

COSMETOLOGY
STUDENT HANDBOOK

2026-2027

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GUIDELINES FOR ADULT COSMETOLOGY PROGRAM

The following rules, regulations, and guidelines are applicable to all adult students attending Burlington County Institute of Technology. Moreover, they are designed to have you better understand what you may or may NOT do under a variety of circumstances. (Academic failure, disrespectful attitude toward instructors, school professionals, clients or fellow classmates, improper personal or professional conduct, absenteeism or tardiness, inability to cope with requirements and demands of program, refusal to participate in all class/clinic activity, unethical and dishonest behavior will result in removal from program.)

Daytime Cosmetology classes begin sharply at 8:00 a.m. Monday through Thursday and ends at 4:00 p.m. for the full time program. Dates, times and meeting places are subject to change.

Students are to report to their assigned area immediately upon arrival to class. **Class hours are accrued when you are at your station and prepared to work as per instructor-mandated criteria.**

1. Attendance is very important in any program at BCIT, but it has increased importance due to the nature and structure of the cosmetology program. Each module has a **mandatory attendance** requirement of **250 hours for successful completion and at least 1,000 hours for the entire program.** All trips are mandatory and included in cosmetology hours. Students who do not attend educational trips will lose those class hours.

2. Students must satisfy attendance requirements and demonstrate proficiency in each module with a grade point average of a **76% or more** to advance to the next module.

3. Safety is an important factor in all our programs at BCIT. Observe ALL safety rules, regulations and procedures while you participate in the cosmetology program (i.e. use of chemicals, self-administered allergy test, hot objects, hair coloring, eye and skin protection). Failure to do so can result in removal from the program.

4. There are many aspects of success in the cosmetology program. Please remember to be a professional you need to look professional. Students must wear a uniform while in the cosmetology program at BCIT. The uniform consists of black scrubs and black adult education shirt. Students may wear a black, gray or white shirt **under** their scrubs. **Students must wear only black leather sneakers or black leather shoes with no skid bottoms.**

5. Lateness to class will result in a loss of hours. All classroom doors will be closed at the start time of the program. Students who fail to get to class at the appropriate time will not be allowed to enter the classroom until the instructor provides a classroom break.

Students will not receive class hours for time lost. Signing in and out for class is important and will be monitored. All students must sign in at the beginning of class and sign out at the end of class. Do not sign in or out for other students. Any student who leaves class more than once or leaves without the instructor's knowledge will be given a written warning.

6. Any student found signing in or signing out for another student will receive a written warning. Two (2) written warnings of this rule will result in recommendation for dismissal from the program. **Attendance records are legal documents and any false information provided can be cause for legal action.**

7. **FOOD AND BEVERAGES ARE NOT PERMITTED** in any classroom or shop **AT ANY TIME**. Foods and/or beverages may be consumed in the designated area and times. The breakroom which contains a microwave, refrigerator, tables and chairs for your use at the designated times. Water is the **ONLY** item permitted in our theory and practical classroom.

8. Each student is responsible for safety related to oneself, clients, and all aspects of the program.

9. Each student is required to purchase (uniform) and maintain a complete kit and textbooks, and to wear the assigned uniform daily/nightly. Students without complete kits and uniforms are unprepared and will be dismissed from class until properly prepared.

10. Students must report any damage or missing items from kit/textbooks to the instructor once the kit is opened and contents have been checked, to receive a replacement.

11. **NO HOURS WILL BE CERTIFIED UNTIL ALL COURSE WORK IS COMPLETED.** Course work starts the first day of class and ends the last day of class. Tests, quizzes and written course work are school property. Make-up tests and quizzes will cover the same material but in a different format. Students will be responsible for obtaining missed theory and practical instruction. **MAKE-UP HOURS WILL BE AT THE STUDENTS EXPENSE AT THE BOARD OF EDUCATION APPROVED RATE AND THE AVAILABILITY OF THE INSTRUCTOR.**

12. Successful completion of New Jersey State Board mandated cosmetology procedures and techniques are required for each module in order for a student to advance to the next module and complete the program.

