Tri-County

Regional Vocational Technical School

Postsecondary Cosmetology Programs

Course Catalog/Handbook
2021-2022

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Acknowledgement of Understanding

Please sign this form and return to the director of the postsecondary cosmetology program

Thank you for your cooperation.

I have read the Postsecondary Cosmetology Catalog and Handbook for Tri- County Regional Vocational Technical School. I understand the material. I have read and agree to abide by the rules and regulations of the program and the policies and procedures of the school.

Signature: _____

Printed Name: _____

Name of Program: _____

Today's Date: _____

PLEDGE

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.

Tri-County Regional Vocational Technical School Mission

Tri-County Regional Vocational Technical School's postsecondary programs operate as part of the Tri-County Regional Vocational Technical School District. The school Mission Statement has its origin in the district wide Mission Statement and states that:

Through a rigorous, holistic and comprehensive program of vocational/technical preparation, as well as, individual support and guidance, we strive to maximize the potential of each student for successful transition to full time employment and to the pursuit of higher education.

Mission of the Postsecondary Cosmetology Programs

The Postsecondary Cosmetology program at Tri-County Regional Vocational Technical School is designed to prepare the graduate for an entry-level position in the field of Cosmetology.

Philosophy of the Postsecondary Cosmetology Programs

The postsecondary cosmetology programs function in accordance with the philosophy and goals of Tri-County Regional Vocational Technical School which offers students a unique opportunity for training and skills that will lead to rewarding employment and provide students with a well-rounded education. This will enable the graduates to participate as creative and responsible citizens in today's evolving, multicultural and diverse society.

The cosmetology faculty believes that the industry of beauty is an integral part of people's lives. Cosmetologists are a link between beauty and a person's well-being. As educators, our goal is to provide education and training in cosmetology and related areas which will arm the graduate with the necessary skills and abilities to be competitive in entry level positions. We strive to make cosmetology education effective, interesting and fun while also helping students develop mentally, morally, and aesthetically.

Cosmetology education is a planned sequence of teaching – learning events, using the Massachusetts State Board of Cosmetology regulations as well as the national standards guidelines. We provide the most current and comprehensive information available for cosmetology students. It is a process in which students and faculty work together to develop the knowledge and skills consistent with safe, competent, and ethical cosmetology practices in a structured salon setting.

Cosmetology

Admission Requirements

Applicants will:

- Be 18 years or older as of the first class date (Birth certificate may be required).
- Include G.E.D/HiSet Certificate, Official High School Transcripts, High School Diploma, Home School Certificate, Official College Transcript OR College Diploma.
- Complete and submit the Tri-County Postsecondary Application for admission available through the Adult Education office or website.
- Three (3) letters of recommendation.
- Students must have access to a laptop and a printer.
- Once accepted into the program to secure enrollment, all students must pay a registration fee of $100.
- In accordance with current state law, applicants must submit Criminal Offender Record Information (CORI) release form. The form will be provided by Tri-County for student consent. Students must provide a current Driver's License or other Government issued photo identification to be copied at the time of completion.
- Class size is limited to 15 students. Registrants are accepted on a first-come, first-served basis.
- Physical Exam & Immunizations

Health Requirements

- Current Physical Exam (Massachusetts School Heath Record and Certificate of Immunizations form to be completed by Physicians office). Tetanus booster every ten years, three doses of Hepatitis B vaccine, polio vaccine series, Measles, Mumps and rubella vaccines and one dose of Varivax or a history of Chicken Pox disease.

Program Objectives

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.
- Successfully apply knowledge and procedures to perform the MA Cosmetology Licensing Examination.

	Trimester 1	Trimester 2	Trimester 3
Safety and Sanitation Procedures	Identify, understand and demonstrate safety in the salon and sanitation practices as it applies to the cosmetologist Demonstrate proper sanitation of tools and safety in the salon.	Demonstrate and apply safety in the salon and sanitation practices as it applies to the cosmetologist. Demonstrate proper sanitation of tools and safety in the salon. Identify, understand and demonstrate proper sanitation safety with clients in the salon.	Proficiently demonstrate and apply all practices of safety and sanitation in the salon at all times.
Communication	Explain and demonstrate basic processes of effective communication with instructors, directors and fellow classmates.	Demonstrate and practice basic processes of effective communication with instructors, directors and fellow classmates. Demonstrate and practice effective communication skills in client consultations.	Proficiently demonstrate and apply effective communication with instructors, directors and fellow classmates and clients.
Performance of Basic Services	Introduce, identify and perform 5 basic haircuts, basic hairstyling, basic color techniques on mannequins and classmates. Introduce and identify and perform basic nail services on classmates.	Practice haircuts, styling, color, and nail services on classmates and clients. Introduce, identify and perform basic skin care procedures, and texture services on mannequins, with maximum instruction and written procedures	Perform haircuts, styling, chemical, and nail services on clients with minimum to no instruction.
Knowledge and Procedures for MA Cosmetology Licensing Examination	Identify hair service procedures. Demonstrate on mannequins.	Apply knowledge of hair service procedures on mannequins. Identify and apply knowledge of nail and skin care service procedures.	Perform all hair, nail and skin care procedures in accordance with MA Cosmetology Licensing Board.

Curriculum

The postsecondary cosmetology program consists of 1,000 hours of training. In accordance with the Massachusetts State Board of Cosmetology, the curriculum is designed with the following schedule.

Manicuring (including 12.5 hrs. 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

The postsecondary cosmetology program is an intense course of study with both theory and practical components integrated to develop the learning process in each spectrum of the curriculum. Upon completion of the program, the student will receive a certificate of completion of 1,000 hours in cosmetology and will then be required to take the state licensure examination in order to practice cosmetology in the State of Massachusetts.

