

Ernest F. Houle
Superintendent-Director

Mark R. Hollick
Principal

Kristopher G. Luoto
Assistant Superintendent
of Finance and Operations



Dear Future Cosmetologist:

Thank you for your interest in our Post-Secondary 2021 Fall Cosmetology program. In just 12 months you will be prepared to take the Massachusetts State Board examination. We are proud of our near 100% passing rate for our students and the improvements we make to offer a professional adult learning experience.

Program Information

Start Date: Tuesday, September 7, 2021
Anticipated End Date: Thursday, August 18, 2022

Days & Times: Monday through Thursday / 4 nights per week / 5 pm to 10pm
Meal Break: 6:00 pm to 6:30 pm / 30 minutes each night

Saturdays / 1 per month except Nov and Dec / 9 am to 2 pm
Meal Break: 11:30 am to Noon / 30 minutes

Total Cost: \$8,450 - In-District (Berlin, Hudson, Marlborough, Maynard, Northborough, Southborough, Westborough)

\$900 Kit and Textbook Fee (Non-Refundable)
\$7,550 Cosmetology Tuition

\$10,600 - Out of District

\$900 Kit and Textbook Fee (Non-Refundable)
\$9,700 Cosmetology Tuition

Payment Options

Option A: Pay in full prior to first day of class.

Option B: Select the Payment Plan

Pay 50% of the total cost prior to the first day of class and make eleven (11) monthly payments by the 30th of each month.

	In-District	Out of District
Initial Payment prior to first class	\$4,225	\$5,300
Monthly Payments	(10) @ \$385 (1) @ \$375	(10) @ \$482 (1) @ \$480

We accept VISA, MasterCard, Discover, American Express, check, and money order.
There is a \$20 fee for any returned checks.

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Ernest F. Houle
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Assistant Superintendent
of Finance and Operations



CRIMINAL OFFENDER RECORD INFORMATION (CORI) ACKNOWLEDGEMENT FORM

TO BE USED BY ORGANIZATIONS CONDUCTING CORI CHECKS FOR EMPLOYMENT, VOLUNTEER, SUBCONTRACTOR, LICENSING, AND HOUSING PURPOSES

Assabet Valley Regional Vocational School District is registered under the provisions of M.G.L. c. 6, § 172 to receive CORI for the purpose of screening current and otherwise qualified prospective employees, subcontractors, volunteers, license applicants, current licensees, and applicants for the rental or lease of housing.

As a prospective or current employee, subcontractor, volunteer, license applicant, current licensee, or applicant for the rental or lease of housing, I understand that a CORI check will be submitted for my personal information to the DCJIS. I hereby acknowledge and provide permission to Assabet Valley Regional Vocational School District to submit a CORI check for my information to the DCJIS. This authorization is valid for one year from the date of my signature. I may withdraw this authorization at any time by providing Assabet Valley Regional Vocational School District with written notice of my intent to withdraw consent to a CORI check.

FOR EMPLOYMENT, VOLUNTEER, AND LICENSING PURPOSES ONLY: The Assabet Valley Regional Vocational School District may conduct subsequent CORI checks within one year of the date this Form was signed by me provided, however, that Assabet Valley Regional Vocational School District must first provide me with written notice of this check.

Last Name _____ First Name _____ Middle _____ Suffix _____

Maiden Name (or other name(s) by which you have been known) _____

Association with Assabet Valley RVSD (Please check one) Employment AAD Bus Driver Co-op LPN Volunteer Other _____

Subject Information: Last **Six** Digits of Your Social Security Number (**required**): _____ - _____

Date of Birth _____ Place of Birth _____

Driver's License or ID Number: _____ State of Issue: _____

Mother's Full Maiden Name _____ Father's Full Name _____

Current Street Number & Name City/Town State Zip

Former Street Number & Name City/Town State Zip

By signing below, I provide my consent to a CORI check and acknowledge that the information provided on this Acknowledgement Form is true and accurate.

Signature _____ Date _____

The above information was verified by reviewing the following form(s) of government issued identification:

VERIFIED BY: _____
Name of Verifying School Employee (Please Print) Signature of Verifying Employee

Please attach a copy of a government issued photo ID

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Assabet Valley Regional Technical School

Post-Secondary Admissions Application

ADMISSION REQUIREMENTS

Admission to the AVRTS-Post-Secondary Program requires that applicants:

1. Complete and submit this application, including a personal essay and resume.
2. Provide three (3) professional references. At least one must be from a current or past employer. References from family members are not acceptable. References from friends are discouraged. Suggested references include: employers, co-workers, teachers, or guidance counselors.
3. Be at least 17 ½ years of age and provide a birth certificate or passport.
4. Have the source mail Original/Official U.S. High School transcript (if applicable). Students who do not possess a U.S. High School transcript or a U.S. GED can:
 - a. Test for a U.S. GED in their city of residence, or
 - b. Contact the Center of Educational Documentation Inc., P.O. Box 199, Boston, MA 02117 or call 617-338-7171, or visit the website www.cedevaluations.com for information on having a foreign diploma or transcript evaluated.
5. Interview with a member of the A.V.R.T.S. Post-Secondary Faculty.
6. Be subject to a CORI and Social Security Verification.

Preference is also given to qualified in-district candidates. In-district includes residents of: Berlin, Hudson, Marlborough, Maynard, Northborough, Southborough, and Westborough.

The Admissions Committee reserves the right to conditionally accept a student. Students accepted conditionally must meet the conditions before the start of the program. All applicants will be notified in writing of the Admissions Committee's decision.

Application information will be kept confidential and only released to members of the AVRTS-Post-Secondary Admissions Committee.

SPECIAL ACCOMMODATIONS

In order for the AVRTS-Post-Secondary Program to investigate, review and evaluate all special accommodations, the request for special accommodations and necessary documentation must be submitted 30 days prior to the requested examination date. Individuals with a qualified disability seeking a reasonable accommodation will be notified by email of the test accommodation prior to the examination date.

The AVRTS seeks to provide reasonable accommodations for all qualified individuals with a disability. The AVRTS-Post-Secondary Program will adhere to all federal, state, and local laws, regulations and guidelines with respect to providing reasonable accommodation as required affording equal education opportunity. It is the applicant's responsibility to request a reasonable accommodation for their disability including necessary documentation when they accept admission.