13. Guests and/or children are **NOT PERMITTED** in the school at any time. Scheduled guests must obtain a visitor’s pass at the Adult Education Main office before entering classrooms.

14. Clinical services are permitted on clients 10 years of age or older.

15. Theft of any kind will not be tolerated and will result in recommendation for immediate dismissal from the program.

16. Students involved in mass testing are hereby notified that the Board of Cosmetology Exam results will be forwarded to the school of attendance (BCIT) and the New Jersey Department of Education.

17. All students will act as models for fellow classmates for all non - permanent hands on skills.

18. Students concentrating on Barber Skills will be required to provide six (6) models to practice Barber techniques. Students may be required to supply additional models for hands –on procedures throughout the program.

19. Any students who do not comply with the rules referred to in this handbook will be subject to loss of hours and/or recommendation for dismissal from the program.

20. You will be required to sign a copy of this document for our records.

21. Students who do not meet the 76% required by the State Board of Cosmetology at the conclusion of each of the four (4) modules and program total will not qualify to have their application and verification of hours and grades signed for processing. Students who achieve lower than 76%, but higher than 70%, will receive a BCIT certificate of completion. BCIT certificates are only given to students who complete the entire program.

We wish you success while at BCIT and hope you find your experience at BCIT rewarding.

The guidelines for the Cosmetology Program are established by the NJ State Board of Cosmetology and Hairstyling. Therefore, in the event that there are differences in Burlington County Institute of Technology student regulations and/or requirements, be advised that the regulations and/or requirements established by the NJ State Board of Cosmetology and Hairstyling prevail.

GRADING SYSTEM Cosmetology Programs

Grade Averages per Module	
Theory/Practical/Soft Skills	30%
Quizzes/Homework	25%
Tests	25%
Final/Projects	20%

Grading Criteria

A = (90 – 100 = 4.0)
B = (80 – 89 = 3.0)
C = (70 – 79 = 2.0)
D = (60 – 69 = 1.0)
F = (59 – Below = 0)

ACCIDENTS

All accidents should be reported immediately to an Instructor. Prompt medical care could prevent serious complications, and failure to report an accident may nullify insurance coverage.

ADULT STUDENTS WITH DISABILITIES

BCIT will accommodate adult students with disabilities who can document their disability. The student must do the following:

- Disclose to the administration or their teacher, **within the first week of classes**, that they have a disability that affects their learning.
- Show documentation that they have a disability (example: Last IEP or ADA/504 Accommodation Plan).
- Schedule a time to discuss their disability and what reasonable accommodation(s) they may need.

Once the district has documentation of an adult student's disability, an Adult Education supervisor will meet with the student, and if requested by the student, create an ADA/504 Accommodation Plan. Under the ADA, institutions of higher learning are to provide reasonable accommodations. Adult students with a disability will not receive an Individual Educational Program (IEP). Nor will they receive the same services they received under the Individual's with Disabilities Education Act (IDEA) with an IEP. You may receive reasonable accommodations after consultations with the designated Adult Education supervisor.

AFFIRMATIVE ACTION PROGRAM

The Board of Education of the Burlington County Institute of Technology School District affirms its policy to ensure equal educational opportunities for all students and to prohibit discrimination because of gender, race, color, creed, religion, ancestry, disability, marital status, sexual orientation, social or economic status, HIV or Aids in the education programs and activities not limited to but including course offerings, athletic programs, guidance and counseling tests and procedures, extra curricular and co-curricular activities through an affirmative action program which shall be an integral part of every aspect of educational policies and programs to the maximum extent possible.

Inquiries regarding compliance and/or complaints should be directed to Ms. Jaimie Mungo (jmungo@burlcoschools.org / 609-267-4226 Ext. 8686) who serves as the Affirmative Action Officer for BCIT.

ATTENDANCE

While BCIT recommends 100% attendance for students to get the most benefit from their courses, the policy requires non-licensed program students to be present 85% of the time. All licensed program students must meet individual program attendance requirements.

