Whittier Night Star-Adult Continuing Education

Cosmetology Program

**Whittier’s Mission Statement**

Whittier has a unified commitment to excellence in meeting the educational needs of individuals in the Whittier District, while being accountable to its member communities.

The commitment is to enable students to be successful in their chosen technical pursuits and to become productive members of society.

**Program Objectives**

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

Our graduates will have a safe and ethical adult learning environment which is consistent with the cosmetology practices found in a structured salon setting. This will prepare students to be competitive in entry level positions.

Upon successful completion of the program the student will:

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

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| **Learning Objective Table** |
| 0 – 250 Hours | 250 – 400 Hours | 400-700 Hours | 700-1000 Hours |
| Safety & SanitationProcedures | Identify safety inthe clinic andsanitation practicesas it applies to thecosmetologist. | Demonstrate proper sanitationof tools and safetyin the clinic. | Explain anddemonstrateproper sanitationsafety in the clinic. | Apply all practicesof safety andsanitation in theclinic at all times. |
| Communication | Examine the basic Processes of effective communication. | Explain the basicprocesses ofeffectivecommunication. | Demonstrateeffective communicationwith clients. | Apply effectivecommunicationskills in all clientconsultations. |
| Performance of Basic Services | Identify hairCutting, styling,nail and skintechniques.Practice on manikins. | Identify nail andskin services.practice onclassmates.Explore hairchemical textureservices. | Demonstrate hair,nail, and skinservices on clients.Explore hair color. | Plan and thenapply knowledgeto perform hair,nail, and skinservices on clients. |
| Knowledge and Procedures for MACosmetologyOperator LicenseExamination | Identify basic hairservice procedures.Demonstrate onmanikins andclassmates. | Apply basicknowledge of hair,skins, and nailservices on clients. | Apply knowledgeof skin careprocedures.Demonstrate hair,nail, and skin careservice procedures. | Perform all hair,nail, and skin careprocedures inaccordance with the MACosmetologyLicensing Board. |

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**State Mandated 1000 Hour Curriculum**

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

 Hours

Manicuring………………………………………………………………………………………………………………………..50

(Includes 12.5 hours of Artificial Nail Techniques)

Hair Straightening and Permanent Waving ……………………………………………………………………..250

Shampooing………………………………………………………………………………………………………………………25

Finger Waving……………………………………………………………………………………………………………………50

Marcel ling and All Iron Curls……………………………………………………………………………………………..45

Skin Care/Facial Grooming…………………………………………………………………………………………………80

Wig Instruction and Scalp Treatment………………………………………………………………………………..50

Dyes and Bleaching………………………………………………………………………………………………………….150

(Packs, tints, rinses and reconditioning)

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………………………………………………………………………………………………………………..0

 **Total Hours**……………………………………….1000

Upon successful completion of the 1000 hour program, the student will receive a certificate of completion and the application for Cosmetology License stamped with a 4 digit code. The application is required to take the state licensure examination in order to practice cosmetology in the state of Massachusetts.

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 **Attendance Policy**

The Massachusetts State Board of Cosmetology requires that students successfully complete 1000 hours of training in order to take the State Board Examination. Whittier’s Night Star Cosmetology program consists of 1,060 hours which determines the anticipated graduation date. Should class be cancelled due to inclement weather the hours will be made up at the end of the program. This will extend the anticipated graduation date.

Students must complete 1,000 hours by the graduation date and all tuition and fees must be paid in full in order to graduate on time. Whittier will issue your certificate and application for Cosmetology Licensure form after attendance of hours has been verified and all tuition and fees have been paid in full.

If a student is going to be absent from class, he or she needs to notify the instructor prior to the start of the class. If a student is excessively absent or tardy, he or she will meet with the Cosmetology Instructor and the Whittier night director and may be placed on probation.

If a student has not earned 1,000 hours by the anticipated graduation date, he or she may appeal to the Director per the Make-Up Policy on page. Whittier Night Star-Adult Continuing Education

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**Make-Up Policy**

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

* Scheduled make-up is dependent on instructor availability and must be scheduled through the Whittier Night Star Director
* Students will assume all costs related to make-up time.
* Make-up time is billed to the student at $50/hour.

