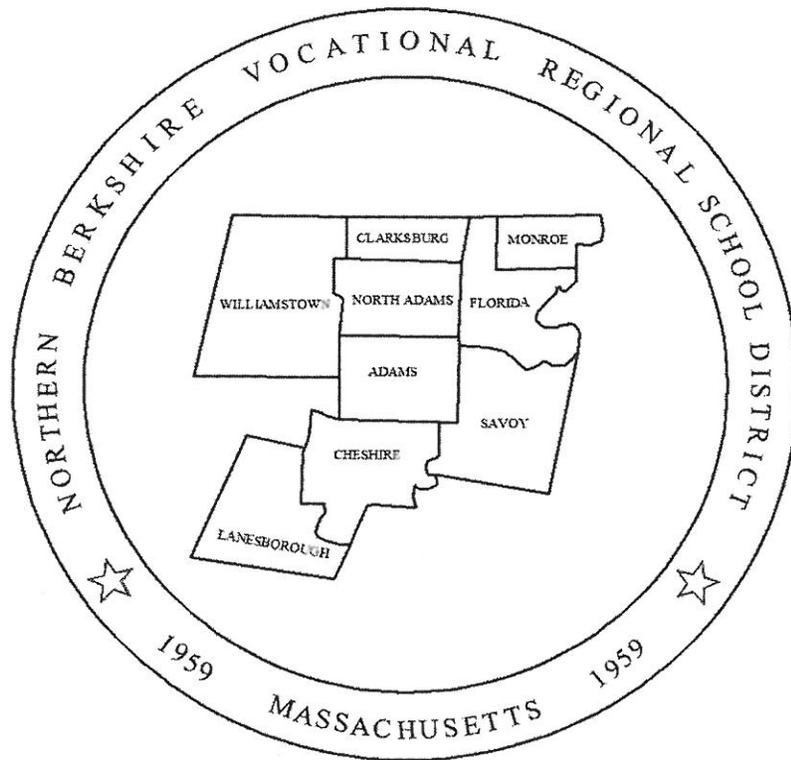


McCANN TECHNICAL SCHOOL

COSMETOLOGY PROGRAM



2019 - 2020

STUDENT HANDBOOK

This handbook is designed to provide students with information concerning the policies and procedures related to the cosmetology program at McCann Technical School. The student is responsible for reviewing the enclosed information. After clarification of any information, the student will be required to sign that they have received, reviewed and agree to abide by the policies and procedures detailed within. The administration/faculty reserve the right to change or delete any of the contents of this handbook pending notification to the students of the change. This handbook is designed as a supplement to the McCann Technical School catalogue. Students should be familiar with the information contained in both documents.

MISSION

The mission of the McCann Technical School is to graduate technically skilled, academically prepared, and socially responsible individuals ready to meet the challenges of the 21st century.

VISION

McCann Technical School is committed to being the leader of quality technical education and academic achievement in the Commonwealth of Massachusetts.

EDUCATIONAL PHILOSOPHY

The school community will create a learning environment that motivates and actively engages all students in mastering rigorous academic and technical curricula. Our educational philosophy is sustained by faculty, staff, and administrators dedicated to a student-centered focus through continuous improvement. Student growth and development are promoted by instilling the following core values in our student:

Respect for self, others, and the learning environment promotes a positive learning experience for all students.

Effort-is demonstrated through an applied work ethic that includes punctuality, improvement and a determination to succeed.

Accountability- develops personal responsibility for both behavior and learning.

Communication Facilitates collaboration, promotes self- advocacy, and develops positive relationships.

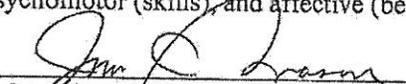
Honor-requires students to act with Integrity, honesty, positivity, and empathy for others.