Theory curriculum plan:

Week 1	History and Opportunity Life Skills
Week 2	Professional Image / Communicating for Success
Week 3	Infection Control
Week 4	Properties of the Hair and Scalp
Week 5	Principles of Hair Design
Week 6	Haircoloring Part 1
Week 7	Haircoloring Part 2
Week 8	Haircoloring Part 3
Week 9	Haircoloring Part 4
Week 10	Haircoloring Part 5
Week 10	Manicuring
Week 11	Pedicuring
Week 12	Histology of the Skin
Week 13	Hair Removal
Week 14	Facials
Week 15	Facials (electrotherapy and light therapy)
Week 16	Facial Make Up
Week 17	Advanced Nail Techniques
Week 18	Chemical Texture Service Part 1
Week 19	Chemical Texture Service Part 2
Week 20	Nail Structure and Growth
Week 21&22	Anatomy and Physiology Part 1
Week 23&24	Anatomy and Physiology Part 2 (LP 6.1)
Week 25	Anatomy and Physiology Part 3
Week 26	Chemistry
Week 27	Electricity
Week 28	Shampooing, Rinsing, Conditioning
Week 29	Wigs and Hair enhancements
Week 30	The Salon Business Part 1
Week 31	The Salon Business Part 2
Week 32	Seeking Employment
Week 33	On The Job
Weeks 34-36	Review for Massachusetts State Board Examination

(Subject to change order without prior notice)

Tuition And Fees

Upon acceptance, a minimum initial payment must be made. The remaining tuition balance is due at the first day of school unless the student chooses to enroll in the monthly payment plan program. The kit fee is determined in August before classes start. Payment for the kit is due when classes begin. Students with tuition in arrears will not receive credit for the hours accrued.

Day Session Tuition and Fees – Out Of District

Tuition (Kit and supplies additional)	$9790
Kit and Supplies - *approximately* (Due at first class)	$995

**Kit includes textbooks (Milady series), mannequins and cosmetology supplies including scissors, blow dryer, curling/straightening irons, combs, brushes, curlers, perm rods etc.

Day Session Tuition and Fees – In-District *

Tuition (Kit and supplies additional)	$6450
Kit and Supplies - *approximately* (Due at first class)	$995

** Must be up to date on existing approved payment programs prior to progressing to the next term.

**Kit includes textbooks (Milady series), mannequins and cosmetology supplies including scissors, blow dryer, curling/straightening irons, combs, brushes, curlers, perm rods etc.

*In-district towns: Franklin, Medfield, Medway, Millis, Norfolk, North Attleboro, Plainville, Seekonk, Sherborn, Walpole, Wrentham.

Valid proof of current (within the past 3 months) residency is required to confirm eligibility for in-district tuition. Proof of residency will be confirmed with two of the following: valid Massachusetts driver's license, a signed lease agreement or mortgage statement, or a current employment pay stub.

Once class commences, In-District & Out of District Tuition cannot be changed
Tuition for all Tri-County Adult Education programs is subject to change for the upcoming school year.

There is a $20 fee for any returned checks.
Cabinet keys are issued to Cosmetology Day students. If keys are lost, the student will be responsible for the $20.00 replacement cost of the key set.

General Information

Cosmetology Facilities

Cosmetology instruction is delivered in a salon setting within the Tri-County Regional Vocational Technical High School Building. The salon or shop areas used have a total of 28 individual student stations. Shop areas also have audio/visual capabilities for access to various types of multimedia presentations. There are shampoo sinks, manicure stations, dryer stations as well as storage areas for product just like you would find in any average salon. There is also a classroom with a Smartboard as well as computer labs for student use. The facilities are all located at 147 Pond Street in Franklin, MA.

Basic Student Responsibilities

- Students are expected to maintain regular attendance, make satisfactory progress, and must maintain a 75% average
- Students with tuition in arrears will not receive credit for the hours accrued. .
- Students are required to wear a uniform that consists of black shirt, black pants, and black closed shoes.
- A school provided lab coat may complete the uniform.
- All work must be done under the supervision of an instructor and with the instructor's permission.
- Students are required to fulfill all instructors' assignments.
- Any student not in compliance with the rules will not receive his/her hours and may ultimately be terminated from the program.

Transfer Policy

Students are enrolled and assigned to the cosmetology program only. Students will not be permitted transfer from to another without just cause and written permission from the Director of Adult Education.

Transfer Students from another institution will be accepted if space is available and with written approval from the Director of Adult Education. The transfer student must provide Tri-County with all the necessary documents including a Transfer of 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 Adult Education office.

If a student of Tri-County requires hours to be transferred to another institution, the Director of Adult Education will provide and mail the Transfer of Hours Worksheet to 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."

Refund Policy

Refunds are processed upon receipt of a written notice of withdrawal. Refunds are processed automatically, using the date that the written withdrawal notice is received, the amount of the refund is determined as follows:

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

Credit card payments are generally refunded within 24-48 hours of receipt of withdrawal notice and receipt of credit card information. Refund processing for check and cash payments may take up to 6 weeks.

Tuition Discount for Postsecondary Day Programs

Students attending the day postsecondary programs may apply for an in-district tuition rate. In-district towns are as follows: *Franklin, Norfolk, Medway, Medfield, Walpole, Wrentham, Millis, Sherborn, Seekonk, North Attleboro and Plainville*

Proof of "in-district" residency will be with two of the following:

- Valid Massachusetts Driver's License
- Signed lease agreement or mortgage statement
- Current employment pay stub

Monthly Payment Plan

This payment program is available only to students enrolled in:

- Day and Evening Cosmetology program and Aesthetics program

Tri-County has contracted FACTS to offer our postsecondary cosmetology and aesthetics students a payment plan option to help make tuition payment a little less stressful for themselves and their families. This payment plan offers two different monthly payment options -- either automatic withdrawal from a bank account or automatic payment through a credit card. (Please note that there is an additional convenience fee charge for each credit card payment.) Students have the option of paying their tuition balance in full or of spreading the payments over either nine or ten months. Completing a simple online form is all it takes to enroll in this plan. There is a one-time $50 non-refundable enrollment fee for this service, and no additional interest is charged or fees assessed if payments are received on time. For more information about the FACTS Payment Plan at Tri-County please visit our Postsecondary Programs Page (https://www.tri-county.us/adult-education/postsecondary-programs/) and look under "Additional Information"

Please note that students who have not paid the entire tuition balance on or before the first day of class must enroll in the FACTS program to set up a payment plan.