**Tardy Policy**

Students are expected to attend all classes and be on time. Class starts at 4:30p.m. and ends when the instructor dismisses the entire class.

**Payment Plans**

All tuition and fees must be paid in full before students can graduate or before Whittier will issue the Application for Cosmetology Licensure form. To reserve a seat in the class, you must submit your completed application and your signed Acknowledgement of Understanding along with a $500 deposit.

* Option A

Pay **$6,750** at least two weeks before the first class which is the non-refundable fees and tuition and receive a **10% discount of $750**

* Option B

Pay **$7,500** by the first day of class which is the non-refundable fees and tuition.

* Option C

Pay **$3000** by the first day of class and then make (11) monthly payments of **$409** (**$410** for the last month) on the 30th of each month.

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| Payment Schedule Option C |
| Payment Due OnOr Before | MinimumAmount Due | Paid ToDate | RemainingBalance |
|  |  |  | $7500 |
| Registration Fee\*($100 is nonrefundable fee) | $500\* | $500 | $7000 |
| October 1st, 2018 | $2,500 | $3,000 | $4,500 |
| November 30th, 2018 | $409 | $3,409 | $4,091 |
| December 28th, 2018 | $409 | $3,818 | $3,682 |
| January 31st, 2019 | $409 | $4,227 | $3,273 |
| February 28th, 2019 | $409 | $4,636 | $2,864 |
| March 29th, 2019 | $409 | $5,045 | $2,455 |
| April 30th, 2019 | $409 | $5,454 | $2,046 |
| May 31st, 2019 | $409 | $5,863 | $1,637 |
| June 28th, 2019 | $409 | $6,272 | $1,228 |
| July 31st, 2019 | $409 | $6,681 | $819 |
| August 30th, 2019 | $409 | $7,090 | $410 |
| September 30th, 2019 | $410 | $7,500 | $0 |

**Refund Policy**

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

* 100% of the Tuition minus $100 Registration Fee before one week or more prior to the first class.
* 75% of the Tuition minus $100 Registration Fee after the first week.
* 50% of the Tuition minus $100 Registration Fee after the second week.
* No refunds after the second week.

**Dress Code**

Students shall wear a uniform consisting of a black shirt, black pants, flat shoes or sneakers and a black stylist smock. Please note that athletic wear, jeans, open toes shoes or high heel shoes are not acceptable.

**Student Expectations**

* Students are expected to maintain a grade average of 75% or higher on chapter tests.
* Students are expected to maintain regular attendance and make satisfactory progress.
* Students are expected to wear a uniform to earn their hours.
* All work must be done under the supervision of an instructor and with the instructor’s permissions.
* Any student not in compliance with the rules may be ultimately terminated from the program.

**Employment Assistance**

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

**Grounds for Termination**

Students may be withdrawn from the program for the following offenses

* Demonstrating unprofessional behavior
* Not adhering to the Code of Conduct
* Insubordination regarding client work or classroom instruction
* Excessive missed hours
* Missed payments over 30 days

**Graduation Requirements**

1. Earn 1,000 classroom hours
2. Pay all fees and tuition in full
3. Obtain a grade average of 75% or higher on Chapter Tests

**Whittier Code of Conduct**

**Nondiscrimination Policy**

It is the policy of Whittier Regional Technical School not to discriminate on the basis of sex, race, religion, color, national origin, disabilities, sexual orientation or gender identity in its educational policies as required by Title IX of the 1972 Educational Amendments and Chapter 622 of the Acts of 1971, and section 504 of the Rehabilitation Act of 1973.

**School Policies**

* Smoking is NOT allowed in any building or on the school property.
* Parking - Automobiles must be parked in the **South Parking lot** only. No parking on side of access roads or in front of the school at main gate.
* **Full Service Cafeteria is** available in the evening from **4:30 pm until 7:30 pm.**
* Food and drinks must be consumed in the cafeteria and may not be carried to the shops or classrooms.
* Students are expected to comply with all safety standards and rules for the shop area.
* Fire alarm procedures are posted in all shop and classroom areas. Should there be a need to sound the alarm, all students and staff are to evacuate the building immediately and remain outside until clearance is given to return to the building. Please do not block roadways or doorways. Remain a safe distance away from the building unless otherwise directed.
* **If day school is cancelled for inclement weather, there will be no Adult Ed evening classes**. Announcements are made on all local TV stations or you can **call 978-373-4101 ext. 215 or Ext 211**. **Classes will be made up at a future date.**
* ***The use of Cell Phones is prohibited in classrooms and trade area***. Please step away from class when using phones.