GOALS

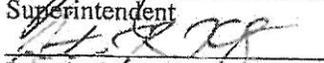
- To increase the percentage of students performing at the proficient and advanced levels.
- To increase the utilization of data to improve student performance.
- To engage students through dynamic and technologically integrated teaching strategies.
- To implement a rigorous and relevant curriculum that is aligned to the academic and technical Massachusetts Curriculum Frameworks and Common Core standards.
- To align technical programs to national standards and accreditation requirements, allowing students to obtain relevant licensure/certifications.
- Utilizing Skills USA as a platform, develop career-ready students with skills and professionalism to succeed in the workplace.
- To develop recruiting strategies to expand community awareness.

The goal of the cosmetology program is to prepare competent entry-level cosmetologists in the cognitive (knowledge), psychomotor (skills), and affective (behaviors) learning domains.

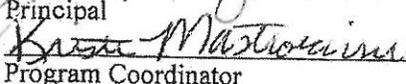
APPROVED:


Superintendent

14 JUN 19
Date


Principal

6/11/19
Date


Program Coordinator

10/20/19
Date

6/2019

TABLE OF CONTENTS

POLICIES	PAGE
ACADEMIC REQUIREMENTS.....	5
ACCOMMODATION OF STUDENTS WITH DISABILITIES	7
ACCREDITING AGENCIES.....	4
AFFIRMATIVE ACTION STATEMENT	4
ATTENDANCE POLICY	6
BULLYING/CYBER BULLYING.....	10
CLASSROOM POLICIES	6
CODE OF ETHICS.....	5
CORI	7
DRESS CODE	7
DRUG/ALCOHOL POLICY	9
EXTRACURRICULAR EMPLOYMENT	6
GRADING SYSTEM/REPORT CARDS	5
GRADUATION.....	6
HAZING.....	10
HEALTH/HOSPITALIZATION INSURANCE	7
LEAVE OF ABSENCE POLICY	8
LIABILITY INSURANCE	7
LIBRARY	10
LICENSURE ELIGIBILITY.....	6
MANDATORY OSHA EDUCATION	7
POLICY ON ACADEMIC HONESTY	6
PREGNANCY POLICY	8
PROBATION POLICY	5
PROGRAM OVERVIEW.....	12-13
REFUND POLICY.....	8
SCHOOL CALENDAR	10
SCHOOL CANCELLATION/CLOSINGS	11
SCHOOL DAY	10
SCHOOL NURSE	11
SECURITY/VISITORS	9
SEXUAL HARRASMENT.....	9
SKILLSUSA.....	11
SMOKING POLICY	9
STUDENT GRIEVANCE POLICY	9
STUDENT INJURIES.....	7
STUDENT LOCKERS	11
TRANSPORTATION	11
WEAPONS.....	9
WITHDRAWAL/DISMISSAL POLICY	8

ACCREDITING AGENCIES

The McCann Technical School Medical Assisting program is accredited by:

McCann is approved by the Career/Vocational Technical Administrative Division of the Massachusetts Department of Elementary and Secondary Education (www.doe.mass.edu)

Massachusetts Department of Elementary and Secondary Education

75 Pleasant Street
Malden, MA 02148-4906
1-781-338-3000

Massachusetts Board of Registration of Cosmetologists

100 Washington Street, Suite 710
Boston, MA 02118-6100
www.mass.gov/ocabr/licensee/dpl-boards/hd/

Council on Occupational Education

7840 Roswell Road
Building 300, Suite 325
Atlanta, GA 30350
Telephone:1-770-396-3898/FAX:1-770-396-3790
www.council.org

Students are expected to follow the general rules, regulations, and policies of the school. The purpose of these rules, regulations, and policies is to protect the rights of all students and allow students to prepare for their chosen profession in a positive educational environment. Failure to follow established rules, regulations, and/or policies will result in disciplinary measures and/or dismissal from the program.

AFFIRMATIVE ACTION STATEMENT

Northern Berkshire Vocational Regional School District and McCann Technical School maintains and promotes a policy of non-discrimination on the basis of race, color, creed, religion, national origin, gender, age, disability, sexual orientation, gender identity, genetic information, marital status, and veteran status.

