

Central Mass Technical School
58 Central Street, Auburn MA 01501
Mail Correspondence:
68 Central St. Auburn, Ma. 01501
centrlmasstechschool.com

School Policies

Attendance:

- Pursuant per 603 CMR 3.11 (1) A school shall keep attendance on students for seven years.
- Students must show up at the designated times for each course.
 - For online classes Laptop or desktop computers must have working cameras and microphones
- Students will sign an attendance sheet for hybrid classes. If you do not sign the attendance sheet or it is illegible to the reader, then the hours for that class will not be recorded. Online the instructor shall keep attendance and of any miss time.
- In person classes if the student shows up late to the class, they must sign in and document the time they arrived. From the time they signed in to the end of class, those hours will be recorded.
- In person classes if a student signs in another student or modifies their time, they will be spoken to regarding the matter and be instructed to not do it again. If the same student repeats this action, they will be dismissed from the course.
- In case of a family emergency or illness that would cause a student to drop out of the course:
 - they can be credited for that time during the next semester. All refunds as per the refund policy on the enrollment contract as per M.g.L chapter 255, section 13K NOTE: a physician's note is required for all emergencies.
- If a student is given an excused absence, for example, if the student is on call from his/her employer and is contacted during the class, there will be no charge for the makeup time on a case-by-case basis
- If a student appears to be under the influence of any substance upon entering the classroom they will be dismissed.

Make-Up Hours Policy:

- If a student misses a class, a makeup class can be taken at the current makeup rate during the semester. Makeup classes can be taken online or at our Auburn location, if the same course is in session at that time or can be taken at the next available session at the current rate.
- The cost of makeup hours will be determined by the current rates of the course at that time.

Grading:

- Pursuant per 603 CMR 3.11 (2) A school shall record all the results of all the examinations and evaluations for students enrolled in courses. The school shall include the results in a written progress report. A school shall provide students with appropriate reports
- Pursuant per 230 CMR 15.01(10) A written progress report will be emailed or handed to each student halfway through the course. These shall be signed and dated by both, the instructor and student and returned to the instructor or mailed to the school office at 68 central St. Auburn, Ma. 01501
- Tests will be given by the instructors, with a final test at the end. Students will need a 70% average to pass.
- Students must complete all 110 clock hours per tier course to be issued a certificate of completion at the end of the course.
- Student will be encouraged to participate by asking questions, answering questions, and reviewing their homework that will be assigned to them.

Guidance and Counseling:

- The school will provide guidance in preparing the students for their future exams.
- The school will help students in organizing and filling out their applications to take the state exams

Job Placement:

- Central Mass Technical School does not offer job placement.

Student Complaint resolution:

- If a student has a complaint, they may bring it to the attention of the current teacher present within the class.
- Student complaints shall be brought to the attention of the director of the school.
- Students can fill out a complaint form provided by the school.
- Students who file a complaint form shall receive a response within 30 days of the director receiving the complaint.
- Complaints from the students must be brought to the attention of the teacher and director of the school by the end of the semester. Per 230 CMR 15.07(2) the school shall respond to written student complaints in writing within ten days from when the complaint was submitted to the school.
- Call Mike O'Connor 508-304-3290 with any complaints.
- Any complaints contact: Commonwealth of Massachusetts, Division of professional licensure: Office of Private Occupational School Education and the DOL: 1000 Washington Street, Suite 710, Boston MA 02118-6100

School Rules and Regulations:

- In person: Food is allowed in the classroom provided it does not disturb the students or teachers.
- In person: If the students do not clean up after themselves, they will lose their privilege of eating in the classroom.

Break Policies:

- Breaks will be determined by the teacher in the class, Students must follow the designation of the break time assigned by the teacher.
- If a student goes over the break time, he or she will make up the time after their class.

Discrimination Policy:

- The school will not tolerate any discrimination of a student or teacher in regard to race, gender, sexual orientation, or religious beliefs.

Inclement Weather Policy:

- The teacher of the course will make the final decision on a cancelation of a class due to inclement weather.
- Students can find out about class cancelation by visiting the school's website, checking their email, or contact the teacher conducting the course.

Student records:

- If a student requests hours, the school will provide them with the requested hours
- As of September 2025 the student records shall be digitized

Fire/ Emergency:

- The teacher will be required to go over all fire and emergency exit strategies by making the students aware.

Smoking Policy:

- Students may not smoke in the classroom and, must obey the smoking rules of the building they occupy.

Cellular Phones Policy:

- Cellular phones may be brought into the classroom, provided the student is on call from his/her employer, and that the cellular phone is in silent mode.
- Texting is not permitted.
- Phone calls can be made during break times.

Materials and Supplies:

Students are required to have the following items to class:

- #2 Pencil
- Calculator
- Architectural Ruler
- Notepad
- The current edition of Massachusetts Fuel gas and Plumbing Codebook
- For online classes, computers must have a working microphone and camera

Homework Policy:

- Homework will be determined by the teacher who is teaching the class.
- Assignments will be out on the board before the end of the class.
- The teacher will go over the assigned homework to make it clear to the students what is required of them.
- Students will be given 30 minutes to review their homework before it is reviewed by the teacher

Payment Policy:

- \$100 due at signing of enrollment contract
- 50% of the balance will be due by the 12th class
- Remaining balance will be due on or before the last class
- Credit cards, checks, or cash are all accepted.

