



**McCann Technical School**  
**Evening Division**  
**70 Hodges Cross Road**  
**North Adams, MA 01247**  
**Tel. 413-663-5383**  
**FAX 413-664-9424**  
**www.mccanntech.org**

We welcome you to our facility and hope that your educational experience will be successful. The purpose of this document is to provide information to students attending all evening classes held at McCann Technical School. There are several informational items that will be helpful for you. We do not have any permanent administrative or support staff during the evening hours but our full time maintenance staff is available should an emergency arise. We have attached a parking area map and a school room layout to better guide your experience. We have designated 3 exterior entrances to the building to coincide with the most convenient parking area or class location. These are designated as B-C on your map.

### **COVID-19 DESE & DPH Guidelines:**

The COVID-19 pandemic has certainly changed all of our lives and created new expectations for keeping ourselves and all citizens safe. This document outlines the procedures to be followed during our fall semester and is in compliance with the Commonwealth of Massachusetts Department of Public Health and the Massachusetts Department of Elementary and Secondary Education guidelines. It is incumbent upon all of us to safeguard our collective health and your cooperation is critical to assuring that our journeyman electrical classes are both safe and as informative as possible during this health emergency. Anyone who is displaying COVID symptoms must notify their instructor and refrain from attending class and remain in isolation for 5 days before returning to class.

### **Parking**

Vehicles may park in any parking lots, B & C. No parking is permitted in the front of the building or driveways as designated by Area 1 of the map.

### **Class Schedules**

Class locations and meeting times are the responsibility of your instructor. Calendar of your specific classes will be distributed by your instructor.

### **Cafeteria**

While no food service is offered during evening class times students may use the cafeteria for eating or gathering before class if needed. A snack & beverage machine is located adjacent to the cafeteria and a coca-cola machine is located in the A-wing faculty room.

### **Fire Exits**

All classrooms have fire evacuation maps and we request that you familiarize yourself with the nearest exits.

### **School Closings**

When conditions warrant class cancellations notices will be posted on the school web site, [www.mccanntech.org](http://www.mccanntech.org).

### **Alcohol/Drugs**

The possession or use of alcohol or drugs on school property is prohibited. We appreciate your cooperation in this regard.

### **Tobacco Use**

It is unlawful for any individual to smoke or use tobacco of any type in school buildings or on school grounds.

### **Refund Policy**

McCann 600-hour electrical journeyman program adheres to the following refund policy:

- Non-attendance alone does not qualify a student for a refund. Students must initiate, in writing, a withdrawal from the program.
- Refunds are based on the student's official withdrawal date as determined by the superintendent's office
- Full tuition refunds are granted for any program cancelled by McCann.
- A full tuition refund is given before the first day of class, 75% tuition refund is given for class days 1-6, 50% for class days 7-10, and no tuition refund after 10 class days.
- Refunds are processed after the end of the refund period. Refund checks are mailed to the student's home address on file in the superintendent's office.
- No refunds on books.