CODE OF ETHICS

As a student of the cosmetology program, I will apply the following Code of Ethics to my actions and behaviors when interacting with patients, clinical staff, and faculty during my education. This code will apply to my personal and professional performance, attitudes, and conduct.

As a professional, I will:

1. Assume a professional manner in attire and conduct.
2. Establish a positive rapport with my fellow colleagues, both in school and in the clinical agencies.
3. Maintain the confidentiality of patient information .
4. Strive to promote self-efficiency and quality through organization and active participation.
5. Be willing to accept responsibility for and constructive criticism related to performance of all tasks involved in the educational process.
6. Strive to incorporate the theories/standards of practice/guidelines of the profession into my professional practice.
7. Demonstrate kindness and empathy to my patients.
8. Maintain the highest degree of honesty and integrity.
9. Develop adaptability in action and attitude.
10. Demonstrate teamwork skills in the classroom and clinical settings.
11. Be willing to share my knowledge to improve my profession and my community.

Violation of the Code of Ethics will result in disciplinary action.

ACADEMIC REQUIREMENTS

The cosmetology program requires successful completion of the courses listed under the program description. Courses are offered in a prescribed sequence so that all prerequisite requirements can be fulfilled before entering the next term. These prerequisites are specified in each course syllabus. A minimum grade of "C-/76" is required in ALL curriculum courses to be eligible for graduation. A grade below "C-/76 will not enable the student to continue in the program. Students may choose to apply for re-admission into the following year's class, provided that all requirements of the readmission policy have been met. Grading scales are published in the student handbook. A grade of INCOMPLETE in any course will automatically be converted to an "F" if work is not completed within the time frame established in the "make-up" contract. Make-up contracts are assigned at the discretion of the program coordinator.

GRADING SYSTEM/REPORT CARDS

The Cosmetology Programs marking system is as follows:

A 98-100	B- 84-86	F (Fail) 0-75
A- 94-97	C+ 81-83	W (Withdraw)
B+ 90-93	C 78-80	I (Incomplete)
B 87-89	C- 76-77	

Grades are issued to students at the end of each semester. Mid-semester conferences with the program coordinator are scheduled to assist the student in identifying issues related to the learning process. The program coordinator is available on an as needed basis for conferencing with students. The clinical grading system is detailed in the course syllabus.

PROBATION POLICY

All courses require a passing grade of 76. The program coordinator will counsel each student having difficulty maintaining academic progress. If after this meeting academic progress is still not adequate a formal written schedule of remediation will be developed by the coordinator. A written progress report will be given to the student by the program coordinator as required.

GRADUATION

Graduation is scheduled early in June. The ceremony includes cosmetologists, medical assistants, dental assistants, and surgical technologists. A certificate of completion is awarded. Students are eligible to purchase a school pin with their program designation on it. The cost of the pin is an additional expense and will be determined during the spring semester. Students who have not completed all program requirements but are considered students in good standing will be permitted to participate in the graduation ceremony. All financial, time, and other obligations to the school, class, or clinical agencies must be discharged prior to the awarding of the certificate.

LICENSE EXAMINATION ELIGIBILITY

Graduates of the cosmetology program are eligible to take the examination for licensure given by the Massachusetts Board of Registration in Cosmetology. If you have been convicted of a felony or misdemeanor in the United States or any country or foreign jurisdiction you must mail your application for examination directly to the Massachusetts Board of Cosmetology, 239 Causeway Street, 5th Floor, Boston, MA 02114 for approval to take the licensure exam.