POST-SECONDARY PROGRAM APPLICATION CHECKLIST

(KEEP THIS PAGE FOR YOUR RECORDS)

	Item to be <i>mailed</i> to the Admission Office.	Check if sent
1.	Application General Information	
2.	Signed CORI form	
3.	Signed Acknowledgement of Understanding	
4.	Resume	
5.	Essay	
6.	Official, in sealed envelope High School Transcripts <i>or</i> GED <i>or</i> CED transcribed transcripts (Center for Educational Documentation, www.cedevaluations.com or 617-338-7171 is a good source for translation of foreign transcripts)	
7.	Official, in a sealed envelope College / Post-Secondary transcripts if applicable	
8.	References: List three (3) references filled out completely	<input type="checkbox"/>
9.	Copy of Birth Certificate (valid passport copy is acceptable)	
10.	<p>Proof of In-District Residency (ONLY if you live in Marlborough, Hudson, Berlin, Maynard, Southborough, Westborough or Northborough) PRIOR to January 1, 2021.</p> <p>The document must be an ORIGINAL, dated December 2020 with your name and physical address on it. The ORIGINAL document will be returned to you.</p> <p>Acceptable documentation for proof of residency are:</p> <ul style="list-style-type: none"> • 2021 Property Tax Invoice • Electric Company Invoice • Payroll Check • Oil or Gas Company Invoice • Pay Stub 	
11.	Color copy of government-issued photo ID (for CORI)	

Once interviewed, your full application package will be reviewed by the Admission's Committee at their next meeting and you will be notified thereafter in writing, of their decision.

It will be your responsibility to confirm all documentation have been received and references have responded by calling the Assabet After Dark office at 508-263-9651

ASSABET VALLEY REGIONAL TECHNICAL SCHOOL
POST-SECONDARY PROGRAM

APPLICATION FOR ADMISSION
2021 – 2022

Please complete ALL parts of this application and submit to:

Assabet After Dark
Attn: Post-Secondary Programs Admissions
215 Fitchburg Street
Marlborough, MA 01752

Part I: General Information

Name: _____
(Last Name) (First Name) (Full Middle Name)

Other last name under which records may appear (maiden, etc.): _____

Address: _____

City, State, Zip: _____

Home Phone #: _____ Cell Phone #: _____

Email Address: _____

Date of Birth: ____/____/____ Current Age: _____

Do you have a Social Security #? Yes ____ No ____ (Do not write SS# on the application)

Citizenship: U.S. Resident ____ Foreign born, permanent U.S. Resident ____ Other ____

EMERGENCY CONTACT:

Name: _____
(Relationship)

Home Phone #: _____ Cell Phone #: _____

EDUCATION: Please have **OFFICIAL** transcripts mailed directly to:

Assabet After Dark, Attn: Post-Secondary Programs Admissions, 215 Fitchburg Street, Marlborough, MA 01752

High School Name: _____ Date Graduated: ____/____/____

GED (Where obtained): _____ Date of GED: ____/____/____

College(s) Attended/Graduated From:

Part II: Essay

In 500 words or less, send a typed essay and answer the following questions. This must be typed.

1. Why have you chosen to pursue a career in the industry?
2. At the completion of this program, what is your plan for the future?

Part III: References

Please clearly print the names, addresses, and phone numbers of three (3) persons who will provide a reference for you. One must be a current or past employer; none may be family members. Suggested references include: employers/supervisors, teachers, guidance counselors, or co-workers. References from friends are discouraged.

You must provide these persons with a copy of the Reference Form (three enclosed) on which you have **written your name and signed the waiver release statement.** Ask them to return it directly to:

Assabet After Dark
Attn: Post-Secondary Programs Admissions
215 Fitchburg Street
Marlborough, MA, 01752.

1. Name: _____ Phone: _____

Address: _____

2. Name: _____ Phone: _____

Address: _____

3. Name: _____ Phone: _____

Address: _____

**To the best of my knowledge, I have completed this application accurately and truthfully.
All documentation submitted is subject to verification by the Adult Continuing Education Director.**

Signature of Applicant (student)

Date

ASSABET VALLEY REGIONAL TECHNICAL SCHOOL POST-SECONDARY PROGRAM 2021 - 2022

ADMISSION REFERENCE FORM

_____ has applied for admission to a POST-SECONDARY Program.
(Applicant's Name)

He/she has indicated that you are willing to provide a reference. Please assist the Admissions Committee with their decision making by completing the following information. Upon completion, please mail to:, Assabet After Dark, Attn: Post-Secondary Programs Admissions, 215 Fitchburg Street, Marlborough, MA, 01752.

Applicant will sign here if he/she will not request access to the reference form after the person providing the reference completes it.

I waive all rights to review this form.

(Applicant's Signature)

(Date)

1. How long have you known this applicant? _____

2. In what capacity are/were you familiar with this applicant? (Check One)

- Employer
 Supervisor
 Co-Worker
 Teacher
 Counselor

The applicant:	<i>Strongly Disagree</i>	<i>Disagree</i>	<i>Agree</i>	<i>Strongly Agree</i>
Works well with others				
Communicates well with others				
Is dependable				
Is prompt				
Is self-directed				
Is trustworthy				
Dresses appropriately, is neat and clean				

Name: _____

Position: _____

Place of Business: _____

Phone Number: _____

Signature

Date

ASSABET VALLEY REGIONAL TECHNICAL SCHOOL POST-SECONDARY PROGRAM 2021 - 2022

ADMISSION REFERENCE FORM

_____ has applied for admission to a POST-SECONDARY Program.
(Applicant's Name)

He/she has indicated that you are willing to provide a reference. Please assist the Admissions Committee with their decision making by completing the following information. Upon completion, please mail to:, Assabet After Dark, Attn: Post-Secondary Programs Admissions, 215 Fitchburg Street, Marlborough, MA, 01752.

Applicant will sign here if he/she will not request access to the reference form after the person providing the reference completes it.

I waive all rights to review this form.

