếu bạn nói Tiếng Việt, có các dịch vụ hỗ trợ ngôn ngữ miễn phí dành cho bạn. Gọi số 1-718-838-9317

(TTY: 1-718-838-9317)

**Mandarin Chinese**

注意: 如果您使用繁體中文, 您可以免費獲得語言援助服務。請 (TTY: 1-718-838-9317) 致電1-718-838-9317

**Portuguese**

ATENÇÃO: Se fala português, encontram-se disponíveis serviços linguísticos, grátis. Ligue para 1-718-838-9317

(TTY: 1-718-838-9317).

**Russian**

ВНИМАНИЕ: Если вы говорите на русском языке, то вам доступны бесплатные услуги перевода. Звоните 1-718-838-9317 (телетайп: 1-718-838-9317).

**Haitian Creole**

ATANSYON: Si w pale Kreyòl Ayisyen, gen sèvis èd pou lang ki disponib gratis pou ou. Rele 1-718-838-9317

(TTY: 1-718-838-9317).



NORTHEAST METROPOLITAN REGIONAL VOCATIONAL SCHOOL DISTRICT

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I Speak Statements

<input type="checkbox"/> Unë flas shqip (Albanian)	<input type="checkbox"/> N a po Klào Win. (Kru)
<input type="checkbox"/> አገር አካባቢ (Amharic)	<input type="checkbox"/> ຂ້າພະເຈົ້າເວົ້າພາສາລາວ. (Lao)
<input type="checkbox"/> انا اتكلم اللغة العربية (Arabic)	<input type="checkbox"/> Yie gorngv Mienh waac. (Mien)
<input type="checkbox"/> Ես խոսում եմ հայերեն (Armenian)	<input type="checkbox"/> म नेपाली बोल्छु (Nepali)
<input type="checkbox"/> আমি বাংলা জানি। (Bengali)	<input type="checkbox"/> Mówię po polsku. (Polish)
<input type="checkbox"/> Ja govorim bosanski jezik (Bosnian)	<input type="checkbox"/> Eu falo Português. (Portuguese)
<input type="checkbox"/> ကျွန်ုပ်တို့ပြောသောစကားသည် (Burmese)	<input type="checkbox"/> ੴ ਸਮੇਅਕ ਪੰਜਾਬੀ (Punjabi)
<input type="checkbox"/> 我说中文 (Chinese Simplified)	<input type="checkbox"/> Cunosc limba Română. (Romanian)
<input type="checkbox"/> 我說中文 (Chinese Traditional)	<input type="checkbox"/> Я говорю по-русски. (Russian)
<input type="checkbox"/> Ja govorim hrvatski. (Croatian)	<input type="checkbox"/> Ou te tautala faa Samoa. (Samoan)
<input type="checkbox"/> یدجاد۔ ہ زبان فارسی سجدت سے کیم (Farsi)	<input type="checkbox"/> Govorim srpski. (Serbian)
<input type="checkbox"/> Je parle français. (French)	<input type="checkbox"/> Waxaan ku hadlaa Somali. (Somali)
<input type="checkbox"/> Je parle le Français haïtien (French Creole)	<input type="checkbox"/> Yo hablo español. (Spanish)
<input type="checkbox"/> Μιλώ ελληνικά (Greek)	<input type="checkbox"/> انحدت المسودالية (لعوي سوداني) (Sudanese)
<input type="checkbox"/> ડું ગુજરાતી બોલું છું (Gujarati)	<input type="checkbox"/> Marunong po akong magsalita ng Tagalog. (Tagalog)
<input type="checkbox"/> Mwen pale Kreyòl. (Haitian Creole)	<input type="checkbox"/> ภาษาไทย (Thai)
<input type="checkbox"/> म हिंदी बोलता हूँ (Hindi)	<input type="checkbox"/> ለነ ትግርኛ ይዘረብ አዩ. (Tigrinya)
<input type="checkbox"/> Kuv hais lus hmoob. (Hmong)	<input type="checkbox"/> Я розмовляю українською. (Ukrainian)
<input type="checkbox"/> Ana m a sụ Igbo (Igbo)	<input type="checkbox"/> میں اردو بولتا بولتی ہوں (Urdu)
<input type="checkbox"/> Parlo Italiano (Italian)	<input type="checkbox"/> Tôi nói tiếng Việt. (Vietnamese)
<input type="checkbox"/> 私は日本語を話します (Japanese)	<input type="checkbox"/> יידיש איך (Yiddish)
<input type="checkbox"/> Mi chat Jamiekan langwiji (Jamaican Creole)	<input type="checkbox"/> Mo gbọ Yoruba (Yoruba)
<input type="checkbox"/> ယကတ နေပြည်တော် (Karen)	
<input type="checkbox"/> ខ្ញុំនិយាយភាសាខ្មែរ (Khmer)	
<input type="checkbox"/> 문어의 모국어는 한국어입니다 (Korean)	
<input type="checkbox"/> نه ز زماني كوردی نه ناخفم. (Kurdish)	