POLICY ON ACADEMIC HONESTY

All students are required to maintain academic honesty in all aspects of the educational process. Academic dishonesty includes, but is not limited to, falsification of information, cheating on tests, assignments, plagiarism, and collusion. All forms of dishonesty will result in disciplinary action. Falsification of information includes; student admission forms, student health forms, and student clinical records. Cheating includes; copying from another student's test paper, using materials during a test/demonstration not authorized by the instructional staff, knowingly obtaining, using, buying, selling, transporting, or soliciting in whole or part the contents of an unadministered or administered test material, bribing any other person to obtain test materials or information, and falsifying test results. Plagiarism is defined as the appropriation of any other person's work and the unacknowledged incorporation of that work in one's own work offered for credit. Collusion is defined as the unauthorized collaboration with any other person in preparing work offered for credit. This does not include assisting fellow students in team-based projects.

CLASSROOM POLICIES

All written assignments submitted for grading and tests, quizzes, and examinations are to be written in ink. All makeup work, including homework, quizzes, and exams must be made up within one week. Extenuating circumstances preventing this make up may be approved by the program coordinator. Students are responsible for maintenance of a neat and orderly classroom. ONLY emergency phone calls will be accepted in the office and forwarded to the student. Attendance is taken for each class. Classroom resources (books, reference materials, learning tools, etc.) are NOT to be removed from the classroom without the instructor's permission. Cell phone use is prohibited during class. All phones must be completely turned off not just turned to the vibrate mode. If the fire alarm sounds, take valuables with you and file to the nearest exit, closing the doors behind the last person out. Meet in the postsecondary parking lot for attendance. Each classroom has a posted fire exit route. Students are responsible for orienting themselves to the location of the nearest exit and fire extinguishers on the first day of school.

ATTENDANCE POLICY

Students are expected to be present for all classes. If you are absent you must call the instructor at (413-663-5383 ext.181) between 7:45AM and 8:15AM. The student is responsible for any lecture notes, quizzes, tests and examinations as a result of the absence. Students who are late during the administration of an exam will NOT be given extra time to complete the exam. Students who are absent from class in order to observe religious holidays are responsible for the content of any activities missed and for the completion of assignments occurring during the period of absence. All unexcused absence time accrued exceeding five (5) days will be made up at the end of the school year prior to awarding of the certificate. Make up time is scheduled at the discretion of the program/practicum coordinator and the clinical agency. Dental, medical or other personal appointments should not be scheduled during school hours. **You must be present for at least 1000 hours of classroom time to sit for the State Board examination.**

EXTRACURRICULAR EMPLOYMENT

All employment MUST NOT interfere with assigned class schedules. Outside work MUST NOT compromise course work

HEALTH/HOSPITALIZATION INSURANCE

All students are required to carry private health/hospitalization insurance for the duration of the educational experience. Students who do not have private insurance will be required to purchase coverage through a school policy at an additional cost. Documentation of the policy and number will be provided to the program coordinator prior to entry into the clinical setting. Information shall be kept current for the duration of the educational experience. Failure to do so will result in the student not being permitted to attend clinical externships. If care is needed because of injury during clinical externships, fees for services will be the responsibility of the student and their respective insurance carrier. Students are provided liability insurance coverage through the school ONLY while engaged in a school-approved and sponsored activity. Students are NOT covered during private transportation to or from clinical agencies.

LIABILITY INSURANCE

Students are provided liability insurance coverage through the school ONLY while engaged in a school-approved and sponsored activity. Students are NOT covered during private transportation to or from clinical agencies.

McCann Technical School may use protected health information in its possession without specific authorization from the student for treatment, quality assessment, medical review and auditing, compiling civil/criminal proceedings, and any other use required by law for public health, communicable disease, abuse or neglect, or food and drug administration purposes.

REQUIREMENT FOR CRIMINAL BACKGROUND CHECKS

The Northern Berkshire Vocational Regional School District mandates a criminal background check be performed on all students prior to placement in any clinical rotation. Criminal Offense Record Information (CORI) checks will be done in early September on each student at no cost to the student.

MANDATORY OSHA EDUCATION

All students participate in mandatory OSHA standard precautions training provided during scheduled class time.

STUDENT INJURIES

Accidental injuries, on school property need to be reported to the program coordinator within twenty-four (24) hours of the event.