(Applicant's Signature)

(Date)

3. How long have you known this applicant? _____

4. In what capacity are/were you familiar with this applicant? (Check One)
 Employer Supervisor Co-Worker Teacher Counselor

The applicant:	<i>Strongly Disagree</i>	<i>Disagree</i>	<i>Agree</i>	<i>Strongly Agree</i>
Works well with others				
Communicates well with others				
Is dependable				
Is prompt				
Is self-directed				
Is trustworthy				
Dresses appropriately, is neat and clean				

Name: _____

Position: _____

Place of Business: _____

Phone Number: _____

Signature

Date

ASSABET VALLEY REGIONAL TECHNICAL SCHOOL POST-SECONDARY PROGRAM 2021 - 2022

ADMISSION REFERENCE FORM

_____ has applied for admission to a POST-SECONDARY Program.
(Applicant's Name)

He/she has indicated that you are willing to provide a reference. Please assist the Admissions Committee with their decision making by completing the following information. Upon completion, please mail to:, Assabet After Dark, Attn: Post-Secondary Programs Admissions, 215 Fitchburg Street, Marlborough, MA, 01752.

Applicant will sign here if he/she will not request access to the reference form after the person providing the reference completes it.

I waive all rights to review this form.

(Applicant's Signature)

(Date)

5. How long have you known this applicant? _____

6. In what capacity are/were you familiar with this applicant? (Check One)
 Employer Supervisor Co-Worker Teacher Counselor

The applicant:	<i>Strongly Disagree</i>	<i>Disagree</i>	<i>Agree</i>	<i>Strongly Agree</i>
Works well with others				
Communicates well with others				
Is dependable				
Is prompt				
Is self-directed				
Is trustworthy				
Dresses appropriately, is neat and clean				

Name: _____

Position: _____

Place of Business: _____

Phone Number: _____

Signature

Date

Assabet Valley Regional Technical School

Post-Secondary Admissions Policy

Section I. Introduction

AVRTS- Post-Secondary Programs have Full Chapter 74 Approval Status from the Massachusetts Department of Elementary and Secondary Education.

The curriculum combines lecture, classroom, and project based learning experiences.

All candidates with completed admission packets for the Post-Secondary Programs are evaluated using the selection criteria outlined in the Admission Policy. All completed applications for Post-Secondary Programs are reviewed and receive a response.

Section II. Equal Education Opportunity

Chapter 282 of the Acts of 1993, General Laws Chapter 76, Section 5 now includes the following provision: Assabet Valley Regional Technical School hereby provides notice that it does not discriminate in admission or employment in any of its educational programs or activities on the basis of race, color, sex, religion, national origin, age, sexual orientation, gender identity, disability, or housing status. Enforcement of this law advances efforts to ensure that all students can attend school in a safe, supportive environment that is conducive to serious learning. This law makes it clear that all aspects of public school education must be fully open and available to members of both sexes and minority groups. No school may exclude a student from any course, activity, service or resource available in that public school on account of race, color, sex, religion, national origin or sexual orientation of such student.

Students with disabilities may voluntarily self-identify in writing for the purpose of requesting reasonable accommodations during the application and admissions process.

Section III. Eligibility

1. Candidates from in-district towns or out-of-district towns are eligible to apply to the program. This information is available on the Assabet After Dark website.
2. Candidates must have a Social Security Number (required to sit for the State Board examination) and be over 17 ½ years of age.
3. High school graduate with an official transcript, or official GED (scores included) or Official HiSET (scores included). Certified translations must be provided for transcripts supplied in a language other than English and equivalency to U.S. education must be provided. Please contact CED (Center for Educational Documentation) at 617-338-7171 or www.cedevaluation.com.

Section IV. Application Process (there is no application fee)

Candidates interested in applying for admissions must:

1. Obtain an application by downloading the packet from the web site or contact the Assabet After Dark office at Assabet Valley Regional Technical High School.
2. Submit the completed application form by mail or in person to the AVRTS Post-Secondary Programs.

Mailing Address: Assabet After Dark
 Attn: Post-Secondary Programs Admissions
 215 Fitchburg Street
 Marlborough, MA 01752

- a. Proof of high school graduation with an official transcript, or official GED (scores needed) or Official HiSET (scores needed). Certified translations must be provided for transcripts supplied in a language other than English and equivalency to U.S. education must be provided.
 - b. Three (3) Confidential Reference Forms: recent supervisor, employer, school teacher/instructor (non-family members)
 - c. A current resume
 - d. Proof of In-District Residence (to determine tuition rate): Must be a resident of Berlin, Hudson, Marlborough, Maynard, Northborough, Southborough, or Westborough *before* January first of the admission year. The document must be an ORIGINAL, dated December 2020 with your name and physical address on it. The original document will be returned to you. Acceptable documentation for proof of residency are a 2021 Property Tax Invoice, an Electric Company invoice, a Payroll check, or an Oil or Gas Company invoice.
 - e. Color copy of a government issued photo ID (copy of front and back) for CORI check.
 - f. Completed CORI form
3. Upon receiving above listed documentation an interview with the Program Director or a designee will be scheduled.

Section V. Selection Process

Applications are reviewed and evaluated using the following criteria:

- Academic Records maximum of 15 pts.
- Interview Responses maximum of 40 pts.
- Resume..... required - 0 pts.
- Three (3) Confidential Reference Forms maximum of 15 pts.
- Work/Life experience maximum of 15 pts.
- Essay maximum of 15 pts.

Applications will be reviewed and processed according to the criteria contained in this admission policy. All candidates will be notified of the admission decision by mail. Candidates may be accepted, not accepted, deferred or waitlisted. Once the program has reached capacity a wait list will be established and maintained. The wait list is valid for the current academic year.

Section VI. Acceptance Process

Upon receipt of the acceptance letter, the student must complete the following for full admission to the program:

1. Signed Enrollment Agreement and a \$500 seat deposit within 10 business days. Candidates accepted within four weeks of the program start date will have 5 business days to complete and sign their Enrollment Agreement and to pay their \$500 seat deposit. A candidate that fails to sign their Enrollment Agreement or pay their seat deposit within the allotted time frame may have their acceptance rescinded.
2. Satisfactory C.O.R.I. (Criminal Offender Record Information). The AVRTS Post-Secondary Programs requires a CORI inquiry as part of the admission process into the Post-Secondary Programs. Individuals who have been convicted of a felony or misdemeanor crime or have a pending criminal case must meet eligibility requirements of the school and any affiliating clinical agencies.
3. Proof of In-District Residence Form (to determine tuition rate): Must be a resident of Berlin, Hudson, Marlborough, Maynard, Northborough, Southborough, or Westborough *before* January first of the admission year.