Financial Aid

Federal financial aid for Adult Cosmetology is available to qualifying students through the Federal Financial Aid System. Federal financial aid is not available for manicuring or aesthetics. Currently, the only financial aid funds available for students attending Tri-County are PELL Grants. Student loans through the Federal Financial Aid System are not available for programs at Tri-County.

Students enrolled or planning to enroll in either the full-time day or evening cosmetology program can find out if they qualify by filling out a FAFSA form which can be done at www.fafsa.ed.gov. It is necessary to enter Tri-County's school code, which is 041220 to have pertinent information automatically forwarded to us.

For more information about federal financial aid, visit: http://federalstudentaid.ed.gov

To fill out the FAFSA form, visit: http://www.fafsa.gov

For more information about financial aid at Tri-County, review our guide accessible from the Tri-County Adult Education Financial Aid page or contact us at 508-528-5400 x111.

Dress Code

A professional/fashionable appearance is very important in the salon/spa industry. Many salons have dress codes and for emulating a salon environment, the Tri-County Regional Vocational Technical School Postsecondary Cosmetology Program institutes the following dress code. Students must wear clothes that are appropriate for the work place and school environment. No distracting or revealing attire may be worn.

The dress code of the program is all black, solid black tops and black bottom. No low-cut, backless tops that expose any part of the midriff area are allowed. Armpits must not be visible. All tops shall be minimally long enough to cover the hips if wearing yoga pants or leggings. A lab coat will be included in the student kit, which will complete the uniform and is mandatory in the salon. Solid colored black low-heeled shoes or sneakers are required.

The following will not be permitted: Off shoulder apparel, ripped clothing, hats or bandanas, unless health and or safety issues required the wearing of a hat, sweatshirts, hooded tops, denim jackets, logos, studded apparel, pictures or emblems on apparel, chokers, long necklaces or chains, bracelets, slippers, fur type shoes, visible body piercing, with the exception of earrings, shorts, mid-thigh skirts or dresses.

The staff reserves the right to request that a particular garment not be worn again or refuse admittance to the salon until the attire is changed. Loss of hours will incur if the student is not in proper uniform.

Attendance

Attending every class is important to your success. Students are expected to attend on 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 to an instructor during normal class hours. Failure to notify an instructor constitutes an unexcused absence (no call/no show). Outside employment and appointments should not interfere with academic hours. Absences due to extended health issues require documentation. **A doctor's note is required after 3 absences and/or 18 hours of class time**. Students will receive monthly attendance reports.

At the discretion of Tri-County a student may be dismissed from the program for excessive absences.

The Massachusetts Board of Registration of Cosmetologists states that cosmetology programs must consist of a specified number of hours for graduates to be eligible to take the state board examinations. (1000 hours for Cosmetology program graduates, 600 hours for Aesthetics program graduates, and 100 hours for Manicuring program graduates).

At the discretion of Tri-County a student may be dismissed from the program for excessive absences.

Absenteeism

Faculty recognizes a postsecondary student's status as an adult who is a student again, but also notes that attendance in all classes, (theory, practical and clinical practice) is required. Failure to attend the required number of classes may result in dismissal from the program, even if grades are passing. Should classes be cancelled due to inclement weather the hours will be made up at the end of the school year.

Accommodations

To request accommodations while attending the cosmetology program, the student with a disability as defined by the Americans with Disabilities Act, must provide the program director with a current written report, completed by a qualified diagnostician, identifying the disability and the need for accommodations.

Upon graduation from the program, the student will be able to request an accommodation form that will request specific accommodations while taking the State exam. Supporting documentation must be submitted in a sealed envelope.

Make-Up Time

Students are expected to attend classes as scheduled. Tri-County recognizes that unexpected situations arise that may make it necessary to miss some class time. Make-up time is ONLY available in the case of excused absences such as with a doctor's note. Make-up time must be approved by the director of the program and/or the cosmetology faculty. It is the student's responsibility to meet with the Instructor and arrange make-up hour sessions. At the end of each ***month*** all hours must be made up by the end of the following ***month***. Students who have been approved for make-up time will adhere to the following criteria.

- 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 upon faculty availability and must be scheduled through the director of adult education.
- Students will assume all costs related to make-up time.
- Make-up time is billed at $50/hour.

Tardy Policy

Respect for one's self and others is shown by being on time for class. Class begins promptly at the scheduled time. Students are required to make up time missed.

Extra Help Policy

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, practice skills.

Grading Policy

A minimum grade average of 75% is required in the Cosmetology program. A student receiving less than 75% on any given quiz will be allowed to retake the quiz within two weeks of the first quiz. It is the student's responsibility to arrange for the make-up quiz with the instructor.

Course progress: Students in danger of failing will be notified in writing at mid-year. 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.

Satisfactory Academic Progress (SAP)

Students are expected to maintain their progress in three specific areas: attendance, theory and clinical experience.
In order to maintain Satisfactory Academic Progress students need to maintain the GPA requirement at all times and remain within the 95% attendance threshold. Students that fall below these levels are required to be placed on a plan for remediation.

Program	Total Clock Hours	Minimum grade for each course
Cosmetology	1000	75%

Incidents or Accidents

1. Incident involving client: The student will immediately notify the clinical practice, supervising faculty member. A form will be filed and the circumstances surrounding the incident reviewed. A copy will be obtained and attached to the school incident report form. 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. Emergency care will be made available, but the student will incur any medical costs.

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.

If a student does not attend class for 5 (five) consecutive days, they will be withdrawn from the program.

Graduation

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 the Tri-County Regional Vocational Technical School Postsecondary Cosmetology Programs.

Student Records Policy

Access to student files will be handled in accordance with the Family Educational Rights and Privacy Act (FERPA). Tri-County's complete FERPA statement is available on its website. Records for enrolled, withdrawn and dismissed students for the current class will be kept and maintained in the program director's office in a locked file. Upon withdrawal or dismissal, the date and reason for such shall be kept in the student file. Complete files will remain in the program director's office for the duration of six (6) months after graduation. Thereafter, the file will be purged and only pertinent information will be kept. The file containing minimum data will then be placed in the graduate records file.