DRESS CODE

Cosmetology students shall be appropriately dressed at all times during the school day. **The required uniform is** Black uniform pants, black/white uniform tops, to be purchased before the start of school. Each student must have a minimum of 3 bottoms and 4 tops. Also flat, closed toe, rubber soled shoes(sneakers are fine) 1 Lab vest and Apron will be included in your cosmetology kit White or black sweaters and fleece may be worn under your vest. When street clothes are permitted Students are **Not** allowed to wear oversized clothing, spandex, leggings, athletic clothes, miniskirts or dresses, T-shirts, shorts, hoodies or any like clothing, only professional clothes that conform to your position as a cosmetologist.

POLICY ON ACCOMMODATION OF STUDENT WITH DISABILITIES

It is the policy of the program to provide, on a flexible and individualized basis, reasonable accommodations to students who have disabilities that may affect their ability to participate in course activities or to meet course requirements. Students with disabilities are encouraged to contact their instructors to discuss their individual needs for accommodation. In order to verify eligibility for protection under section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, and to support requests for reasonable accommodations, in most cases, a student must initiate an initial request for services and a request for specific accommodation services through the program coordinator.

PREGNANCY POLICY

If pregnancy occurs while enrolled a student MUST notify the program coordinator as soon as the pregnancy is suspected or confirmed. Pregnant students will be expected to adhere to the classroom and clinical schedules as long as her physician permits. Periodic written documentation must be provided by the physician in order for the student to continue in the program. Adjustments will be made in clinical case assignments to restrict the pregnant student's exposure to potentially harmful situations.

LEAVE OF ABSENCE POLICY

Students shall be granted temporary leaves of absence for the following events, under the following terms and conditions:

1. DEATH IN THE FAMILY

In the event of a death in the IMMEDIATE family, up to two (2) school days for each death will be granted, depending on the day of the death. Students may request leave beyond that provided under this policy. Leave may be granted, but the missed time will be counted as absent time.

2. JURY DUTY

In the event of a summons to appear in court for jury duty, the student will serve for the duration of the assignment with written verification from the court.

3. MILITARY DUTY

A maximum of 17 consecutive days leave granted, provided that the student has made a reasonable effort to schedule the duty on non-school time. The student is responsible for all class information covered during his/her excused absence.

WITHDRAWAL/DISMISSAL POLICY

Should the student wish to withdraw from the program, the following procedure should be followed; the student will contact the program coordinator to discuss the reason for withdrawal, a letter of withdrawal should be submitted, including: the students name, the date of withdrawal and a reason for withdrawal.

Any student who consistently fails to follow the policies/guidelines set forth in this handbook (more than two major infractions involving the same topic or two separate but significant topics) will be subject to dismissal after discussion/counseling by the program coordinator. Other reasons for dismissal include but are not limited to: academic failure, unsatisfactory clinical performance, and patient safety concerns.

REFUND POLICY

McCann postsecondary programs adhere to the following refund policy:

- 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 for books, fees, or kits.

STUDENT GRIEVANCE POLICY

The student grievance policy provides a system to manage student issues involving faculty, staff, or fellow students. Students desiring to discuss or file a grievance should use the following protocols:

1. The student shall make an appointment, within three (3) days, with the instructor to discuss the issue with the objective of resolving the issue informally.
2. If the grievance is not resolved to the satisfaction of the student, the student may submit the grievance in writing to the program coordinator within three (3) days of the informal discussion.
3. The program coordinator shall investigate the grievance and report to the student both verbally and in writing within seven (7) days or receipt of the formal grievance filing.
4. Should the grievance not be resolved to the student's satisfaction, the student may appeal the decision to the principal. This appeal should be made in writing within seven (7) days of the program coordinator's report. The principal shall investigate the issue and report to the student both verbally and in writing within seven (7) days of receipt of the appeal letter.
5. Should the grievance not be resolved to the student's satisfaction, the student may appeal the decision to the superintendent. This appeal should be made in writing within seven (7) days and in writing within seven (7) days of his/her receipt of the appeal letter.
6. Should the grievance not be resolved to the student's satisfaction, the student may contact the Council on Occupational Education, 7840 Roswell Road, Bldg. 300, Suite 325, Atlanta, GA 30350, www.council.org, or Tel: 770-396-3898/Fax: 770-396-3790