Section VII. Financial Aid

Financial Aid is not available at this time.

Assabet Valley Regional Technical School

Post-Secondary Cosmetology Program

ASSABET
DO. MORE.

Course Catalog / Handbook

2021-2022

Assabet Valley Technical School
Post-Secondary Cosmetology Program

Assabet Valley Technical School
Post-Secondary Cosmetology Program

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Assabet Valley Technical School
Post-Secondary Cosmetology Program

Acknowledgement of Understanding

Please sign this form and return to the Director of Post-Secondary Programs.

Thank you for your cooperation.

I have read the Post-Secondary Cosmetology Catalog and Handbook for Assabet Valley Regional Technical School. I understand the material and agree to abide by the rules and regulations of the program and the policies and procedures of the school.

I pledge upon my honor that I will neither give nor receive assistance on any exams or written work.

My actions throughout the program will reflect my own preparation and performance and I take full responsibility for these actions.

Signature: _____

Printed Name: _____

Today's Date: ____/____/____

Assabet Valley Technical School
Post-Secondary Cosmetology Program

Assabet Valley Technical School Post-Secondary Cosmetology Program

Assabet Valley Regional Technical School Mission

Assabet Valley Regional Technical School's post-secondary programs operate as part of the Assabet Valley Regional Vocational School District. The school's mission is to provide a dynamic and supportive school system that prepares students to meet the challenges of the future by providing a rigorous and relevant education in a safe and secure environment resulting in academic, career and technical proficiency.

Post-Secondary Cosmetology Mission

The Post-Secondary Cosmetology program at Assabet Valley Regional Technical School is designed to prepare the graduate for an entry-level position in the field of Cosmetology.

Post-Secondary Cosmetology Philosophy

The Post-Secondary Cosmetology functions in accordance with the philosophy and goals of Assabet Valley Regional Technical School which offers Education is shaped by society to satisfy certain needs, both general and specific, current and anticipated and should be a composite of vocational, technical, and academic courses.

Vocational/Technical education is an integral part of education and is designed primarily to prepare students to enter the work force with marketable occupational skills upon leaving high school. Such an education must include an academic base, which will support and enhance vocational/technical skills as well as prepare students for life in a pluralistic society.

High school graduation marks the beginning of a lifelong need for new learning, skill enhancement, and personal fulfillment. Flexible opportunities and varied programs for adults enrich the educational experience of all students.

Essential to all education is the development of a safe, positive, and caring atmosphere, which allows professional staff, students, and all parties involved to progress. The individual students, whose talents, interests, and needs are recognized as unique, must be the focus in the development of curriculum which remains flexible and encourages each person to develop to the level of his/her capacity.

Aware of its growing responsibilities, the educational staff of Assabet Valley Regional Technical High School accepts with confidence the task of preparing our students realistically for the world of work and for a productive life.

Assabet Valley Technical School
Post-Secondary Cosmetology Program

Cosmetology

Admission Requirements

Admission to the AVRTS-Post-Secondary Program requires that applicants:

1. Complete and submit this application, including a personal essay and resume.
2. Provide three (3) professional references. At least one must be from a current or past employer. References from family members are not acceptable. References from friends are discouraged. Suggested references include: employers, co-workers, teachers, or guidance counselors.
3. Be at least 17 ½ years of age and provide a birth certificate or passport.
4. Have the source mail Original/Official U.S. High School transcript (if applicable). Students who do not possess a U.S. High School transcript or a U.S. GED can:
 - a. Test for a U.S. GED in their city of residence, or
 - b. Contact the Center of Educational Documentation Inc., P.O. Box 199, Boston, MA 02117 or call 617-338-7171, or visit the website www.cedevaluations.com for information on having a foreign diploma or transcript evaluated.
5. Interview with a member of the A.V.R.T.S. Post-Secondary Faculty.
6. Be subject to a CORI and Social Security Verification.

Preference is also given to qualified in-district candidates. In-district includes residents of: Berlin, Hudson, Marlborough, Maynard, Northborough, Southborough, and Westborough.

The Admissions Committee reserves the right to conditionally accept a student. Students accepted conditionally must meet the conditions before the start of the program. All applicants will be notified in writing of the Admissions Committee's decision.

Application information will be kept confidential and only released to members of the AVRTS-Post-Secondary Admissions Committee.

Program Objectives

Our graduates will have a safe and ethical adult learning environment which is consistent with cosmetology practices found in a structured salon setting and will prepare them to be competitive in entry level positions. All communications regarding our cosmetology students will be addressed only to the cosmetology student.

Assabet Valley Technical School Post-Secondary Cosmetology Program

Upon successful completion of the program the student will:

- Explain and apply safety and sanitation procedures necessary in the cosmetology profession.
- Communicate effectively to perform client consultations.
- Competently perform basic hair, nail, and skin care services.
- Apply knowledge and procedures to take the Massachusetts Cosmetology Operator Examination.

	Milestone Objectives			
	0-250 Hours	250 - 400 Hours	400-700 Hours	700-1000 Hours
Safety & Sanitation Procedures	Identify safety in the clinic and sanitation practices as it applies to the cosmetologist.	Demonstrate proper sanitation of tools and safety in the clinic.	Explain and demonstrate proper sanitation safety in the clinic.	Apply all practices of safety and sanitation in the clinic at all times.
Communication	Examine the basic processes of effective communication.	Explain the basic processes of effective communication.	Demonstrate effective communication with clients.	Apply effective communication skills in all client consultations.
Performance of Basic Services	Identify hair cutting, styling, nail and skin techniques. Practice on manikins.	Identify nail and skin services. Practice on classmates. Explore hair chemical texture services.	Demonstrate hair, nail, and skin services on clients. Explore hair color.	Plan and then apply knowledge to perform hair, nail, and skin services on clients.
Knowledge and Procedures for MA Cosmetology Operator License Examination	Identify basic hair service procedures. Demonstrate on manikins and classmates.	Apply basic knowledge of hair, skins, and nail services on clients.	Apply knowledge of skin care procedures. Demonstrate hair, nail, and skin care service procedures.	Perform all hair, nail, and skin care procedures in accordance with the MA Cosmetology Licensing Board.

