NEIA NEXT Student Handbook

(Summer 2025)

Overview

New England Innovation Academy's rules grow out of the school's mission statements which are a commitment to providing an innovative, relevant, and future-focused learning experience. We believe in the power of empathy, curiosity, and collaboration to transform people's lives and positively affect change in the world.

Code of Conduct

NEIA Behavior Expectations apply at all times.

- Behave in a way that respects yourself, others and your physical environment.
- Respect other people's rights, cultures, opinions, personal space, and property.
- Respect the natural environment.
- Respect relationships – your own and others.
- Treat people (other students, staff, and the general public) with politeness and courtesy.
- Listen carefully and use appropriate language.
- Work cooperatively and collaboratively.
- Behavior such as bullying, teasing and violence are not acceptable.
- Dangerous and offensive items are forbidden on field trips or at school.
- Smoking and consuming alcohol or drugs are strictly forbidden.

Who to Contact

If you have questions regarding school policies and procedures or are unsure about whom to contact, please reach out to the Summer Program Managers Shamara Howard (shamara.howard@neiacademy.org or Cori Dykeman (cori.dykeman@neiacademy.org).

Campus Policies & Procedures

Visitors to Campus

As visitors to the NEIA's campus, all visiting students and staff must sign in through security and be accompanied throughout the day by NEIA staff. Visitors should not take photos of students or staff without their express authorization.

Nametags & Lanyards

For security reasons, students and staff involved in NEIA NEXT programs must wear their name tags and provided lanyards at all times. Boarding students should keep their keycards in their lanyard as well.

Nut-Sensitive Policy

We do not allow any nut products to be had or consumed on-campus.

To create the safest, healthiest and most inclusive environment for all students, the school has implemented a nut-sensitive policy, which states that we will attempt to maintain an environment free of all peanuts and tree nuts.

On-Campus Spaces

With the Program Manager's authorization, outside staff and students only have access to spaces listed below:

- Hub & Café (Dining Spaces)
- Library (East Library Only)
- Tennis, Basketball, and Soccer field (Outdoors) with counselor supervision

Hub/Café

Breakfast Daily in general: 7:30AM-8:30AM

Lunch Daily in general: 11:30AM to 1:00PM

Dinner Daily in general: 5:30 PM to 6:30PM

All meals will be consumed in the Hub or Café space. After each meal, both spaces must be clean and have the tables wiped down.

Food and Drink

Food and drink may only be consumed in the Hub or Café space. All beverages must have a sealed cover in all locations of the building.

Library

All books must be returned to the East Library after reading.

Alcohol, Drugs, Vaping, and Tobacco

A student may not buy, sell, possess, or use alcohol or other unauthorized drugs or substances, including tobacco and tobacco-related products (such as e-cigarettes and vaping), and/or any paraphernalia associated with the use of illegal drugs and may not intentionally misuse products that can act as inhalants, while enrolled in NEIA.

Use of Tobacco Products

In addition to the restrictions above, and in accordance with Massachusetts law, all visiting students, parents/guardians, or other members of the school community are prohibited from using any tobacco products while on campus, participating in any NEIA-sponsored activities, or traveling via any NEIA-provided transportation. The prohibition on the use of tobacco products also extends to the advertising or promotion of tobacco products anywhere on campus, at NEIA functions, and in NEIA publications, as well as on clothing worn by visiting students, parents/guardians, visitors, or other members of the school community on NEIA's campus.

Weapons

Possession or use of fireworks (including firecrackers), a firearm, a pellet gun, a knife, or any other dangerous weapon is prohibited. Any knife other than a pocket or penknife may be considered a dangerous weapon. Certain types of knives, including, but not limited to, switchblades, double-edged knives, dirk knives, or any knives with a detachable blade, and fireworks are illegal in Massachusetts. Propelling any projectile at a motor vehicle, an unwilling or unsuspecting person, or a building, so as to endanger another, is considered reckless behavior and is also prohibited by NEIA.

Gambling

NEIA prohibits gambling of any kind, including gambling over the Internet or on campus.

Commitment to Respectful and Healthy Relationships

NEIA is committed to providing a safe and healthy environment for all members of its visiting communities. Such an environment precludes behaviors that are disrespectful of, and physically and/or emotionally harmful to, others. All members of the visiting community play important roles in maintaining these standards and intervening, as appropriate, when they witness or otherwise become aware of behavior that conflicts with community standards.