The cosmetology program requires a MINIMUM of 250 hours of instruction per module. Completing the four (4) modules with 250 hours each culminates to the 1000 hours required by The New Jersey State Board Of Cosmetology. Students earn 7.5 hours per class day. There are 20 additional hours of instruction built in to each module. These additional hours permits/allows a student to not be in attendance for approximately 2.5 days per module. A module consists of 36 days of instruction. In the event that a student misses in excess of the 20 hours they will be responsible for makeup hours at their expense. A mandatory meeting with administration will occur when a student goes in excess of the 20 hours. If a student were to miss hours in an excess that was detrimental to their continuation in the program a meeting will be held with administration. **TERMINATION FROM THE PROGRAM DUE TO EXCESSIVE ABSENTEEISM/LOSS OF HOURS OF INSTRUCTION CAN AND WILL OCCUR.**

Three (3) lateness to any class constitutes one (1) absence. If you leave a class early, it will be considered the same as lateness. Attendance credit is awarded for hours of instruction attended. (CAN BE DELETED)

Program meeting times, dates, and location are subject to change without prior notice.

CHANGE OF ADDRESS

It is the responsibility of each student to notify the Burlington County Institute of Technology's Adult Education Office immediately of any change in his/her address and/or telephone number.

CAREER COUNSELING

Instructors can provide students with information about job opportunities and careers within their respective fields, upon request.

DANGEROUS INSTRUMENTS AND WEAPONS

Any person found on school property with an instrument that has the potential to be used as a weapon, e.g., knife, gun, razor, club, brass knuckles, chain, etc. must be reported immediately to security and/or administration. The security and/or administrator or designee will confiscate the instrument/weapon and may report the incident to police. Any incident involving a gun will be reported to the police immediately.

If, in the opinion of the Division Head or Designee, the possession of said instruments/weapon represents a potentially threatening situation to the student, other

students, and/or school property, the Division Head or Designee will report the incident to the police. Any incident involving a gun will be reported to the police immediately.

DISCIPLINE POLICY (updated 12/18/2025)

Teachers and administrators have a responsibility to all students who attend the Burlington County Institute of Technology, to maintain a positive atmosphere that is conducive to learning at all times.

Students who are sent out of class are to report immediately to the Adult Education Office where appropriate action will be taken. Failure to report to the office when directed is cause for administrative action. Students who disrupt the learning environment, or violate school rules or laws are subject to school disciplinary action. Disciplinary action may include counseling, loss of privileges, placed on a contract, permanent removal from class, or expulsion from Burlington County Institute of Technology. All pertinent information will be considered when disciplinary action is taken. New Jersey school law gives school officials the right to take disciplinary action to ensure appropriate school behavior by students.

Students may be subject to suspension or termination for continued and willful disobedience, open defiance of an instructor or any person in authority, or physical assault, in accordance with N.J.S.A. 18A:37-2. For safety and order within the Adult Education program, students are expected to adhere to these statutory standards and may face disciplinary action consistent with the grounds outlined in this law.*(Updated 12/18/2025)*

Students should understand that any and all misbehavior will **not** be tolerated. Burlington County Institute of Technology is committed to providing a safe, quality learning environment.

UNACCEPTABLE BEHAVIOR
Students are expected to conduct themselves as adults, in a mature manner, and will be treated as such. They are required to be respectful, devote their attention to the work at hand, and to be orderly at all times. The faculty and staff of the Burlington County Institute of Technology will at **no** time tolerate disrespect or any other antisocial attitudes and behavior. Disruptive behavior can result in termination from the Burlington County Institute of Technology.

UNACCEPTABLE BEHAVIOR MAY INCLUDE THE FOLLOWING:

- General misconduct
- Inappropriate classroom/shop behavior
- Smoking on school grounds
- Eating in inappropriate areas
- Defacing/destroying property
- Safety violations
- Verbal assault
- Obscene language
- Stealing/possession of stolen property

- Intentionally creating a hazardous condition in a shop or any location with the school property or in connection with any planned student activity/program on or off the school's premises
- Fighting or inciting a fight
- Possession of weapons

Disciplinary Procedures (Due Process)

No student shall be dismissed for disciplinary reasons without being afforded due process, which includes:

1. Written notice of the specific charges
2. An opportunity to present their version of events to a designated administrator
3. The right to appeal the decision.