**Disclaimer**

Every effort has been made to ensure accuracy on this handbook. All policies, procedures, tuition fees and curriculum, however, are subject to change at any time by the appropriate action of the administration of Whittier.

**Harassment Policy**

The WRVT School District is committed to maintaining a school environment free of harassment based on race, color, religion, national origin, age, gender, sexual orientation, or disability. Harassment by administrators, certified and support personnel, students, vendors, and other individuals at school, or at school-sponsored events, is unlawful and strictly prohibited The WRVT School District requires all employees and students to conduct themselves in an appropriate manner with respect to their fellow employees, students, and all other members of

the School community. Definition of Harassment

In General: Harassment includes insults, name-calling, off color jokes, threats, comments, innuendoes, notes, display of pictures or symbols, gestures, or other conduct which offends or shows disrespect to others based on race, color, religion, national origin, age, gender, sexual orientation, or disability.

What one person may consider acceptable behavior may be viewed reasonably as harassment by another person. Therefore, individuals should consider how their words or actions might reasonably be viewed by other individuals. It is also important for individuals to make it clear to others when a particular behavior or communication is unwelcome, intimidating, hostile, or offensive.

Sexual Harassment: While all types of harassment are prohibited, sexual harassment requires particular attention. Under M. G. L. 151C, the term “sexual harassment” includes sexual

advances, requests for sexual favors, and other verbal or physical conduct conveying sexual content when:

1. Submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of employment, provision of benefit, privileges or placement services, or the basis for evaluation of academic achievement.

2. The individual’s response to such conduct is used as a basis for educational, disciplinary, or other decisions affecting that person.

3. Such conduct interferes with an individual’s job duties, education, or

participation in extra-curricular activities.

4. Conduct creates an intimidating, hostile, or sexually-offensive work or

educational environment. Harassment and Retaliation Prohibited

Harassment in any form or for any reason is absolutely forbidden. This includes harassment by administrators, certified and support personnel, students, vendors, and other individuals in school or at school-related activities. Retaliation against any individual who has brought a complaint of harassment or other inappropriate behavior to the attention of school officials, or who has cooperated in an investigation of a complaint under this policy, is unlawful and, thereby,

prohibited. Persons who engage in harassment or retaliation may be subject to disciplinary action, including, but not limited to, reprimand, suspension, termination/expulsion, or other sanctions as may be determined by the WRVT School Administration and/or the School Committee, subject to applicable procedural requirements. Investigation Complaints about harassment, including sexual harassment, will be directed to the Superintendent-Director who will serve as the agent of the WRVT School Committee in processing such complaints. The Superintendent-Director (or someone designated by that official) will look into each complaint of harassment promptly. If a determination is made that harassment has occurred, the Superintendent-Director will take any appropriate aforementioned action to end the harassment and to ensure that it will not be repeated. Confidentiality will be maintained consistent with the School District’s obligations under law and under any applicable collective bargaining agreements.

In certain cases, the harassment of a student may constitute child abuse by a “caretaker” (e.g., by a School staff member). In such instances, consistent with M. G. L. 119:51A, School administrators, teachers, and other staff are obliged to report the suspected child abuse to the Department of Social Services.

The state agency responsible for enforcing laws prohibiting harassment is the Massachusetts Commission Against Discrimination (MCAD), which is located at One Ashburton Place, Boston, MA. The agency responsible for enforcing federal laws prohibiting harassment in the employment context is the Equal Employment Opportunity Commission, which is located at One Congress Street, Boston, MA.

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**Acknowledgement of Understanding**

Please sign the form and return the Whittier Night Star Director along with your Application of Admission.

Thank you for your cooperation

I have read the Whittier Night Star Cosmetology 2018 Student Hand book the Whittier Regional Technical School. I have read and understand the material and agree to abide by the rules and regulations of the program and the policies and procedures of the school.

 Printed Legal Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PLEDGE

I pledge upon my honor that my actions throughout the program will reflect my own preparation and performance and I take full responsibility for these act6ions.