DRUG/ALCOHOL POLICY

The possession or use of alcohol or drugs on school property, or at school functions is prohibited. Any person in violation of this policy is subject to arrest, removal or, in the case of students, other punishment to include suspension or expulsion. Any student who is found in school or at school sponsored events, including athletic games, in possession of a controlled substance as proscribed by law, may be subject to expulsion.

SMOKING POLICY

It is unlawful for any student enrolled in public schools in the Commonwealth to use or possess tobacco products of any type on school grounds. Non-adherence to these regulations will, for first time offender, warrant a three-day suspension. For further violations, punishment will be progressive and at the discretion of the assistant principal.

SECURITY /VISITORS

In order to provide a secure educational facility all visitors must report to the principal's office immediately upon their arrival to register and receive a visitor's pass. Visitors must enter and exit through the main entrance only. In the interest of safety students from other schools, infants, or minor children are not allowed in the corridors, classrooms or vocational areas. Visitors are subject to all McCann standards of conduct and dress while on school grounds.

WEAPONS

Guns, knives, or any article which is considered to be lethal or having the capability of doing harm to oneself or another person is strictly prohibited. Possession of such weapons will involve police action and result in suspension and expulsion.

SEXUAL HARRASMENT

The district affirms its commitment to preventing sexual harassment of students and adopts this policy to cover all students within the district. It is our goal to promote a school environment that is free of sexual harassment. Sexual harassment of students occurring in the school or at school-related events is unlawful and will not be tolerated. Further, any retaliation against individuals for cooperating with an investigation of a sexual complaint is similarly unlawful and will not be tolerated. We will respond promptly to complaints of sexual harassment and where it is determined that such inappropriate conduct has occurred, we will act promptly to eliminate the conduct and impose such corrective action as is necessary, including disciplinary action as appropriate.

HAZING

It is the policy of the school district to enforce the penalties proscribed by law to whoever is a principal organizer or participant in the crime of hazing. The term "hazing" as used in this section and in section 18 and 19, 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 likely 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.

Section 18. *Duty of Report Hazing* – Whoever knows that another person is the victim of hazing and is the scene of such crime shall, to the extent that such person can do so without danger or peril to himself/herself or others, report such crime to an appropriate law enforcement official as soon as is reasonably practicable.

Section 19. *Hazing Statutes to be Provided, Statement of Compliance and Discipline Policy Required* – Each institution of secondary education...shall issue to every student group, team or organization, which is part of such institution or is recognized by this institution....a copy of this section.

BULLYING/CYBER BULLYING

Bullying, cyber bullying, and retaliation are prohibited. The district is committed to maintaining a school environment where students are free from bullying, including cyber bullying, the effects of such conduct, and retaliation. Bullying is conduct that is repeated by one or more students and targets another student, causing one or more of the following: physical or emotional harm to the targeted student or damage to his/her property; placement of the targeted student in reasonable fear of harm to him/herself or of damage to his/her property; a hostile environment at school for the targeted student; infringement on the rights of the targeted student at school; or material and substantial disruption to the educational process or the orderly operation of the school.