Step 1: Notice - Student receives written notification of the alleged violation.
Step 2: Investigation - Administration reviews evidence (e.g., attendance logs, witness statements, video footage).
Step 3: Conference - Student meets with the administrator to respond to charges.
Step 4: Determination - Administrator issues a finding.

Disciplinary Procedures (Sanctions)

See existing Discipline policy page 34-35 "Disciplinary action may include counseling, loss of privileges, placed on a contract, permanent removal from class, or expulsion from Burlington County Institute of Technology."

Probation: Written warning with specific terms for continued enrollment (e.g., Attendance Contract).
Suspension: Temporary removal from class/clinical; hours missed count as absences.
Dismissal (Termination): Permanent removal from the program.
Financial Liability: Students dismissed for disciplinary reasons remain responsible for tuition in accordance with the Refund Policy.

Disciplinary Procedures (APPEALS PROCESS)

Students who wish to dispute a disciplinary dismissal may submit a written appeal:
Level 1: Written appeal to the Administration of Adult Education within 5 days of the notice.
Level 2: Written appeal to the Superintendent or designee if the student disputes the administrator's findings within 5 days of the administrator's findings.
Level 3: Final appeal to the Board of Education (only for cases of termination).

DRIVING AND PARKING

Adult students are to park in the designated areas for students. **No** student is to park anywhere but the designated parking areas without written permission. Students are expected to observe all posted speed limits leaving parking areas and on the approach to school. **Reckless driving or unsafe operation of a motor vehicle on school property may be cause for revocation of driving privileges.**

DRUGS AND ALCOHOL

The Board of Education at Burlington County Institute of Technology recognizes that drug and alcohol abuse presents a growing problem in society. Schools play a vital role in the effort of the community to control this problem. The Board recognizes that an educational and therapeutic approach to the problem is more effective than one which is solely punitive in nature.

Drug and alcohol use or abuse interferes with the teaching/learning process and poses a serious safety hazard. Therefore, the use, possession, or sale of any type or quantity of drug, drug paraphernalia, or alcoholic beverage by students is strictly prohibited at Burlington County Institute of Technology for any school function.

For purposes of this policy "drugs" shall mean:

A. All dangerous controlled substances as so designated and prohibited in New Jersey statutes; all chemicals which release toxic vapors as defined and prohibited in New Jersey statutes.

B. All alcoholic beverages

C. Any prescription drug, except those for which permission for use in school has been granted pursuant to board policy

D. Any drug, drug paraphernalia, or substances represented as a controlled dangerous substance, or those substances appearing to be controlled dangerous substances as prohibited by law.

E. Any anabolic steroids.

DISTRICT REGULATIONS ON DRUG AND ALCOHOL ABUSE

A. Staff and Administrative Procedures
Police may be notified of pupils in possession of items outlined above, and pupils may be charged with violations of criminal law; said items may be turned over to the police.

B. Medical Aspects
New Jersey Statute 18A:40-4.1 (an act to provide for medical examination of school pupils) will be invoked for those pupils who may be under the influence of drugs or certain toxic chemical compounds. In addition, any student in possession of drugs or certain chemical compounds may be subject to the same type of medical examination as noted in New Jersey Statute 18A:40-4.1

C. Due Process Procedures and Sanctions
In case of possible substance abuse or illegal possession, all applicable student due process rights will be observed. Any student who is suspected of possession or being under the influence of drugs or certain intoxicating chemical compounds can be subject to an interrogation and/or search by school officials, as well as a mandatory drug test. Disciplinary action for students who are determined to be under the influence or in possession of drugs or certain intoxicating chemical compounds will be decided according to district policy.

Any pupil caught selling, distributing, or in possession with intent to distribute drugs or certain intoxicating chemical compounds on school grounds or at a school

function will be suspended from school. A recommendation for expulsion will be made to the Board of Education. The police will be contacted to investigate the incident.