Graduate Records Policy

The graduate records are kept and maintained in the program director's office 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, admission date, grades, program hours, and clinical evaluations. Upon graduation the file will also include final grade and the date of graduation.

Student Rights

The Postsecondary Cosmetology Program at Tri-County Regional Vocational Technical School is an adult community in which codes of academic and personal conduct are based upon individual responsibility and respect for others.

Tri-County is publicly committed to a policy of nondiscrimination against any person on the basis of race, color, sex, religion, national origin, handicap, or age.

Tri-County Regional Vocational Technical School has an obligation to maintain the educational process in an orderly fashion. All members of Tri-County Regional Vocational Technical School are bound by the Statement of Rights and Responsibilities, which is contained in the Tri-County Student Handbook and is as follows:

The Federal and Massachusetts Constitutions, statutes, and court decisions ensure each high school student certain rights. However, these rights have limitations. The school reserves the right to limit forms of expression to the extent that they:

- Disrupt the work and discipline of the school in a material or substantial way.
- Incite other people to disrupt the work or discipline of the school or disobey the law.
- Are obscene.
- May violate the civil rights of another member of the school community such as racial or ethnic name-calling, insults or taunts.

- Are false, and if a reasonable person may view them as slanderous or libelous.

The rules and regulations at Tri-County Regional Vocational Technical School guarantee the equal rights of students and teachers to live and learn in a clean and safe environment. To this end, teachers may make additional requirements for the conduct of their individual classes. Teachers will explain these requirements to students and post them in appropriate classroom areas.

Under federal law, students have a number of rights concerning their records at Tri-County Regional Vocational Technical School, one of which is the right to inspect the material in their files.

Student records are confidential.

Access to information contained in the student's record is prohibited to all but necessary faculty members unless student consents to such access by others.

Tri-County Regional Vocational Technical School has standards of academic conduct. It is a student's responsibility to know and fulfill all graduation requirements.

Students may appeal certain perceived unfair acts of an academic or non-academic nature.

Classroom and Clinical Behavior

As an adult returning to school, the faculty expects that you will conduct yourself in the classroom and the clinical area as an adult. Faculty interprets adult behavior to include, but is not limited to showing respect and consideration for faculty and classmates by:

- Arriving on time.
- Cell phones must be turned off or on vibrate.
- Paying attention to classroom presentations, no talking to classmates during lecture, no leaving classroom during lecture.
- Eating during class is not permitted. Liquids are permitted and must be covered. A coffee break and lunch period is provided each day. Lunch should be eaten during the break and not brought back into the classroom/clinic.
- Preparing for class and clinical before it begins with all equipment and tools necessary.
- Completing assignments on time.
- Remaining in your seat during quizzes.
- Cleaning and returning all equipment after use.
- Keeping work station and clinic station clean and stocked daily.
- All scheduled work is at the discretion of the supervisor.

Health Insurance

All students must provide their own health insurance coverage while in the cosmetology program.

Network And Internet Acceptable Use Policy For Students

The district expects that all students use the computers and computer networks in a responsible, ethical and respectful manner. This policy intends to clarify these expectations. Violations of this policy may result in a loss of computer privileges and if appropriate, legal action.

The district will cooperate with local, state or federal officials conducting an investigation related to any allegedly illegal activities conducted through the Tri-County computer network. Further, any work on school computers generates an electronic record that may be subject to public disclosure.

Nondiscrimination Policy

The Tri-County Regional Vocational Technical School District is an equal opportunity employer and coeducational high school and does not discriminate because of race, color, sex, gender identity, religion, national origin, sexual orientation, or disability in its employment policies; in the enrollment of students or in eligibility for programs and activities in compliance with Title VI of the Civil Rights Act of 1964. Title IX of the 1972 Educational Amendments, and Section 504 of the Rehabilitation Act of 1973.

Parking

Cosmetology students are assigned parking spaces in the rear parking lot of the school. The driver of any vehicle parked in an unauthorized place without proper authorization will be subjected to disciplinary action.

On the first day of class, all students must park in the back, walk around the building and enter through the front doors.

Plagiarism, Cheating and Copyright Policy

Plagiarism, in general, is defined as the presentation of someone else's work in whatever form, copyrighted material, notes, film, artwork, reports, statistics, bibliographies, and the like, as one's own, and failing to acknowledge the true source. Quoting word for word, or taking other ideas and passing them off as one's own constitutes plagiarism.

Cheating is defined as the giving or receiving or attempt at giving or receiving unauthorized information or assistance during an examination or completion of assigned projects.

Copyright can be defined as a set of exclusive rights granted by law to the creator of original work (music, films, photographs, literature, etc.). These rights allow content creators to

protect their work and determine how that work is used or distributed. Copyright infringement is the unlawful use of material protected by copyright law. Copyright infringement carries legal consequences which may be pursued by the copyright holder. The minimum damage for sharing copyright material is $750. Additional information regarding copyright is available on the tri-County website.

If students are unsure whether a specific course of action would constitute plagiarism, copyright infringement or cheating, they should consult with the instructor in advance. Plagiarism, copyright infringement and cheating are serious breaches of academic honesty.

While being tested, an instructor has the authority to:

- Verify student badges of identification
- Reassign seats
- Remove student(s) from the test area
- Replace the present test with a new test

Any change in testing times due to suspicions of violation(s) of the Honor Code (Cheating Plagiarism Code) will be completed at the convenience of the instructor. If cheating, copyright infringement or plagiarism is determined, penalties vary with the degree of the offense and may take the form of the following sanctions:

- The student may receive a grade of 0 for the work in question.
- The student may receive a failing grade for the course.
- Dismissal from the program.

Sexual Harassment, Bullying & Hazing Policy

See Appendix for the complete Massachusetts Anti- Hazing Law

It is the policy of the Tri-County Regional Vocational Technical School District to provide a learning and working atmosphere for students, employees and visitors that is free from sexual harassment, bullying, hazing, and intimidation. These terms are referenced herein as "harassment." Such action may occur due to actual or perceived characteristics, including, but not limited to, race, color, religion, ancestry, national origin, sex, socioeconomic, status, homelessness, academic status, gender identity or expression, physical appearance, or sensory, disability, or by association with a person who has or is perceived to have one or more of these characteristics.