Assabet Valley Technical School
Post-Secondary Cosmetology Program

Curriculum

The Assabet After Dark Cosmetology Program is designed to offer our students an integrated curriculum of theory and practical instruction that prepares each student for the Massachusetts State Board examination. Our 1000-hour Cosmetology education is a planned sequence of lessons based on the State Board of Cosmetology’s required learning objectives.

In accordance with the Massachusetts State Board of Cosmetology, the curriculum is designed with the following learning objectives.

	Hours
Manicuring..... (Includes 12.5 hours of Artificial Nail Techniques)	50
Hair Straightening and Permanent Waving.....	250
Shampooing.....	25
Finger Waving.....	50
Marcelling and All Iron Curls.....	45
Skin Care/Facial Grooming.....	80
Wig Instruction and Scalp Treatments.....	50
Dyes and Bleaching..... (Packs, tints, rinses, reconditioning)	150
Hair Cutting.....	125
Oral, Written and Practical Tests, Sterilization, Hygiene and Anatomy.....	125
Instruction and Lecture on Sanitation.....	25
Ethics, Salesmanship, Courtesy and Conduct.....	25
Unassigned Hours.....	None
Total Hours.....	1,000

Assabet Valley Technical School Post-Secondary Cosmetology Program

Theory Curriculum plan:

Week 1	History & Career Goals
Week 2	Professional Image
Week 3	Communicating for Success
Week 4	Life Skills
Week 5-6	Infection Control Part 1
Week 7	Properties of Hair and Scalp
Week 8	Principles of Hair Design
Week 9	Scalp Care Shampooing and Conditioning
Week 10-12	Hair Styling
Week 13-14	Anatomy and Physiology
Week 15-17	Haircuts
Week 18	Nail Structure and Growth
Week 19	Nail Disorders and Diseases
Week 20	Manicuring
Week 21	Pedicuring
Week 22	Skin Structure Growth and Nutrition
Week 23	Skin Disorders and Diseases
Week 24	Facials
Week 25	Facial Make-up
Week 26	Color Theory
Week 27	Basics of Chemistry
Week 28-29	Hair Coloring
Week 30-31	Chemical Texture Services
Week 32	Hair Removal
Week 33	Braiding
Week 34	Hair Additions
Week 35	Wigs
Week 36	Basics of Electricity
Week 37	Advanced Nails Part 1: Tips and Wraps
Week 38	Advanced Nails Part 2: Monomer Liquids
Week 39	Advanced Nails Part 3: Light cured Nails
Week 40-42	Advanced Color
Week 43	Communicating for Success
Week 44-45	The Salon Business
Week 46	On the Job
Week 47	Preparing for Employment
Week 48	Preparing for Licensure
Week 49-50	Massachusetts State Board Examination Review

Assabet Valley Technical School
Post-Secondary Cosmetology Program

Tuition and Fees

Upon acceptance, a \$500 initial payment must be made. The remaining cost balance is due by the first day of school unless the student chooses to enroll in the monthly payment plan program.

Fees and Tuition – Out of District

Textbooks & Kit Fee (<i>Non-Refundable</i>)	\$900
Cosmetology Tuition	\$9,700
Total Cost	\$10,600

Fees and Tuition – In-District*

Textbooks & Kit Fee (<i>Non-Refundable</i>)	\$900
Cosmetology Tuition	\$7,550
Total Cost	\$8,450

Kit includes textbooks (Milady series), mannequins and cosmetology supplies such as scissors, blow dryer, curling/straightening irons, combs, and brushes

*In-District towns: Berlin, Hudson, Marlborough, Maynard, Northborough, Southborough and Westborough

Proof of Residency: To qualify for In-District tuition you must be a resident of Berlin, Hudson, Marlborough, Maynard, Northborough, Southborough, or Westborough before January first of the admission year. The document must be an ORIGINAL, dated December 2020 with your name and physical address on it. The original document will be returned to you. Acceptable documentation for proof of residency are a 2021 Property Tax Invoice, an Electric Company invoice, a Payroll check, or an Oil or Gas Company invoice.

We accept VISA, MasterCard, Discover, American Express, check, and money order. There is a \$20 fee for any returned checks.

Assabet Valley Technical School
Post-Secondary Cosmetology Program

General Information

Cosmetology Facilities

Our program is delivered in a multi-room space including a related room and a clinic. The related classroom is equipped with twelve student computer workstations and an instructor pc with a Smartboard and projector which supports multimedia presentations. Our clinic has twelve shampoo sinks, manicure stations and hair dryer stations, as well as practice mannequin stations. There is a dispensary storage room for supplies, inventory, student kits and mannequin.

Student Responsibilities

- Students are expected to maintain a grade average of 75% or higher on chapter tests.
- Student are expected to maintain regular attendance and make satisfactory progress.
- Students with tuition in arrears will not receive credit for the hours earned.
- Students are required to wear a uniform to earn their hours.
- Students are expected to perform work under the supervision of an instructor and with the instructor's permission.
- Students are required to fulfill all instructor's assignments.
- Any student not in compliance with the rules will not receive his/her hours and may ultimately be terminated from the program.

Monthly Payment Plan

All tuition and fees must be paid prior to the first day of class unless you have selected the payment plan or have qualified for Financial Aid.

Students on the Monthly Payment Plan will pay 50% of the cost by the first day of class which includes the \$500 seat deposit. Then make eleven (11) monthly payments by the 30th of each month except November and December.

We accept VISA, MasterCard, Discover, American Express, check, and money order. There is a \$20 fee for any returned checks.

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Refund Policy

Refunds are processed upon receipt of written notice of withdrawal. If you withdraw from the program, a refund will be issued according to the schedule below based on full payment prior to the start date.

- 100% of the Fees and Tuition minus \$100 withdrawal fee before the start date
- 60% of the Tuition minus \$100 withdrawal fee before the second class
- 40% of the Tuition minus \$100 withdrawal fee before the third class
- There will be no refunds after the third class

Transfer Policy

Transfer students from another institution may be accepted if space is available and with written approval from the Assabet After Dark Director. The transfer student must provide a Transfer Student Hours Worksheet (MA Board of Cosmetology document) from the previous school attended. The student will be given a start date once all the necessary forms are received by the Assabet After Dark office.