Bullying is the repeated use by one or more students of a written, verbal or electronic expression or a physical act or gesture or any combination thereof, directed at a victim that: (i) causes physical or emotional harm to the victim or damage to the victim's property; (ii) places the victim in reasonable fear of harm to himself or of damage to his property; (iii) creates a hostile environment at school for the victim; (iv) infringes on the rights of the victim at school; or (v) materially and substantially disrupts the education process or the orderly operation of a school. (M.G.L. c. 71, § 37O)

LIBRARY

The school library (D Wing) is open from 7:45AM to 2:45PM or by arrangement with the librarian. Internet access is available for research projects. Student orientation to the library collection and resources will be arranged during the first weeks of school. The librarian is available, by appointment, for assistance. All materials must be checked out at the front desk and become the student's responsibility. Loss of library materials will necessitate the payment of a replacement fee. Certificates will be held until all library obligations are met.

SCHOOL CALENDAR

Postsecondary students follow the same schedule as the high school, including school holidays. Vacations include Thanksgiving and Christmas recess, and mid-Winter and Spring breaks. Please refer to the school calendar for specific dates.

SCHOOL DAY

School hours are 8:00 AM to 2:45 PM, Monday through Friday. Breakfast, coffee break and lunch are available for purchase for postsecondary students. Breakfast is served 7:30 - 8:00AM. Coffee break is scheduled mid-morning. Hot beverages and snacks are available. Lunch is available between 11:45AM - 12:15PM (Students are requested to vacate the cafeteria after eating to permit high school students cafeteria access.) Students are not permitted to leave school grounds during the lunch period. The classroom is available for students during the lunch period.

TRANSPORTATION

Students may drive their own cars to school, provided they have filed a driver's permission form with the post-secondary office. Parking for students is permitted in the postsecondary parking lot in front of the C-wing. Students are responsible for arranging transportation to and from all assigned clinical agencies. Not all students are assigned to the same sites at the same time. Car-pooling may be utilized, but allowances for illness and changes in plans must be considered.

STUDENT LOCKERS

Lockers are provided in the postsecondary area for student use. Locks are provided. Locker doors should be kept closed. No materials should be left outside, on top, or in front of lockers. Lockers remain the property of the school, and are subject to inspection by school administrators should it be deemed necessary. Lockers are **not** provided for students in the clinical area. Students should **NOT** bring valuables to the clinical agency.

SCHOOL CANCELLATION/CLOSINGS

When conditions warrant school cancellation/closing, notification will be given from 6:00AM on. This information can be heard on radio stations WMNB in North Adams or WBEC in Pittsfield, and on television station Channel 6, 10, and 13. **PLEASE NOTE:** Listen for the McCann School closing, not North Adams Public Schools. Cancellations will also be posted on the school website which is www.mccanntech.org.

SCHOOL NURSE

The services of the school nurse are available to postsecondary students. The nurse's office is located in the "B" wing. The school nurse **CANNOT** dispense medications. Students should provide their own over-the-counter and prescription medications.

SKILLSUSA

McCann Technical School is a 100% member of SKILLSUSA, an international student organization with over 54 separate state chapters and territorial associations with 300,000 members. Students are encouraged to actively participate in chapter activities including district, state and national skill area competitions. The school pays the cost of these competitions at the district, state and national level however, if the student fails to attend after making the commitment, they will reimburse the school for any incurred expenses. The standards of the organization are based on national/vocational/technical curriculum proficiency criteria and these requirements are included in the grading in applicable subjects that will be noted by the program coordinator.

MASSACHUSETTS BOARD OF REGISTRATION OF COSMETOLOGISTS

COSMETOLOGY CURRICULUM HOURS

The following breakdown of the 1000 hour cosmetology program required by the Massachusetts Board of Cosmetology CMR 240, section 4.04:

Manicuring	50
Hair Straightening and Permanent Waving	250
Shampooing	25
Finger waving	50
Marcelling and all Ironing	45
Skin Care/Facial Grooming	80
Wig Instruction and Scalp treatments	50
Dyes and Bleaching	150
Hair Cutting	125
Oral, Written, and Practical Testing	125
Instruction and Lecture on Sanitation	25
Ethics, Salesmanship, Courtesy and Conduct	25
TOTAL	1000