USDA is an equal opportunity provider and employer.

Student Name: \_\_\_\_\_

School: \_\_\_\_\_

Grade: \_\_\_\_\_



# 2022-2023 Northeast Metro Tech - Massachusetts Application for Free and Reduced Price School Meals

If you have received a Notice of Direct Certification - FREE from the school district for free meals, do not complete this application. If you have received a Notice of Direct Certification - REDUCED PRICE from the school district for reduced price meals, this application may be submitted. DO let the school know if any children in the household are not listed on the Notice of Direct Certification - FREE letter you received.

**STEP 1** List ALL Household Members who are infants, children, and students up to and including grade 12 (if more spaces are required for additional names, attach another sheet of paper)

**Definition of Household Member:** "Anyone who is living with you and shares income and expenses, even if not related." Children in foster care and children who meet the definition of Homeless, Migrant or Runaway are eligible for free meals. Read How to Apply for Free and Reduced Price School Meals for more information.

Child's First Name	MI	Child's Last Name	School Name	Grade	Student? Grade Yes or No	Check all that apply			
						Foster	Homeless	Migrant	Runaway
					Y N	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
					Y N	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
					Y N	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
					Y N	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
					Y N	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**STEP 2** Do any Household Members (including you) currently participate in one or more of the following assistance programs: SNAP, TANF, or FDIPIR? Write the Agency ID Number, then go to STEP 4 (Do not complete STEP 3) EBT number not accepted; SNAP award letter may be requested Agency ID Number: \_\_\_\_\_

**STEP 3** Report Income for ALL Household Members (Skip this step if you answered "Yes" to STEP 2)

Review the charts titled "Sources of Income" for more information. The "Sources of Income for Children" chart will help you with the Child Income section. The "Sources of Income for Adults" chart will help you with the All Adult Household Members section

**A. Child Income** Sometimes children in the household earn or receive income. Please include the TOTAL income received by all Household Members listed in STEP 1 here: Child Income \$ \_\_\_\_\_

**B. All Adult Household Members (Including yourself)** List all Household Members not listed in STEP 1 (including yourself) even if they do not receive income. For each Household Member listed, if they do receive income, report total gross income (before taxes) for each source in whole dollars (no cents) only. If they do not receive income from any source, write '0', if you enter '0' or leave any fields blank, you are certifying (promising) that there is no income to report.

Name of Adult Household Members (First and Last)	Earnings from Work			How often?			Public Assistance/Child Support/Alimony			How often?			Pensions/Retirement/All Other Income			How often?					
	Weekly	B. Weekly	2x Month	Monthly	Weekly	B. Weekly	2x Month	Monthly	Weekly	B. Weekly	2x Month	Monthly	Weekly	B. Weekly	2x Month	Monthly	Weekly	B. Weekly	2x Month	Monthly	

Total Household Members (Children and Adults) \_\_\_\_\_

Last Four Digits of Social Security Number (SSN) of Primary Wage Earner or Other Adult Household Member: XXX-XX- [ ] [ ] [ ] [ ]

Check if no SSN

**STEP 4** Contact Information and Adult Signature

Mail Completed Form To: Northeast Metro Tech Attn: Justice Bates, 109 Hamblett Road, Wakefield, MA 01880

\*I certify (promise) that all information on this application is true and that all income is reported. I understand that this information is given in connection with the receipt of Federal funds, and that school officials may verify (check) the information. I am aware that if I purposely give false information, my children may lose meal benefits, and I may be prosecuted under applicable State and Federal laws.