If an Assabet After Dark cosmetology student transfers to another institution, the director will provide and mail the Transfer Student Hours Worksheet to the said institution. As stated on the MA Board of Cosmetology document, “No hours will be transferred if the student owes money to the previous school.”

Attendance Policy

Attending every class important to your success. Students are expected to attend all scheduled days of school, as well as, all field trips. Any student who is unable to attend classes on a scheduled school day must call and speak directly with the instructor prior to the start of class. Failure to notify the instructor constitutes an unexcused absence (no call/no show). Outside employment and appointments should not interfere with school hours. Absences due to extended health issues require documentation. A doctor’s note is required after 3 consecutive absences and/or 15 hours of class time. Students will receive monthly attendance reports.

At the discretion of Assabet Valley a student may be dismissed from the program for excessive absences.

Should classes be canceled due to weather the hours will be made up at the end of the school year.

Assabet Valley Technical School Post-Secondary Cosmetology Program

Make-Up Policy

Students are expected to attend all classes as scheduled. We recognize that unexpected situations may arise that make it necessary to miss a class. Make-up time is only available in the case of excused absences. An excused absence would include an absent because of illness, personal, professional or funeral days. An unexcused absence would include a no call / no show situation. Make-up time must be approved by the Assabet After Dark Director and/or the Cosmetology Instructor.

- Practical and clinical performance must be satisfactory prior to make-up time.
- Grades must be 75% or above at the time of make-up.
- Scheduled make-up is dependent on instructor availability and must be scheduled through the Assabet After Dark Director.
- Students will assume all costs related to make-up time.
- Make-up time is billed to the student at \$50/hour.

Tardy Policy

Students are expected to attend all classes and be on time. Class starts at 5 p.m. and ends when the instructor dismisses the entire class. If a student is excessively absent or tardy, he or she will receive a written warning. If the practice continues the student may be dismissed from the program at the discretion of Assabet Valley.

Accommodations

In order for the AVRTS-Post-Secondary Program to investigate, review and evaluate all special accommodations, the request for special accommodations and necessary documentation must be submitted 30 days prior to the requested examination date. Individuals with a qualified disability seeking a reasonable accommodation will be notified by email of the test accommodation prior to the examination date.

The AVRTS seeks to provide reasonable accommodations for all qualified individuals with a disability. The AVRTS-Post-Secondary Program will adhere to all federal, state, and local laws, regulations and guidelines with respect to providing reasonable accommodation as required affording equal education opportunity. It is the applicant's responsibility to request a reasonable accommodation for their disability including necessary documentation when they accept admission.

Assabet Valley Technical School Post-Secondary Cosmetology Program

Dress Code

Students shall wear a uniform consisting of a black and white, black or white shirt, black pants, flat shoes or sneakers and a stylist's smock. The stylist's smock is included in the kit. Please note that athletic wear, jeans, open toe shoes or high heel shoes is not acceptable.

Extra Help

Extra help is available and needs to be arranged between faculty and the student. The student must identify the reason for the extra help such as review a quiz, take a quiz, review theory content, ask questions, or practice skills.

Grading Policy

1. A minimum grade of 75% is required in theory class. A student receiving less than 75% on any given quiz will be allowed to retake the quiz with two weeks of the first quiz. It is the responsibility of the student to arrange for the make-up quiz with the instructor.
2. A pass/fail grade will be used for the clinical practice grade.
3. Course progress: Students in danger of failing in clinical practice will be notified in writing at mid-term. In addition, the instructor may issue a verbal warning at any time throughout the program. The instructor will meet with any student in danger of failing and discuss plans to remediate deficiencies.

Incidents or Accidents

1. Incident Involving a Client: The student will immediately notify the clinical faculty member. A form will be filed and the circumstances surrounding the incident will be reviewed. These reports will be filed in the student's folder.

Please note: Students should not carry out any interventions. Failure to report an incident involving a client may be grounds for dismissal from the program.

2. Personal Injury Accident: Any student who has an accident of any type while in the school or on a field trip, should report this immediately to the faculty member present. Emergence care will be made available, but the student will incur any medical costs.

Assabet Valley Technical School Post-Secondary Cosmetology Program

Withdrawal Policy

A student may withdraw from the program at any time for any reason. Upon withdrawal, the student will notify the program director in writing. The date of withdrawal will be the last date of attendance.

Pictures / Video Taping

Students may be photographed or videotaped as part of the school's effort to document student work or to promote vocational/technical education and the school. Such products are the property of the School District. If a student objects to being photographed or videotaped, they must inform the Director in writing at the start of their program.

Employment Assistance

When we are contacted by local salons looking for Cosmetologists, we notify our current students. Our graduates have been employed by area salons, but we do not guarantee employment upon completion of our program.

Grounds for Termination

Students may be withdrawn from the program for the following offenses:

- Demonstrating unprofessional behavior
- Not adhering to the Code of Conduct
- Insubordination regarding client work or classroom instruction
- Excessive missed hours

Graduation Requirements

The student who is in good standing, has an average of 75% or better and has met all of the clinical and program objectives is eligible to graduate.

Students who successfully complete their program and have met all of their financial obligations will be presented with a certificate of completion from Assabet Valley Regional Technical School Post-Secondary Cosmetology Program as well as the Education Completion/Licensing Application Form required to take the State Cosmetology Exam.

Please note: A Social Security or Tax Identification number is required to take the State Cosmetology Exam.

Assabet Valley Technical School Post-Secondary Cosmetology Program

Graduation Records Policy

The Post-Secondary graduate records will be kept and maintained in a locked file for a period of five (5) years. Thereafter, the records will be moved to a secure and locked storage area for perpetuity.

The permanent file contains minimum data necessary to reflect the student's educational process. The records for graduate students will include student name, address, phone number, email address, admission date, grades, program hours, and clinical evaluations. Upon graduation the file will also include final grade and the date of graduation.

Equal Education Opportunity

Chapter 282 of the Acts of 1993, General Laws Chapter 76, Section 5 now includes the following provision: Assabet Valley Regional Technical School hereby provides notice that it does not discriminate in admission or employment in any of its educational programs or activities on the basis of race, color, sex, religion, national origin, age, sexual orientation, gender identity, disability, or housing status. Enforcement of this law advances efforts to ensure that all students can attend school in a safe, supportive environment that is conducive to serious learning.