It is a violation of this policy for any administrator, teacher or other employee, or any student to engage in or condone harassment in school or to fail to report or otherwise take reasonable corrective measures when they become aware of an incident of harassment.

This policy is not designed or intended to limit the school's authority to take disciplinary action or to take remedial action when such harassment occurs out of school but has a connection to school, or is disruptive to an employee's or student's work or participation in school related activities.

Reports of cyber bullying by electronic or other means, occurring in or out of school will be reviewed and, when a connection to work or school exists, will result in discipline.

It is the responsibility of every employee, and student to recognize acts of harassment and take every action necessary to ensure that the applicable policies and procedures of this school district are implemented.

Any employee or student who believes that he or she has been subjected to harassment has the right to file a complaint and to receive prompt and appropriate handling of the complaint. Further, all reasonable efforts shall be made to maintain the confidentiality and protect the privacy of all parties, but proper enforcement of this policy may require disclosure of any or all information received.

The adult education director/designee shall be responsible for assisting employees and students seeking guidance or support in addressing matters relating to any form of harassment.

Definitions—Sexual Harassment Prohibited
"Sexual harassment" means unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal, written, electronically transmitted, or physical conduct of a sexual nature, including but not limited to unwelcome comments, touching, written notes, pictures/cartoons or other inappropriate conduct, such as leering, whistling, brushing up against the body, commenting on sexual activity or body parts or any other activity that constitutes sexual harassment. Harassment has the effect of creating an intimidating, hostile, or offensive work or learning environment that takes place under any of the following circumstances:

1. When submission to such conduct is made explicitly or implicitly, a term or condition of employment, instruction, or participation in school activities or programs;

2. When submission to or rejection of such conduct by an individual is used by the offender as the basis for making personal or academic decisions affecting the individual subjected to sexual advances; or

3. When such conduct has the effect of unreasonably interfering with the individual's work, attendance at school or participation in academic or curricular activities.

4. When such conduct has the effect of creating an intimidating, hostile, or offensive work or learning environment.

Definitions—Bullying Prohibited

Bullying may take a variety of forms. It is unacceptable in a school or work environment. As a result no student or employee shall be subjected to harassment, intimidation, bullying, or cyber bullying in any public educational institute:

1. "Bullying and cyber bullying" means unwelcome written, electronic, verbal or physical acts or gestures where a student or employee feels coerced, intimidated, harassed or threatened and under the circumstances (1) may cause a reasonable person to suffer physical or emotional harm, (2) may cause damage to another student's or employee's property, or (3) may cause a disruptive or hostile school environment. The behavior must interfere with an employee's ability to perform his or her duties or with a student's academic performance or ability to learn, or interfere with a student's ability to participate in or benefit from services, activities, or privileges:
    a) That are being offered through the school district; or
    b) During any educational program or activity; or
    c) While in school, on school equipment or property, in school vehicles, on school buses, at designated school bus stops, at school-sponsored activities, at school-sanctioned events.
2. Through the use of data, telephone or computer software that is accessed through a computer, computer system, or computer network or any public educational institute.
3. As used in this section, "electronic communication" means any communication through an electronic device including a telephone, cellular phone, computer or pager.

Definitions—Hazing Prohibited
The term "hazing" shall mean any conduct or method of initiation, even if consented to, into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person.

1. Such conduct shall include, but is not limited to, whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

2. Whoever knows that another person is the victim of hazing and is at the scene of such activity, shall, to the extent that such person can do so without danger or peril to himself or others, report such activity to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such behavior shall be subject to discipline.

See Appendix A for the complete Massachusetts anti-hazing law.

Complaints of Harassment

If any Tri-County employee or student believes that they are the victims of harassment, the employee or student has the right to file a complaint with the school district, either orally or in writing. For further information about these guidelines or help with any form of harassment, consult:

Director of Guidance
Tri- County Regional Vocational Technical High School Guidance Office
147 Pond Street, Franklin, MA 02038
or
Marc Koczwara, Adult Education Director,
Tri-County Regional Vocational Technical School
147 Pond Street, Franklin, MA 02038

These individuals are also available to discuss any related concerns and to provide information about our policy on harassment and our complaint process.

Guidelines for Investigating Harassment Claims

In school systems, harassment may take many forms and cross many lines. The situation may be an instance of staff member to staff member, staff member to student, student to staff member, or student to student. Guidelines for dealing with any charge of harassment are as follows:

1. By law, harassment is defined by the victim's perception in combination with objective standards or expectations. What one person may consider acceptable behavior may be viewed as harassment by another person. Therefore, in order to protect the rights of both parties, it is important that the victim make it clear to the harasser that the behavior is objectionable.
2. In all charges of harassment, the victim should describe in writing the specifics of the complaint to ensure that the subsequent investigation is focused on the relevant facts. Oral and anonymous complaints will be reviewed but are inherently difficult to investigate and may not be procedurally fair; as a result no disciplinary action shall be taken on anonymous complaints unless verified by clear and convincing evidence. All other complaints will be reviewed based on a preponderance of evidence standard.
3. Any school employee that has reliable information that would lead a reasonable person to suspect that a person is a target of harassment, bullying, or intimidation shall immediately report it to the adult education director/designee. The adult education director/designee shall document any prohibited incident that is reported and confirmed, and report all incidents of discrimination, harassment, intimidation, bullying or cyber bullying and the resulting consequences, including discipline and referrals, to the superintendent's office as they occur.
4. A good faith report from a staff member renders the staff member immune from discipline for making a report and is considered to have been made in the course of

the staff member's employment for purposes of M.G.L. c. 258. As a result, the school district shall indemnify staff members from any cause of action arising out of a good faith report of harassment of the district's subsequent actions or inaction in connection thereto.