DRESS CODE

Any instructor, with administrative approval, may specify dress in any program, which requires a uniform. The following code applies to all programs.

Students are urged to emulate the dress code of successful adults in the occupation for which they are preparing. All students are required to dress in a manner that reflects good taste, modesty, and appropriateness for the type of vocational program in which the student is enrolled. Choice of garments should be made according to the health, safety, and welfare of all students. Requirements in this regard are for the purpose of instilling in each student the habit of wearing proper school attire.

1. Clothing and accessories containing inappropriate pictures or word (examples include references to alcohol, drugs, sex, or words/phrases with double meaning) are not to be worn as school attire.

2. Bare feet or thin, one-layer shoes (examples include bedroom slippers, crocs, "shower" slippers, or flip-flops) are not permitted due to safety reasons.

3. Students with cell phones are to have them turned off or on vibrate while attending class. Ring tones are a classroom distraction.

4. Hats, hoods, picks, and other head coverings may not be worn in the building. Ear buds, head phones, etc. are not permitted in the classroom.

5. Sunglasses or glasses with dark lenses may not be worn in the building without a doctor's recommendation.

6. Outer garments may not be worn in the building after class begins.

7. Students may not wear rings which encompass several fingers and/or have protruding spikes, or large necklaces which are potential safety hazards. Students are encouraged <u>not</u> to wear expensive jewelry to school since items may be lost.

The administration retains the authority to determine if a clothing item or accessory not specifically covered in this dress code is appropriate for school attire.

Any student in violation of the dress code will be sent home to obtain suitable attire. In the Cosmetology Program, the appropriate uniform is black scrubs and black leather shoes or black leather sneakers with no skid bottoms. In addition, violations of the above code may be treated as a disciplinary violation and be subject to disciplinary procedures.

EATING

Eating and drinking in classrooms, lavatories, and hallways is prohibited. **Students may eat only in the adult education break room.**

The adult education break is a common area for all BCIT adult education programs. Be mindful, courteous, and respectful to all other students. Failure to respect the breakroom atmosphere, theft of other students' property i.e.. lunch/drink, or fighting/arguing in the breakroom will result in administration action.

EMERGENCY SCHOOL CLOSING

Please check the website for school closing/delayed openings at www.bcit.cc or www.bcit.cc/o/bcitae.

EMERGENCY/SAFETY DRILLS

Security drills are an important phase of the school's safety program. BCIT regularly schedules lockdown, shelter in place, evacuation (non-fire), and fire drills. At the sound of the fire signal, a steady ringing of a bell, everyone is to leave the building in a quiet and orderly manner in accordance with the fire drill plan. Students are to stay with their groups and follow the instructions of teachers. Students are not to take books, supplies or coats, unless the drill is pre-announced. Purses may be taken.

EQUAL OPPORTUNITY

It is the policy of the Burlington County Institute of Technology School District not to discriminate on the basis of race, creed, color, national origin, nationality, ancestry, age, sex (including pregnancy and sexual harassment), marital status, sexual orientation, atypical hereditary cellular or blood trait, genetic information liability for military service, or mental or physical disability, including Aids and HIV related illnesses.

FINANCING

There is financial aid at Burlington County Institute of Technology. Please see our website for financial aid information. We also offer payment plans for some courses.

HALL REGULATIONS

Your cooperation is required in refraining from excessive noise in the corridors, as this distraction may disturb students in traveling in the hall, the general rule of "keeping to the right" will be in effect. Running in the halls is dangerous and is not permitted.

For your safety, please be aware that red dots on the floor near doors indicate that these doors open outward into the hallway. STUDENTS MUST WEAR THEIR STUDENT BCIT IDS AT ALL TIMES WHILE IN THE BUILDING.

LOST AND FOUND

You are responsible for your own personal property. All articles found by students should be taken to the Adult Education Office. Any person losing an article should report his/her loss to the Adult Education Office. The student should then check once a week to see if it has been found.