This law makes it clear that all aspects of public school education must be fully open and available to members of both sexes and minority groups. No school may exclude a student from any course, activity, service or resource available in that public school on account of race, color, sex, religion, national origin or sexual orientation of such student.

Students with disabilities may voluntarily self-identify in writing for the purpose of requesting reasonable accommodations during the application and admissions process.

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Participation & Conduct

Code of Conduct

- ✓ Be Respectful of Others
- ✓ Avoid Distractions or Disruptions
 - No cell phone use during class except for meal breaks. In case of emergencies, please consult with your instructor.
 - Do not hold conversations with others while the class is in progress
 - Pay attention to the instructor
- ✓ Disruptions and unprofessional behavior which may result in expulsion from class and forfeiture of payment include, but are not limited to:
 - Physical or verbal abuse, threats, intimidation, sexual harassment, bullying, coercion, and/or other conduct which threatens or endangers the health or safety of any person.
 - Physical altercations.
 - Attempted or actual theft of and/or damage to personal or public property.
 - Violation of federal, state, or local law on premises, including but not limited to the following:
 - Use, possession or distribution of narcotic or other controlled substances.
 - Illegal or unauthorized possession of firearms, explosives, other weapons, or dangerous chemicals.
 - Intoxication, use, possession or distribution of alcoholic beverages.
 - Use of tobacco in any form on school property. Tobacco products are defined as any product or substance containing tobacco include smoking and chewing items.
 -

Sexual Harassment

State Law, Federal Law and Regulations define sexual harassment as follows:

1. In Relation to Employees – Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile or offensive working environment.
2. In Relation to Students – The term “sexual harassment” means any sexual advances, requests for sexual favors and other verbal and physical conduct of a sexual nature when: (1) submission to or

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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 (2) 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 education environment.

Sexual harassment is unlawful and is barred by District Policy for all staff and students employed or enrolled by Assabet.

It should be clear from the above definition that sexual harassment not only includes touches or requests for sexual favors, but may also involve conduct such as sexual innuendoes, jokes, comments, pictures or questions. Such verbal activity is not and will not be permitted.

While the definition for employees refers to "unwelcome" sexual advances, staff members are notified that any and all sexual advances between a staff member and a student are prohibited.

Reporting: If you believe you have been harassed, if you witness harassment, or if a student reports harassment to you, you should report it immediately to the Post-Secondary Director. All reports of harassment will be fully and completely investigated. If it is determined that harassment has occurred, the director will take action to stop it. Individuals who engage in harassment will be subject to discipline, up to and including termination or withdrawal.

If a staff or student is dissatisfied with the results of the school's investigation of a harassment charge, such dissatisfaction may be discussed directly with the Superintendent-Director. In all cases involving such charges, the parties involved will be accorded the utmost protection of privacy.

If you have questions about this policy, please direct them to the Post-Secondary Director.

Nothing in this policy is intended to circumvent the right to bring such complaints to State and Federal Commissions on Discrimination. The policy is intended, however, to correct the issue internally.

Harassment

The School District shall not tolerate harassment of students, patrons, or employees. As an employer, the District is responsible for its actions and those of its agents. Teachers and other staff members serve as agents of the school and are directed not to harass, participate in, condone or allow harassment, and are directed to report its occurrence promptly.

Staff Members' Responsibility

1. All staff members have the professional responsibility to ensure that all students in their charge and control can make decisions without fear, regardless of their race, color, sex, religion, national origin, sexual orientation, gender identity, or disability.

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2. Harassment as defined in State and Federal statutes, is a form of discrimination and therefore a denial of civil rights. Civil rights legislation is different from most other laws in that a staff member charged with a civil rights violation must prove his/her innocence. Ignorance of these laws is not a defense.
3. No one has the right to abuse another person. Any act or series of actions that forces or causes an individual or a group of persons to make decisions or take actions against their own judgment can be viewed by that individual or those persons as a wrong. If a staff member allows such behavior to take place, he/she can be charged by the offended person(s) as being an accessory before or after the fact.
4. If a staff member pleads ignorance of the actions, and it becomes obvious that such actions have been permitted by the staff member on previous occasions, and have thus been condoned, the staff member can be charged as an accessory to the denial of civil rights.
5. Harassment among students: If a student seeks help in this regard, and the staff member cannot provide correction, the staff member should discuss the matter with the Director of Post-Secondary, who will investigate the charge. If the director determines that probable cause exists, the matter must be documented and a decision made as to consequences.
6. If the parties involved are not satisfied with the decision-making at this level, the matter may be referred to the Superintendent-Director or to a grievance procedure.

Assabet recognizes the responsibility to teach students and employees guidelines for interpersonal behavior to protect the rights of every member of the school community to work and learn in a safe and positive atmosphere, free of harassment. Because individuals are affected differently by the words and actions of others, it is necessary to be sensitive to the feelings of others and to respect the differences among colleagues and students.

Grievance Procedure

Titles I, II, VI, VII, IX, Section 504, Chapter 622

Before this grievance procedure is enacted, a complainant is encouraged but not required to discuss any perceived discrimination with the coordinator. Every effort will be made to affect a prompt and satisfactory resolution of the difficulty.

Any student or employee of this District, or applicant for employment, who believes he or she has been discriminated against, denied a benefit, or excluded from participation in any district education program or activity on the basis of disability under Title I or II; on the basis of sex under Title IX; on the basis of race, color, sex, religion, national origin, or sexual orientation under Title VI or VII or Chapter 622; or on

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the basis of handicap under Section 504, may file a written complaint with the Coordinator of such programs at Assabet.

1. The Post-Secondary Director shall cause a review of the written complaint to be conducted and shall mail a written response to the complainant within 10 working days after receipt of the written complaint.
2. If the complainant is not satisfied with such response of the Director, he or she may appeal to the Superintendent-Director.
3. The Superintendent-Director shall review all written materials and schedule a hearing with all parties involved at the earliest possible date, and shall mail a written decision to the complainant within 5 working days after the hearing.
4. The Superintendent-Director's decision is final.