Street Address (if available) \_\_\_\_\_ Apt # \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Daytime Phone and Email (optional) \_\_\_\_\_

Printed name of adult signing the form \_\_\_\_\_ Signature of adult \_\_\_\_\_ Today's date \_\_\_\_\_

Error prone

**INSTRUCTIONS**

**Sources of Income**

**Sources of Income for Children**

**Sources of Child Income**

- Earnings from work
- Social Security
  - Disability Payments
  - Survivor's Benefits
- Income from person outside the household
- Income from any other source

**Example(s)**

- A child has a regular full or part-time job where they earn a salary or wages
- A child is blind or disabled and receives Social Security benefits
- A Parent is disabled, retired, or deceased, and their child receives Social Security benefits
- A friend or extended family member regularly gives a child spending money
- A child receives regular income from a private pension fund, annuity, or trust

**Ethnicity (check one):**

- Hispanic or Latino
- Not Hispanic or Latino

**Race (check one or more):**

- American Indian or Alaskan Native
- Asian
- Black or African American
- Native Hawaiian or Other Pacific Islander
- White

**OPTIONAL**

**Children's Racial and Ethnic Identities**

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**Total Income**

Household Size

Only annualize income if there are multiple pay frequencies

How often?

Weekly  Bi-Weekly  2x Month  Monthly  Annually

Determining Official's Signature

Date

Confirming Official's Signature

Date

Verifying Official's Signature

Date

**Sources of Income for Adults**

**Public Assistance / Alimony / Child Support**

- Unemployment benefits
- Worker's compensation
- Supplemental Security Income (SSI)
- Cash assistance from State or local government
- Alimony payments
- Child support payments
- Veteran's benefits
- Strike benefits

**Earnings from Work**

- Salary, wages, cash bonuses
- Net income from self-employment (farm or business) if you are in the U.S. Military;
- Basic pay and cash bonuses (do NOT include combat pay, FSA or privatized housing allowances)
- Allowances for off-base housing, food and clothing

**Pensions / Retirement / All Other Income**

- Social Security (including railroad retirement and black lung benefits)
- Private pensions or disability benefits
- Regular income from trusts or estates
- Annuities
- Investment income
- Earned interest
- Rental income
- Regular cash payments from outside household

We are required to ask for information about your children's race and ethnicity. This information is important and helps to make sure we are fully serving our community. Responding to this section is optional and does not affect your children's eligibility for free or reduced price meals.

The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410; or
2. fax: (833) 256-1665 or (202) 690-7442; or
3. email: [program.intake@usda.gov](mailto:program.intake@usda.gov)

This institution is an equal opportunity provider.

**For School Use Only**

**2025-2026 Income Statement Application for Free and Reduced Price School Meals**

Annual Income Conversion:

Weekly	x 52
Every 2 Weeks	x 26
Twice A Month	x 24
Monthly	x 12

Eligibility:  Categorical Eligibility

Free  Reduced  Denied



NORTHEAST METROPOLITAN REGIONAL VOCATIONAL SCHOOL DISTRICT

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# Sharing Information with Medicaid/CHIP

Dear Parent/Guardian:

If your children get free or reduced price school meals, they may also be able to get free or low-cost health insurance through Medicaid or the State Children's Health Insurance Program (CHIP). Children with health insurance are more likely to get regular health care and are less likely to miss school because of sickness.

Because health insurance is so important to children's well-being, the law allows us to tell Medicaid and CHIP that your children are eligible for free or reduced price meals, unless you tell us not to. Medicaid and CHIP only use the information to identify children who may be eligible for their programs. Program officials may contact you to offer to enroll your children. Filling out the Free and Reduced Price School Meals Application does not automatically enroll your children in health insurance.