MOBILE/ELECTRONIC DEVICES

Sound reproducing, mobile, and other electronic devices such as cell phones can be disruptive to instruction. These items are to be turned off upon entering the classroom unless used for instructional purposes. A written warning will be given for infractions of this regulation. Subsequent infractions may result in dismissal from the program. Cell phones should be off or on vibrate during instructional times. No calls should be made or taken while in class. Only emergency calls, authorized by an administrator can be made from the Adult Education Office. Likewise, do not expect the school office to receive calls for you, unless they are of an emergency nature. ALL electronic devices must be turned off when entering class.

NURSE'S OFFICE

Students becoming ill or receiving an injury during the school day are to report to the nurse (during the day) and in the evening report to the Adult Education Office. If the nurse is not available, report to the Adult Education Office. All accidents must be reported to the administration and the appropriate teacher. Students should notify the Adult Education Office and their teacher if they are leaving due to illness. All accidents, no matter how minor, should be reported to the Adult Education Office and the appropriate teacher.

OBLIGATIONS

Those students who owe the school monetary obligations for tuition, books, supplies, and equipment will not receive certificates, transcripts, or diplomas until such obligations are met.

POLICIES/REGULATIONS

BCIT policies and regulations can be accessed by going to www.bcit.cc then go to our district, then click on Board of Education policies. From there you will click on the link and use keywords to search for any policy and/or regulation. A direct link to the search for policy/regulation page can be found by clicking here. Please review our policies/regulations.

PROBATION

Students can be put on probationary status for repeated infractions of rules and regulations including but not limited to: low test/quiz scores, being unprepared for class, missing assignments/homework, poor participation, unsatisfactory attitude/conduct, and/or poor attendance/lateness.

REFERRALS TO COUNTY AGENCIES

Upon request, the Adult Education Office can provide referrals to various agencies throughout the county to assist students in a variety of areas.

SAFETY

Learning proper safety is one of the most important things that students do at Burlington County Institute of Technology. Working safely means being free from any risk of danger, accident, or injury. Students are to follow the safety instructions given by their instructors and safety directions indicated by signs and warnings. Additionally, a security monitor is in place at each of the Adult Education school campuses to ensure safety of students and staff. If anything unusual is noticed or a problem arises, please contact the main office or notify the security monitor. Students will be given ID's to use to gain building access. Students should use appropriate doors when swiping in and out of the building. Students must turn in all ID's to their instructor on the last day of class.

SMOKING

Smoking is strictly prohibited in classrooms, lavatories, hallways and school grounds. A student **MAY NOT** smoke or use tobacco products anywhere on school property. This includes, but is not limited to vapes, cigars, etc.

SNOWBALLS

No handling, throwing, or kicking of snow will be permitted on school property. You should be aware of the danger of injury to persons and damage to property.

STUDENT RECORDS

Student records refer to information maintained within the school which is educationally relevant to the student and based on objective knowledge or information. Maintenance of these records shall be in compliance with federal and state regulations including, NJAC 6:3-2.1 et seq. Information recorded by any certified school personnel solely as a memory aid, not for use by a second party, is excluded as in NJAC 6:3-2.1.

The Board of Education authorized certified school personnel to collect and maintain all mandated records and the following permitted records:

- Group and individual achievement or aptitude test scores
- Accomplished proficiency profiles
- Progress reports
- Individual class attendance reports
- Attendance and discipline reports
- Correspondence to students from certified school personnel
- Correspondence to school personnel from students
- Course selection requests and course change requests
- Plans for remediation
- Permitted records received from a sending district
- Admission's information

Adult students have the right to review their records in accordance with New Jersey state law. Contact the Adult Education Office for details.

PRIVACY ACT STATEMENT: Any information requested pertaining to any student in the adult division may not be disclosed without the expressed written consent of the student of whom records were requested. Privacy Act of 1974-L.L. 93-579 NJAC 6-3-20 18A36-19.

STUDENT RIGHTS AND RESPONSIBILITIES

It has always been, and will continue to be, the school's intention to protect and respect the individual rights of its citizens – you, the students.

You have the right and responsibility to live by the rules of law, and you have the same right to protection under the law in school as you have in the community. You are responsible for obeying school regulations and school authorities.