Parking Policy:

- The teacher will be responsible for explaining the parking policies to the students that occupy the building.

Central Mass Technical School
58 Central Street, Auburn MA 01501
Mail Correspondence:
6 Kinglet Drive, Shrewsbury MA 01545

School Policies

Attendance:

- Pursuant per 603 CMR 3.11 (1) A school shall keep attendance on students for seven years.
- Students must show up at the designated times for each course.
 - For online classes computers must have working cameras and microphones
- Students will sign an attendance sheet. If you do not sign the attendance sheet or it is illegible to the reader, then the hours for that class will not be recorded.
- If the student shows up late to the class, they must sign in and document the time they arrived. From the time they signed in to the end of class, those hours will be recorded.
- If a student signs in another student or modifies their time, they will be spoken to regarding the matter and be instructed to not do it again. If the same student repeats this action, they will be dismissed from the course.
- In case of a family emergency or illness that would cause a student to drop out of the course:
 - they can be credited for that time during the next semester. All refunds as per the refund policy on the enrollment contract as per M.g.L chapter 255, section 13K NOTE: a physician's note is required for all emergencies.
- If a student is given an excused absence, for example, if the student is on call from his/her employer and is contacted during the class, there will be no charge for the makeup time on a case-by-case basis
- If a student appears to be under the influence of any substance upon entering the classroom they will be dismissed.

Make-Up Hours Policy:

- If a student misses a class, a makeup class can be taken at the current makeup rate during the semester. Makeup classes can be taken online or at our Auburn location, if the same course is in session at that time or can be taken at the next available session at the current rate.
- The cost of makeup hours will be determined by the current rates of the course at that time.

Grading:

- Pursuant per 603 CMR 3.11 (2) A school shall record all the results of all the examinations and evaluations for students enrolled in courses. The school shall include the results in a written progress report. A school shall provide students with appropriate reports
- A progress report will be given out halfway through the course.
- Tests will be given by the instructors, with a final test at the end. Students will need a 70% average to pass.
- Students must complete all 110 clock hours per tier course to be issued a certificate of completion at the end of the course.
- Student will be encouraged to participate by asking questions, answering questions, and reviewing their homework that will be assigned to them.

Guidance and Counseling:

- The school will provide guidance in preparing the students for their future exams.
- The school will help students in organizing and filling out their applications to take the state exams

Job Placement:

- Central Mass Technical School does not offer job placement.

Student Complaint resolution:

- If a student has a complaint, they may bring it to the attention of the current teacher present within the class.
- Student complaints shall be brought to the attention of the director of the school.
- Students can fill out a complaint form provided by the school.
- Students who file a complaint form shall receive a response within 30 days of the director receiving the complaint.
- Complaints from the students must be brought to the attention of the teacher and director of the school by the end of the semester.
- Call Mike O'Connor 508-304-3290 with any complaints.
- Any complaints contact: Commonwealth of Massachusetts, Division of professional licensure: Office of Private Occupational School Education: 1000 Washington Street, Suite 710, Boston MA 02118-6100

School Rules and Regulations:

- Food: Food is allowed in the classroom provided it does not disturb the students or teachers.
- If the students do not clean up after themselves, they will lose their privilege of eating in the classroom.

Break Policies:

- Breaks will be determined by the teacher in the class, Students must follow the designation of the break time assigned by the teacher.
- If a student goes over the break time, he or she will make up the time after their class.

Discrimination Policy:

- The school will not tolerate any discrimination of a student or teacher in regard to race, gender, sexual orientation, or religious beliefs.

Inclement Weather Policy:

- The teacher of the course will make the final decision on a cancelation of a class due to inclement weather.
- Students can find out about class cancelation by visiting the school's website, checking their email, or contact the teacher conducting the course.

Student records:

- If a student requests hours, the school will provide them with the requested hours

Fire/ Emergency:

- The teacher will be required to go over all fire and emergency exit strategies by making the students aware.

Smoking Policy:

- Students may not smoke in the classroom and, must obey the smoking rules of the building they occupy.

Cellular Phones Policy:

- Cellular phones may be brought into the classroom, provided the student is on call from his/her employer, and that the cellular phone is in silent mode.
- Texting is not permitted.
- Phone calls can be made during break times.

Materials and Supplies:

Students are required to bring the following items to class:

- #2 Pencil
- Calculator
- Architectural Ruler
- Notepad
- NFPA- 54 Massachusetts Codebook
- For online classes, computers must have a working microphone and camera

Homework Policy:

- Homework will be determined by the teacher who is teaching the class.
- Assignments will be out on the board before the end of the class.
- The teacher will go over the assigned homework to make it clear to the students what is required of them.
- Students will be given 30 minutes to review their homework before it is reviewed by the teacher

Payment Policy:

- \$100 due at signing of enrollment contract
- 50% of the balance will be due by the 12th class
- Remaining balance will be due at the last class
- Credit cards, checks, or cash are all accepted.

Parking Policy:

- The teacher will be responsible for explaining the parking policies to the students that occupy the building.