If you do not want us to share your information with Medicaid or CHIP, fill out the form below and send in.

(Sending in this form will not change whether your children get free or reduced price meals).

No! I DO NOT want information from my Free and Reduced Price School Meals Application shared with Medicaid or the State Children's Health Insurance Program.

If you checked no, fill out the form below to ensure that your information is NOT shared for the child(ren) listed below:

Child's Name: \_\_\_\_\_ School: \_\_\_\_\_

Child's Name: \_\_\_\_\_ School: \_\_\_\_\_

Child's Name: \_\_\_\_\_ School: \_\_\_\_\_

Child's Name: \_\_\_\_\_ School: \_\_\_\_\_

Signature of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

For more information, you may call Jessica Bates, FSD at (781) 245-0958 or email [jbates@northeastmetrotech.com](mailto:jbates@northeastmetrotech.com)

Return this form to: 100 Hemlock Road Wakefield, MA 01880 by 9/30/2022



**NORTHEAST METROPOLITAN REGIONAL VOCATIONAL SCHOOL  
DISTRICT**

**Jessica Bates, Cafeteria Food Service Director**

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Prior to initiating the hearing procedure, the parents or local school official may request a conference to provide an opportunity for the parent and school official to discuss the situation, present information and obtain an explanation of data submitted in the application or the decision rendered. The request for a conference shall not in any way prejudice or diminish the right to a fair hearing.

Each LEA is required to develop their own official hearing procedure that is inclusive of all listed below. The hearing procedure provides for the following:

1. A publicly announced, simple method for making an oral or written request.
2. An opportunity to be assisted or represented by an attorney or other person.
3. An opportunity to examine, prior to and during the hearing, any documents and records presented to support the decision under appeal.
4. Reasonable promptness and convenience in scheduling a hearing and adequate notice as to the time and place of the hearing.
5. An opportunity to present oral or documentary evidence and arguments supporting a position without undue interference.
6. An opportunity to question or refute any testimony or other evidence and to confront and cross-examine any adverse witnesses.
7. That the hearing is conducted and the decision made by a hearing official who did not participate in making the decision under appeal or any previously held conference regarding the meal benefit issuance process.
8. That the decision of the hearing official be based in the oral and documentary evidence presented at the hearing and be made a part of the hearing record.
9. That the parties concerned and any designated representative thereof be notified in writing of the decision of the hearing official and that the decision of the hearing official is binding.
10. That for each hearing a written record be prepared, including the challenge or decision under appeal, any documentary evidence, a summary of any oral testimony presented at the hearing, the decision of the hearing official including the reasons thereof and a copy of the notification to the parties concerned of the hearing official's decision.
11. That such written record be preserved for a period of 3 years after the close of the school year to which it pertains. These records shall be available for examination by the parties concerned or their representatives at any reasonable time and place during such period.



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During the appeal and hearing procedure.

- A. Children who have been denied benefits upon application shall not receive continued benefits during this period.
  
- B. Children who have been approved for benefits but are subject to termination or reduction of benefits later in the same school year shall continue to receive benefits if an appeal of the adverse action has been made within the 10-day advance notice period.

Advance notification shall be provided to families who receive a termination of benefits 10 calendar days prior to the actual termination. The notice shall advise households of: (1) the change; (2) the reason for the change; (3) the right to appeal the action within the 10-day advance notice period; (4) instructions on how to appeal and (5) the right to reapply any time during the school year. The reasons for ineligibility shall be properly documented and retained on file at the Local Educational Agency.

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Complaint Form which can be obtained online

at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

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2. fax: (833) 256-1665 or (202) 690-7442; or
3. email:  
program.intake@usda.gov

This institution is an equal opportunity provider.

If your child is eligible for free or reduced school meals, your child may also be eligible for **free or low cost health insurance** through MassHealth.

To learn more call: **1-800-841-2900**



**MassHealth**



Si su niño es eligible para almuerzo gratis o reducido, su niño pueda ser eligible para **seguro de salud gratis o de bajo costo** por medio de MassHealth.

Para saber mas, llame al: **1-800-841-2900**

covering  
kids