Sexual Intimacy and Consent

NEIA does not endorse or condone sexually intimate activity by or among students on-campus at any time, and advocates postponing sexual intimacy until students are past adolescence.

Food Allergies

To create the safest, healthiest and most inclusive environment for all students, the school has implemented a nut-sensitive policy, which states that we will attempt to maintain an environment free of all peanuts and tree nuts.

Parents/guardians of students who have severe allergies with the potential for developing anaphylaxis must meet with the School Nurse to develop an Action Plan *prior to the start of the Summer program hosted by NEIA*. In consideration of the number of students with food allergies, NEIA has the following guidelines for management of these allergies:

- Products containing nuts and peanuts may not be brought onto NEIA campus;
- In accordance with the commitment to a nut-sensitive policy, every effort will be made by the food service to prepare food that is nut and peanut free
- Food prepared by the food service will be labeled regarding allergens
- Frequent and appropriate hand washing will be encouraged
- Surfaces will be cleaned to prevent cross-contamination

Surveillance Cameras on Campus

NEIA has installed video cameras at certain open and public spaces on campus, such as all official entrances to NEIA's campus, as well as at key campus crossroads. NEIA seeks to balance the security, safety, and other benefits derived from the use of video surveillance with any privacy concerns of NEIA's employees, students, families, and guests. In all cases, security equipment is used in a manner that adheres to legal statutes and ethical standards where the

right of privacy is concerned and is not used where there exists a reasonable expectation of privacy, such as in restrooms, locker rooms, etc. In addition, entrances to NEIA's campus are posted with signs notifying school community members and other visitors that there are video surveillance cameras actively in use on campus. These surveillance cameras record visual footage in each location, but do not record any sound or other audio.

Emergency Drills

Upon program commencement, there will be a brief life safety instruction conducted during orientation to NEIA's campus.

NEIA visiting staff and students may practice scheduled emergency drills for fire and other crises. Visiting students and staff must follow all staff directives, remain quiet during drills, and refrain from using cell phones.

Medical Safety

There are a variety of First Aid Kits available on campus.

Local Medical Facilities:

- CareWell Urgent Care Marlborough (757 Boston Post Road East) - (617) 804-6293
- UMass Memorial Health: Marlborough Hospital (157 Union St) - (508) 481-5000

Any student that has an epipen, must have it on them at all times.

Administering medications must be done by the nurse on campus or self-administered by the student with permission from guardians.

Boarding in the Dorms

Key Cards (Boarders Only)

One key card will be distributed to each student and staff member boarding on campus. Students will only have access to their specific dorm room. There is a $50 fee for any student or staff who needs a replacement key.

For security purposes, boarding students and staff are required to carry their own keycard in a lanyard at all times.

WiFi

Student WiFi will automatically turn off at 11pm.

Staff WiFi does not turn off at any time, in case of emergency.

Cleanliness

Students and staff are responsible for keeping their own room clean. Failure to maintain a reasonable level of cleanliness can cause undue wear and tear on your room and furnishing, foster pest infestations, spread germs and illness, and may project an atmosphere that feels disrespectful or unwelcoming to others. Snacks are allowed in rooms, but personal refrigerators are not allowed in rooms. Beds must be made each morning and clothes put away or in a laundry bin or bag.

Trash

All trash must be put in the designated trash or recycling bins at the end of the hall in West House.

Hallways

Per safety and fire hazard protocols, students and staff may not leave anything in the hallway.

Laundry

Please note: NEIA's laundry system is not free.

To access our laundry system, please follow these instructions:

- Download the app "Laundry Connect™" on your Smartphone
- If you are in the Laundry room, and the app will automatically detect our laundry room
- If you are not in the laundry room, enter the Smartphone Registration Code: als2831
- Once the registration is launched, choose the Register option
- Load value with a credit or debit card
- $2.50 per load

Electronics

NEIA has a separate Electronic Use Policy that must be signed by guardians and participants to take part in our summer boarding programs.

Acknowledgment and Agreement

By signing below, the participant and their parent or guardian acknowledge they have read, understood, and agree to comply with the NEIA NEXT Handbook.

Participant Name: _____

Participant Signature: _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Date: _____