Consistent disregard for school authority and/or poor attendance can result in your withdrawal from the Burlington County Institute of Technology.

CELL PHONES

Starting September 2025, BCIT will implement a new Cell Phone and Headphone Policy. This is not just about rules. It is about restoring focus, supporting healthy habits, and strengthening our learning environment. We are proud to join other districts across New Jersey who are taking clear steps to prioritize student engagement and mental health.

What You Need to Know:

- Phones must be off and put away during all instructional time from the beginning of class through dismissal.
- Phones may be used before school, during lunch, and after school. They are not permitted during class or in restrooms or locker rooms.
- Wireless headphones and earbuds are not permitted inside the building. This includes the common "one ear" workaround.
- Smartwatches may be worn for timekeeping only. No texting. No gaming. No alerts.
- No wearable technology is allowed that can record, play audio, send or receive messages, or connect via Bluetooth. This includes smart glasses, wearable recording devices, smart clothing, or any future wearables with similar functions.

In an emergency, families should contact the main office. If a student needs to call home, they may request to use a school phone.

UNACCEPTABLE BEHAVIOR

Students are expected to conduct themselves as adults, in a mature manner, and will be treated as such. They are required to be respectful, devote their attention to the work at hand, and to be orderly at all times. The faculty and staff of the Burlington County Institute of Technology will at no time tolerate disrespect or any other antisocial attitudes and behavior. Disruptive behavior can result in termination from the Burlington County Institute of Technology.

UNACCEPTABLE BEHAVIOR CAN INCLUDE THE FOLLOWING:

- Cutting class
- Leaving school grounds
- General misconduct
- Inappropriate classroom/shop behavior
- Smoking on school grounds
- Eating in inappropriate areas
- Defacing/destroying property

- Safety violations
- Verbal assault
- Obscene language
- Stealing/possession of stolen property
- Intentionally creating a hazardous condition in a shop or any location with the school property or in connection with any planned student activity/program on or off the school's premises
- Fighting or inciting a fight
- Possession of weapons

Violation of any rules/regulations listed in this student handbook is subject to:

1st Violation = Verbal & written warning

2nd Violation = Verbal/written warning & meeting with principal

3rd Violation = Verbal/written warning, meeting with principal & 1 day out of school suspension/loss of cosmetology hours.

4th Violation = Verbal/written warning, meeting with principal & 3 day out of school suspension/loss of cosmetology hours.

Any violation beyond "4" will result in immediate dismissal from the BCIT Adult Education Cosmetology Program. Any severe violation of rules/regulations in the student handbook could warrant immediate dismissal from the program.

VISITORS

Students are not permitted to have personal guests or family members visit during school hours. All visitors must report to the Adult Education Office to sign in and be given a visitor's pass.

WITHDRAWAL FROM THE ADULT EDUCATION

Students withdrawing from Adult Education are to make their intentions known to the Adult Education Office in writing. The student will have to see each of his/her teachers before being released. No records will be forwarded until all obligations are met.

Burlington County Institute of Technology
Harassment, Intimidation, and Bullying/Cyber-bullying (HIB)

District Level Contact

Mrs. Jaime Mungo
Assistant Superintendent
(609) 267-4226 ext 2217
Email: Mrs. Jaime Mungo

STUDENT ACCEPTABLE USE OF EDUCATIONAL TECHNOLOGY EQUIPMENT POLICY

General Information

The Burlington County Institute of Technology provides computer equipment, computer services, Internet access and other technology to its students and staff for educational purposes only. The purpose of providing technology resources is to improve learning and teaching through research; teacher training; collaboration, dissemination and the use of global communication resources. Employees of Burlington County Institute of Technology reserve the right to monitor all activity on district technology.

Any action by a user that is determined by a supervising party to constitute an inappropriate use of resources or an improper restriction of others from using and enjoying those resources, is strictly prohibited and may result in termination of the offending users' access and other action in compliance with the district's discipline code.

The district may modify these rules at any time.