5. Instances of harassment (student to student, staff member to student, student to staff member, and staff member to staff member) should be reported to the adult education director/designee.
6. Once a charge of harassment has been made, including charges of mental, emotional or physical harassment as well as threats to a person's safety or position in the school or work environment, the following course of action should be taken. (a) The adult education director/designee should investigate the charge through discussions with the individuals involved. In situations involving allegations against a staff member, he/she should be informed of his/her rights to have a third party present at the time of the discussion. It is important that the situation be resolved as confidentially and as quickly as the circumstances permit. (b) If the harasser and the victim are willing to discuss the matter, the adult education director /designee will hold a resolution meeting. During this discussion, the offending behavior should be described by the victim and administration, a request for a change in behavior should be made, and a promise should be made that the described behavior will stop. If circumstances do not permit a face-to-face meeting, the administration will present the victim's position. Follow-up verification procedures will be explained. Failure to comply after a resolution meeting will result in appropriate discipline.
7. If after a resolution meeting with the involved parties, the adult education director/designee determines that further disciplinary action must be taken, the following could occur: (a) In instances involving student to student or student to staff member harassment, the student may be subject to discipline including but not limited to counseling, suspension, and in appropriate cases expulsion. (b) In instances involving staff member to student and staff member to staff member harassment, findings will be reported to the superintendent for further action. Personnel action may also be initiated at this point, consistent with the applicable law and collective bargaining agreement. (c) In all cases a referral to law enforcement will be considered by the adult education director or superintendent based on circumstances. School officials will coordinate with the police department to identify a police liaison for harassment cases.

Retaliation

Retaliation in any form against any person who has made or filed a complaint relating to harassment is forbidden. If it occurs, it could be considered grounds for dismissal of staff personnel and/or removal from the educational setting for a student. A referral to law enforcement may be made.

Confidentiality

Reports of harassment should be kept completely confidential, consistent with necessary investigation procedures, with the goal of protecting the victim and stopping the behavior.

Compliance with the requirements Of Title Ix and Chapter 622
Any student may report any action he/she deems harassment to any teacher, counselor, school nurse or any administrator. No employee or student will suffer retaliation or intimidation as a result of using the internal complaint procedure.
Any student who believes that he/she is the victim of sexual harassment or any other form of harassment should make a complaint immediately to the director of guidance, who is the coordinator of Title IX/Ch. 622.

State and Federal Remedies
Any person wishing to file a claim/concern or seeking assistance outside of the district may do so with the Department of Elementary and Secondary Education Program Resolution System (PRS). That information can be found at: http://www.doe.mass.edu/pqa, emails can be sent to compliance@doe.mass.edu or individuals can call 781-338-3700. Hard copies of this information is also available at the Superintendent's office.

In addition, any person who believes he/she is the victim of sexual or other form of harassment may file a formal complaint with either or both of government agencies set forth below. Using the school complaint process does not prohibit a student or employee from filing a complaint with these agencies. Each of the agencies has a brief window of time for filing a claim (EEOC-180 days; MCAD-6 months).

1. The United States Equal Employment Opportunity Commission (EEOC)
   1 Congress Street 10th floor
   Boston, MA 02114
   617-565-3200

2. The Massachusetts Commission against Discrimination (MCAD)

   Boston Office:
   One Ashburton Place, Room 601
   Boston, MA 02108
   617-727-3990

   Springfield Office:
   424 Dwight Street, Room 220
   Springfield, MA
   413-739-2145

3. Office for Civil Rights/E
   5 Post Office Square, 8th Floor
   Boston, MA 02109-3921
   617-289-0111
   Ocr.boston@ed.gov

Safety

Safety is habit forming and is always noticeable in the work habits of the accomplished worker and is protection against serious accidents. Good safety habits are intended as protection against serious accidents and prevention of loss of time and money.

It is the responsibility of each student to know and thoroughly observe the safety rules of the school. Students must make proper use of all safeguards that are provided for their protection. Students who endanger themselves or their classmates by purposely violating the safety code will be subject to instant dismissal.

Proper dress code must conform to the safety regulations of the postsecondary cosmetology program. Students are to report all injuries to an instructor immediately.

Emergency Drills

Tri-County conducts emergency drills regularly to develop safety practices that will assist students to move quickly and in an orderly manner to pre-designated safety areas during an emergency. IN **EACH CLASSROOM AND SHOP ARE POSTED CLEARLY VISIBLE DIRECTIONS TO EMERGENCY EXITS.** In order that everyone may hear any verbal directions during emergency drills, students should exit the building quietly.

Security

All doors to the building except the main entrance will lock promptly at 8:00 a.m. every day. Students who arrive later than 8:00 a.m will park their vehicles in the back parking lot and walk around to the front entrance. Students who leave the school building during class hours must re-enter the building through the front entrance and show photo ID at the security desk or the main office. This practice is for the safety of all who are in the building.

Photo Identification

All students are required to wear or have in their possession a Tri-County photo ID card. Students who lose their ID card will be required to purchase a replacement card for a $3.00 fee and a $5.00 charge for the casing.

In certain situations where wearing the photo ID would present a safety problem, the instructor will inform the student on the proper placement of the ID. Failure to wear the student ID will result in disciplinary action. Student IDs are used to further ensure school safety.

Alcohol and Drug Policy

The use or possession of an illegal controlled substance, or being under the influence thereof is strictly prohibited.

Tobacco Policy

Effective September 1, 1989, state law forbids anyone to use tobacco on public school grounds. Smoking poses a significant health and safety risk. Accordingly, Tri- County Regional Vocational Technical High School does not permit the smoking or use of tobacco products on school property or at school sponsored events.

Enforcement

The principal and assistant principal at Tri-County will serve, at the discretion of the local enforcing authority, as deputized enforcement officers at Tri-County RVTHS and therefore have the authority to enforce this policy.

- First offense: $100.00 fine and recommendation for participation in a smoking cessation program.

- Second and subsequent violations will result in a $100.00 fine.

Fines are payable as specified in the notice of violation at the:

Franklin Town Clerk's Office
355 East Central Street
Franklin, MA 02038

Authority

This policy is intended to be consistent with Massachusetts General Laws, Chapter71, Section 2A and Section 37H; Massachusetts Board of Fire Prevention Regulations 527 CMR; and MA general Laws, Chapter 148, Section 10B

Penalties and Fines

In compliance with penalties prescribed within Massachusetts General Laws, Chapter 71, Section 37H, violators will be subjected to the actions and fines described therein.