PROGRAM OVERVIEW

I. Program Description

The cosmetology program is designed to introduce the student to the art, science, and business aspects of the profession. The Cosmetology curriculum provides instruction in manicuring, shampooing, permanent waving, facials, massages, scalp treatments, hair coloring, hair cutting and styling, and students receive valuable experience practicing their skills in the McCann salon. The course is a two-semester program beginning in the fall. The one-year certificate program follows the guidelines outlined by the Division of Registration, Massachusetts Board of Cosmetology. After meeting the hour and course requirements, the student will receive a Certificate of Cosmetology and an application for the Massachusetts Licensure Examination. After passing the examination, the student will receive a Massachusetts Operator's License. After two years of employment, the graduate may apply for licensure with the Massachusetts Board of Registration in Cosmetology.

II. Program Goals and Objectives

Upon program completion, the graduate will be able to:

- 1) Project a positive attitude and a sense of personal integrity and self-respect.
- 2) Practice effective communication skills, visual poise, and proper grooming.
- 3) Respect the need to deliver worthy service for value received in an employer-employee relationship.
- 4) Perform basic manipulation skills in the areas of hair styling, hair shaping, hair coloring, texture services, scalp and hair conditioning, skin and make-up, manicures, pedicures, and nail applications.
- 5) Perform the basic analytical skills to determine proper make-up, hairstyle and color application for the client.
- 6) Apply learned theory, technical information, and related subjects to assure sound judgment, decisions and procedures.

III. Attendance at all classes is mandatory. **All graduates are required to complete a minimum of 1000 hours of classroom contact.**

- IV. Methods of Teaching
 - Lecture and discussion
 - Demonstration
 - Reading Assignments
 - Oral – written assignments
 - Audiovisual aids

- V. Methods of Evaluation
 - Test/Quizzes
 - Salon performance
 - Related Assignments
 - Dress Code

NOTE: A grade average of 76 or above is considered passing, a grade of 75 or below is considered failing and is recorded as an F..

VI. Book list

- ISBN-9781285769417 Milady Text Book
- ISBN-9781285769455 Milady Theory Workbook
- ISBN-9781285769479 Milady Practical Workbook
- ISBN-9781285769639 Milady Study Guide

PROGRAM COURSE LISTING

The Cosmetology program is designed to prepare the beginning practitioner with the knowledge, skills, and abilities necessary to provide services in the salon.

**FIRST SEMESTER
COURSE**

COURSE	CREDITS	HOURS
COS 101 – Cosmetology Science	4	1 - 4
COS 102 – Cosmetology I	4	1 - 9
COS 103 – Cosmetology II	4	1 - 9
COS 104 – Aesthetics I	2	1 - 4
	-----	-----
	14	30
COS 202 - Cosmetology III	4	1 - 9
COS 203 – Cosmetology IV	4	1 - 9
COS 204 – Aesthetics II	2	1 - 4
COS 205 – Salon Management	2	1 - 4
	-----	-----
	12	30

Teaching personnel: Kristi Mastroianni

STUDENT HANDBOOK

I HAVE RECEIVED, READ, AND HAVE HAD AN OPPORTUNITY TO CLARIFY ISSUES/QUESTIONS IN REGARDS TO THIS STUDENT HANDBOOK. I UNDERSTAND THE CONTENTS AND AGREE TO ABIDE BY THE RULES, REGULATIONS, AND POLICIES OF THE MCCANN TECHNICAL SCHOOL COSMETOLOGY PROGRAM.

SIGNATURE

DATE

I HEREBY GIVE MY PERMISSION FOR MCCANN TECHNICAL SCHOOL TO RELEASE INFORMATION ABOUT ME TO CLINICAL AGENCIES AND PERSPECTIVE EMPLOYERS CONCERNING MY ACADEMIC PERFORMANCE, ATTITUDE, APPEARANCE, AND ANY OTHERWISE PERTINENT INFORMATION WHILE A STUDENT AT THE SCHOOL.

SIGNATURE

DATE

STUDENT COPY