Information Content and Uses of the Computer

The user agrees not to publish on or over the computer any offensive information. The user further agrees not to use the computer to conduct advertising, solicitation, or any activity which is prohibited by law. Because Burlington County Institute of Technology provides, through connection to the Internet, access to other computers around the world, students and their parents understand that the district and supervising party have no control over content. The district will provide students access to Internet resources only in supervised environments and will take all possible steps to lock out objectionable areas.

Online Conduct

Accessing social networking sites such as, but not limited to, Facebook, Twitter and Instagram in the school district is prohibited. Furthermore, the user specifically agrees not to submit, publish, or display any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or otherwise illegal material, nor shall a user encourage the use, sale, or distribution of controlled substances. Transmission of material, information or software in violation of any local, state or federal law is also prohibited and is a breach of the Terms and Conditions. Specifically, the user will conform to copyright and licensing laws and will not plagiarize the work of others.

Software Libraries

Software is provided to students as a curricular resource. No student may install, upload, or download software. Any software having the purpose of damaging another person's files or the district computers and software (e.g., computer viruses) is specifically prohibited.

Real-time, interactive communication areas

The supervising party, at his/her sole discretion, reserves the right to immediately terminate the access of a user who misuses real-time conference features such as video conferencing and audio conferencing, chat, and internet relay chat.

Security

Attempts to access files of another user or of a supervising party may result in termination of access privileges. Any user identified as a security risk may have his access terminated and/or be subject to other disciplinary action.

Vandalism

Vandalism is any malicious attempt to harm or destroy computers or devices, any of the networks that are connected to the Internet backbone, peripherals, or resident software. This includes, but is not limited to, the loading or creation of computer viruses. Acts of vandalism may result in cancellation of computer access, and other disciplinary measures in accordance with the district's discipline code.

Game Playing

Game playing using BCIT computers or our network infrastructure is prohibited.

Printing

The printing facilities of Burlington County Institute of Technology should be used judiciously. Unnecessary printing adds expense, and shortens the life of the equipment.

MOBILE/ELECTRONIC DEVICES/G SUITE ACCOUNT

Sound reproducing, mobile, and other electronic devices such as cell phones can be disruptive to instruction. These items are not allowed for use during class time and must be turned off and put away upon entering the classroom. A written warning will be given for infractions of this regulation. Subsequent infractions may result in dismissal from the program. Cell phones should be off or on vibrate during instructional times. No calls should be made or taken while in class. Only emergency calls, authorized by an administrator can be made from the Adult Education Office. The Adult Ed office will only receive emergency calls for students. ALL electronic devices must be turned off and put away when entering class. Students in programs with more than one session will be issued a G Suite account (school gmail, etc.) for possible means of email communication with the instructor and/or access to a Google Classroom.

BURLINGTON COUNTY INSTITUTE OF TECHNOLOGY

Student Acceptable Use of Education Technology

Terms and Conditions

Student Contract

I have read the Terms and Conditions for use of technology resources in Burlington County Institute of Technology. I understand and will abide by the stated Terms and Conditions. I further understand that violation of the regulations is unethical, a violation of school rules, and may constitute a criminal offense. Should I commit any violation, I understand that my access privileges may be revoked and school disciplinary action may be taken. Appropriate legal action may also result.

Student User Name (print):_____

Student User Signature: _____

Date: _____

Phone Number: _____

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SAFETY STATEMENT

I have been present when the teacher demonstrated and discussed the rules and procedures

of the _____(program name) to include equipment, tool, instrument or protocol, safety precautions related to pregnancy clearance, and I understand that it is my responsibility to abide by these rules and procedures. I further understand that I will comply with all safety standards and precautions related to this type of (equipment, tool, instrument, or protocol).

_____ _____

Date **Student Signature**

_____ _____

Date **Teacher Signature**

****

ACKNOWLEDGEMENT OF BCIT POLICIES AND PROCEDURES

I, _____, (please print first and last name) have received the BCIT Cosmetology Student Handbook which is available online at bcit.cc/o/bcitae under Resources. I understand that this handbook provides information on the policies and procedures for adult education. This is to acknowledge that I understand and will abide by all the policies and procedures as set forth in the BCIT student handbook.

_____ _____

Date **Student Signature**