Tri-County Grievance Procedure

Definition: A grievance shall mean a complaint by a student that there has been a violation, misinterpretation, or inequitable application of any policies regarding the postsecondary programs.

Adjustment of grievance

1. Level 1 Program Faculty
   a. Students who may have a complaint are encouraged to confer with the program faculty member or members involved with the grievance within five school days following the knowledge of the act or condition which is the basis of the complaint.
   b. The student and faculty shall first confer on the grievance to arrive at a mutually satisfactory resolution.
   c. The faculty member shall communicate his/her decision to the aggrieved student in writing within five school days after receiving the complaint.
2. Level 2 Director of Program
   a. If the grievance is not resolved at Level 1, the aggrieved student may appeal the grievance to the director of the program within five school days following lack of resolution of Level 1. If there is not a program level director the student may proceed to the next level.
   b. The student and director shall first confer on the grievance with a view to arriving at a mutually satisfactory resolution.

c. The director shall communicate his/her decision in writing to the aggrieved student within five school days after receiving the complaint.

3. Level 3 Director of Adult Education
   a. If the grievance is not resolved at Level 2, the aggrieved student may appeal the decision to the director of adult education within five school days after the decision of the director of the program (or faculty if there is no program director) has been delivered.
   b. The director of adult education shall meet and confer with the aggrieved student with a view to arriving at a mutually satisfactory resolution.
   c. The director of adult education shall communicate his/her decision in writing within five school days after receiving the appeal.
4. Level 4 Superintendent-Director
   a. If the grievance is not resolved at Level 4, the aggrieved student may appeal to the superintendent-director within five school days after the decision of the principal has been delivered.
   b. The superintendent-director shall meet with the aggrieved student with a view to arriving at a mutually satisfactory resolution.
   c. The superintendent-director shall communicate his/her final decision within ten school days after receiving the appeal.

Students have the right to forward complaints, questions, or problems with the school that have not been resolved to their satisfaction to the Council on Occupational Education (COE) 7840 Roswell Road Building 300, Suite 325 Atlanta, GA 30350 Tel. 880-917-3898 / Fax 770-396-3790.

Section 504 – Students with Disabilities Act

THE REHABILITATION ACT OF 1973—SECTION 504: ITS IMPACT ON STUDENTS WITH DISABILITIES

Subpart E of Section 504 is applicable to all postsecondary educational programs and activities which receive federal financial assistance. In brief, schools offering postsecondary programs must be free from discrimination in their recruitment, admissions, and treatment of students. Reasonable accommodations in the academic program must be made by the educational institution to ensure maximal participation by all students with disabilities. Under the provision of Section 504, a school may not:

1. Limit the number of students with disabilities admitted.
2. Make pre-admission inquiries as to whether or not an applicant is disabled. (An exception is permitted if the institution is trying to overcome the effects of prior limitations on enrollment of disabled students, and an applicant is willing to provide information about his/her disability.)
3. Use admissions tests or “criteria that inadequately measures the academic level of visually impaired, hearing impaired, or otherwise disabled applicants” because special provisions were not made for them.

4. Exclude a student with a disability from any course of study solely on the basis of his/her disability.
5. Counsel students with disabilities toward a more restrictive career than non-disabled students, unless such counsel is based on strict licensing or certification requirements in a profession.
6. Measure student achievement using modes that adversely affect disabled students such as the barring of tape recorders from the classroom. Auxiliary aids must be permitted in the classroom when they will help to ensure full participation by students with disabilities.

Contact Information

Tri-County Regional Vocational Technical School	Main Telephone: 508-528-5400
147 Pond Street, Franklin, MA 02038	Main Fax: 508-528-6074
Postsecondary Education Telephone:	508-528-5400, X111
Postsecondary Fax:	508-528-3698
Day Cosmetology Shop:	508-528-5400 X 139
Evening Cosmetology Shop:	508-528-5400, X167
Aesthetics Shop:	508-528-5400, X166
Manicuring Shop:	508-528-5400, X111

School Closing

Tri-County Regional Vocational Technical School serves students from eleven towns. As an independent district, Tri-County renders cancellation decisions that apply to Tri-County students, regardless of their town of residence. Local radio and TV stations will broadcast announcements when school is closed or has one or two-hour delayed openings.

Whenever possible, the school will provide announcements of delayed openings or school closings to the following:

WBZ-TV	WCVB-TV	WHDH-TV	WPRI-TV	WBZ Radio	WPRO Radio
Channel 4	Channel 5	Channel 7	Channel 12	AM 1030	AM 630

Appendix A - Anti Hazing Law, M.G.L. Chapter 269 Sections 17-19

Section 17. Hazing; organizing or participating; hazing defined
Whoever is a principal organizer or participant in the crime of hazing, as defined herein, shall be punished by a fine of not more than three thousand dollars or by imprisonment in a house of correction for not more than one year, or both such fine and imprisonment. The term "hazing" as used in this section and in sections eighteen and nineteen, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug, or other substance, or any other brutal treatment or forced physical activity which is like to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation. Notwithstanding any other provisions of this section to the contrary, consent shall not be available as a defense to any prosecution under this action.

Section 18. Failure to report hazing
Whoever knows that another person is the victim of hazing as defined in section seventeen and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine of not more than one thousand dollars.