Nothing in this grievance procedure shall limit the right of the person affected to follow the complaint procedure outlined under S.9 and S.10 of the regulations for Chapter 622 including requesting aid from the Bureau of Equal Educational Opportunity, Massachusetts Department of Education. Complaints under Titles I, II, VI, VII, IX and Section 504 may also be made directly to the Office of Civil Rights, Region I, Boston, MA.

Superintendent-Director:

Ernest F. Houle, Superintendent-Director
508-485-9430 Ext. 1431

Smoking

Assabet is a SMOKE FREE school. This includes use of all tobacco products in school buildings and buses, on school grounds or at off-campus work sites by students, school personnel and visitors.

Drugs/Alcohol

It is the policy of the School District to maintain an alcohol-free and drug-free workplace. The unlawful manufacture, distribution, dispensation, possession, use of, or being under the influence of controlled

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substances or alcohol is prohibited while on duty or on school property. Any violations of this policy will be grounds for disciplinary action up to and including suspension and dismissal.

It is a condition of employment that each employee abide by this policy and notify the Superintendent-Director of any criminal drug conviction within five (5) days of such a conviction if the violation occurred in the workplace. Assabet has an obligation to notify the appropriate federal agency within ten (10) days of receiving such a notice of conviction. Further, no later than thirty (30) days of notice of a conviction, the Superintendent-Director will take disciplinary action up to and including dismissal from employment.

If administration believes that an employee is under the influence of drugs or alcohol, the employee will not be allowed to continue his/her work assignment. Further investigation may result in a disciplinary action up to and including termination of employment.

Weapons

Possession of any weapon is strictly forbidden. A weapon is any object that may be used to assault or intimidate, such as a knife. Any knife required within a technical shop will be issued by the school. Any infraction of this restriction calls for an immediate suspension. Staff member will be notified and may be referred to the police for violating State Law and Marlborough City Ordinance. Disciplinary action up to and including termination may result.

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Internet Acceptable On-Line Behavior

Assabet Valley Regional Vocational High School recognizes that knowledgeable use of computer technology is an increasingly important skill in every aspect of modern day society. In order for the school district to provide network and Internet service to all students, the district is obligated to have an Acceptable Use Policy and a contract form signed by each student and his/her parent/guardian (unless the student is 18 years of age or older) agreeing to comply with the school district's policy. Once this form has been signed and returned, a standard password will be issued to the student. On the first log-in, the student will create their personal password. Any student who uses school computers for unethical, illegal or mischievous purposes will be referred to the school's administrators for disciplinary action, and/or possible cancellation of computer privileges. The Principal or his/her designee may deny or suspend computer privileges at any time. The use of the district's computers is a privilege, not a right. All students are expected to exercise this privilege in a manner consistent with the educational objectives of the district.

All students must be accompanied by a supervising teacher, administrator, or other adult school staff member when accessing district computer equipment. No student is allowed to access district computer equipment when no supervising adult is present.

Access to the Acceptable Use Policy on the website is found at <http://Assabet.org> under Policies on the Principal page

Right of Access and Review

Students should have no expectation of privacy, (this includes your password), using district computer resources or other equipment connected to the district's equipment. This includes material stored using removable media such as floppy disks, writeable CD-ROMs, and flash drives, MP3 Players, as well, as non-removable media. The school retains the right to access, review, edit, delete, and confiscate all user files. School officials reserve the right to monitor all uses of district's resources.

The Administrators may suspend specific user access at any time pending review of circumstances by the Principal, or his/her designee.

User Account and Password

Each user upon first login will create a personal password, which the user is encouraged to change on a regular basis. No account, username or password, may be transferred or shared with anyone else. Each user is responsible for all activity conducted under their respective account or username. No user may attempt to access another user's account. Passwords must be safeguarded at all times. Users are to access only those applications and files they are assigned and store files only on network space designated for the individual's storage.

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- Log off network whenever finished with the computer.
- Respect commonly accepted Internet Etiquette and Safety that include but are not limited to: Be Polite, Use Appropriate Language, and do not use the network in such a way that would disrupt the use of the network by others.

Attempts to login as a system administrator or illegally accessing or hacking into a network resource will result in cancellation of user privileges. Snooping, probing, or breaking into a restricted network resource, such as student data records, financial records, medical records are unlawful. Users caught in any such activity will face administrative action, suspension, expulsion, and/or legal action.

Software Copyrights and Intellectual Property

The Assabet Valley Regional Vocational School District does not condone the illegal duplication of software. The copyright law is clear. The copyright holder is given certain exclusive rights, including the right to make and distribute copies. Title 17 of the U.S. Code states, "It is illegal to make or distribute copies of copyrighted material without authorization" (Section 106).

All information posted on the internet, also called intellectual property, is considered copyrighted unless specifically stated otherwise. Refer to rules on citing references to avoid plagiarism charges.

Wasteful or Inappropriate Use of Educational Resources

These technical tools are valuable resources to be used for educational purposes only. All computer resources should be treated with utmost care and respect. Do not waste electronic storage space on frivolous files or programs. Game playing is often destructive to equipment. Therefore, games other than those provided by the school and approved by administration for educational use related to a particular course or school activity are prohibited.

Vandalism

Vandalism is defined as any malicious attempt to harm or destroy equipment or the data of another user or other networks that are connected to the Internet. This includes, but is not limited to, the uploading or creation of computer viruses, attempts at gaining unauthorized access, or changing on-line materials without permission. Vandalism will result in cancellation of privileges, restitution and disciplinary action.

Network Security

In an effort to protect district computer resources, Assabet Valley uses virus-scanning software. All computers in the Assabet Valley Regional Vocational School District that have access to the Internet are equipped with filtering software designed to identify and prohibit access to sites that educators believe contain inappropriate material for educational users. It is important to remember, however, that no system

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is perfect. Ultimately, all users must take responsibility for their own actions and take the necessary steps to safeguard themselves. Students should report any unintentional inappropriate Internet website accessed. Teachers are responsible for the supervision of all students' use of computers and access to the Internet. Students will be responsible for any activity on the computer during the time they are signed into the computer.

Only the school's technology staff, under the direction of the Computer Coordinator, shall perform the configuration and installation of computer equipment for use on the district network. This is true whether these devices are owned by the district or not, and anyone who attempts to connect equipment not authorized by the school's Technology Department to the school's network shall be liable for disciplinary and possible legal action. Any use of proxy servers will result in disciplinary action.