Section 19. Issuance of copy of Sections 17 to 19 to students and student groups, teams and organizations; file report with education and higher education boards
Each institution of secondary education and each public and private institution of postsecondary education shall issue to every student group, student team, or student organization which is part of such institution or is recognized by the institution or permitted by the institution to use its name or facilities or is known by the institution to exist as an unaffiliated student group, student team, or student organization, a copy of this section and sections seventeen and eighteen; provided, however, that an institution's compliance with this section's requirements that an institution issue copies of this section and sections seventeen and eighteen to unaffiliated student groups, teams or organizations shall not constitute evidence of the institution's recognition or endorsement of said unaffiliated student groups, teams or organizations. Each such group, team, or organization shall distribute a copy of this section and sections seventeen and eighteen to each of its members, plebes, pledges, or applicants for membership. It shall be the duty of each such group, team, or organization, acting through its designated officer, to deliver annually, to the institution an attested acknowledgement stating that such group, team, or organization has received a copy of this section and said sections seventeen and eighteen, that each of its members, plebes, pledges, or applicants has received a copy of sections seventeen and eighteen, and that such group, team, or organization understands and agrees to comply with the provisions

of this section and sections seventeen and eighteen. Each institution of secondary education and each public or private institution of postsecondary education shall, at least annually, before or at the start of enrollment, deliver to each person who enrolls as a full time student in such institution a copy of this section and sections seventeen and eighteen. Each institution of secondary education and each public or private institution of postsecondary education shall file, at least annually, a report with the board of higher education and in the case of secondary institutions, the board of education, certifying that such institution has complied with its responsibility to inform student groups, teams, or organizations and to notify each full time student enrolled by it of the provisions of this section and sections seventeen and eighteen and also certifying that said institution has adopted a disciplinary policy with regard to the organizers and participants of hazing, and that such policy has been set forth with appropriate emphasis in the student handbook or similar means of communicating the institution's policies to its students. The board of higher education and, in the case of secondary institutions, the board of education shall promulgate regulations governing the content and frequency of such reports, and shall forthwith report to the attorney general any such institution which fails to make such report.

Appendix B - Faculty

Barbara Perron-Cosmetology, Instructor
Fitchburg State University- B.A in Vocational Education

Appendix C - Withdrawal Form

Date: _____

Name:_____

Program: _____

Reason for Withdrawal:

_____

_____

_____

Signature:_____

TRI-COUNTY REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT

2021-2022 CALENDAR

September 18

	M	T	W	TH	F
			1	2	3
	●	7B	8B	9B	10A
A	13	14	15	16	17
B	20	21	22	23	24
A	27	28	29	30	

October 18

	M	T	W	TH	F
					▲
B	4	5	▲	7	8
A	●	12	13	14	15
B	18	19	20	●	●
A	25	26	27	28	29

November 19

	M	T	W	TH	F
B	1	2	3	4	5
A	8	9	10	●	12
B	15	16	17	18	19
A	22	23	▲	●	●
A	29	30			

December 17

	M	T	W	TH	F
A			▲	2	3
B	6	7	8	9	10
A	13	14	15	16	17
B	20	21	22	▲	●
	●	●	●	●	●

January 20

	M	T	W	TH	F
A	3	4	5	6	7
B	10	▲	12	13	14
A	●	18	19	20	21
B	24	25	26	27	28
A	31				

February 15

	M	T	W	TH	F
A		1	2	3	▲
B	7	8	9	10	11
A	14	15	16	17	18
	●	●	●	●	●
B	28				

March 23

	M	T	W	TH	F
B		1	2	3	4
A	7	8	9	10	11
B	14	15	▲	17	18
A	21	22	23	24	25
B	28	29	30	31	

April 15

	M	T	W	TH	F
B					1
A	4	5	6	▲	8
B	11	12	13	14	●
	●	●	●	●	●
A	25	26	27	28	29

May 21

	M	T	W	TH	F
B	2	3	4	5	▲
A	9	10	11	12	13
B	16	17	18	19	20
A	23	24	25	26	27
B	●	31			

June 14

	M	T	W	TH	F
B			1	2	3
A	6	7	8	9	▲
	13B	14B	15B	▲ A	▲ A
	●	▲ A	22	23	24
	27	28	29	30	

Grade 9 Exploratory

Sept. 13-17	Pre-Exploratory
Sept 27- Oct 1	Pre-Exploratory
Oct 12-15	1st Exploratory Starts
Oct 25-29	2nd Exploratory Starts
Nov 8-12	3rd Exploratory Starts
Nov 22-Dec 3	4th Exploratory Starts
Dec 13-17	5th Exploratory Starts
Jan 3-7	6th Exploratory Starts

A Week 9 & 11 Shop
10 & 12 Academic
B Week 10 & 12 Shop
9 & 11 Academic

Sept 2	Teacher Orientation
Sept 7	All Grades Report
Sept 30	Grades 10 & 12 Parent Orientation **
Oct 1	Early Release
Oct 5	Grades 9 & 11 Parent Orientation **
Oct 6	Early Release
Oct 11	Columbus Day
Oct 21	Career Day
Oct 22	Career Day
Oct 28	Grade 8 Open House **
Nov 4	Program Advisory**
Nov 11	Veterans' Day
Nov 24	Early Release (day before Thanksgiving)
Nov 25-26	Thanksgiving Recess
Dec 1	Early Release
Dec 3	**End of Trimester 1**
Dec 23	Early Release
Dec 24 –Dec 31	Winter Holiday Vacation
Jan 6	Grade 9 Parent Night/Shop Selection **
Jan 11	Parent/Teacher Conf/Afternoon and Evening **
Jan 17	Martin Luther King Day
Feb 4	Early Release
Feb 21-25	Winter Vacation
Mar 11	**End of second Trimester**
Mar 16	Early Release
Apr 7	Early Release
April 15	Good Friday
Apr 18-22	Spring Vacation
May TBD	Program Advisory**
May 6	Early Release / PROM
May 27	Last Day for Seniors
May 30	Memorial Day
June 5	Graduation
June 10	Early Release & **End of Third Trimester**
June 16, 17 & 21	Final Exams TBD
June 20	Juneteenth
June 21	Last Day of School

MCAS Class of 2023 and 2024 Retest

November	ELA
November	Math
February	Biology
March	Math
March	ELA

MCAS Class of 2024

March	ELA
May	Math

MCAS Class of 2025

June	Biology

SkillsUSA Competitions-2022

District II	
February	Districts
April	States
June	Nationals

● Holiday/No School
▲ Early Release 10:44 AM
** Evening Event
❄ No School Weather delay or early rel

School Committee Approved
June 16, 2021