

JOLIET TOWNSHIP HIGH SCHOOLS DISTRICT 204
Joliet, Illinois
2025-2026
VOCATIONAL EDUCATION CONTRACT FOR A BEAUTY CULTURE PROGRAM

GENERAL CONDITIONS

This contract between **Board of Education of Joliet Township High Schools District 204**, hereafter known as the “high school,” and **Professional’s Choice Hair Design Academy**, hereafter known as the “beauty school,” is for the purpose of cooperative planning, teaching, and evaluating a course in beauty culture and cosmetology to high school senior students. This contract shall begin June 1, 2025 cover the Summer 2025 the two high school semesters of Fall 2025 and Spring 2026, and Summer 2026, and terminate August 31, 2026, unless terminated sooner as provided herein. The program shall be designed to allow students to earn high school credits and receive beauty culture instruction in skills, which shall aid the student in receiving certification as a licensed cosmetologist in the State of Illinois. The high school will enter into a contract only with beauty schools that have been approved for this program by the Department of Registration and Education, State of Illinois, and meet the requirements of the State Plan for vocational education. The beauty school will maintain all licenses required by the State of Illinois. Students entering this beauty culture program will be enrolled in the high school Cosmetology Program.

COURSE OF STUDY

It shall be the responsibility of the beauty school to provide the high school, upon request, with a written course of study and specific course details, which shall describe in detail a 1500-hour beauty culture and cosmetology program. The beauty school shall have this same course of study in writing, as approved, in keeping with the *Illinois Barber, Cosmetology, Esthetics and Nail Technology Act of 1985*, and all applicable regulations of the Illinois Department of Professional Regulation.

Through the instructional program, there shall be appropriate tests administered by the beauty school. Students must achieve a grade of 85 percent on each test. Make-up tests for grades lower than 85 percent must be repeated as soon as possible. The high school supervisor-coordinator shall be informed of the instructional program, the tests, and tests results.

SCHOOL CALENDAR AND HOURS

The total beauty school program shall be divided into two (2) semesters and one (1) summer school session.

It shall be the responsibility of the high school supervisor-coordinator to provide the beauty school and the Department of Registration and Education with the high school calendar as it becomes available so that the beauty school may clearly establish instructional days and vacation periods to coincide with the high school calendar. Students absent during regular instructional and clinical periods with or without an approved excuse shall be reported to the high school supervisor-coordinator.

HIGH SCHOOL SUPERVISOR-COORDINATOR

It shall be the duty of the high school to employ the appropriate personnel as supervising coordinators of the beauty culture and cosmetology phase of the Cosmetology Cooperative Education Program. Specific duties assigned to the high school supervisor-coordinator shall include:

1. Specialized counseling and screening for those students who have been recommended by their counselor for the beauty culture course.
2. Liaison duties between high school personnel and State Department of Registration and Education and beauty school personnel.
3. Periodic visits to the beauty school to consult with beauty school personnel and to evaluate student progress.
4. Acquire written reports as necessary on student progress, attendance, etc.
5. Determine grades and credit in cooperation with beauty school personnel.
6. Make certain that beauty school instruction is adequate and appropriate to the terms of this contract.
7. Help solve personnel or instructional problems, which may arise between the high school, the beauty school, the parents, and/or the student.
8. Prepare and keep on file a written student training agreement, which clearly defines responsibilities of the high school, beauty school, student and parents, and is properly signed by all parties involved.
9. Conduct periodic conferences with the student.

HIGH SCHOOL CREDIT

The high school will grant one-and-one-half (1 ½) credits per semester during which a student successfully passes requirements as outlined, as approved by the high school supervisor-coordinator.

REGISTRATION AND ATTENDANCE

Students shall be registered through proper high school procedures as is applicable to any cooperative education program. Students are not officially enrolled in the beauty culture program until both the high school and the beauty schools have accepted them.

All registration and attendance procedures shall be in compliance with the *Illinois Barber, Cosmetology, Esthetics and Nail Technology Act of 1985*, and all applicable regulations of the Illinois Department of Professional Regulation. Students shall sign a registration form and present a properly completed *Department of Registration and Education Form*. A *Certificate of Completion* is given at the end of the course to those students successfully completing the course.

The beauty school shall maintain an attendance record, keep a record of instructional time, certify the time, and have these on file for each student, with progress reports for inspection by authorized persons. Student records will be maintained in accordance with the *Illinois School Student Records Act*.

The student must be in attendance a minimum of four-and-one-half (4 ½) hours per school day, Tuesday through Friday, during basic training and a minimum of four-and-one-half (4 ½) hours

per school day, Tuesday through Friday, after basic training. On Saturdays, the student must be in attendance eight (8) hours.

Students should attend on holidays when beauty school is in session unless excused by both the beauty school chairman and the high school supervisor-coordinator.

STUDENT TRAVEL

Students are responsible for providing their own transportation to and from the beauty school. Students and parents will sign a student transportation authorization form as a condition of participation in the program.

STUDENT DISMISSAL

Students may be dropped from the beauty culture course covered by this contract for the following reasons:

1. Non-attendance where the absences impair the instructional program for the student.
2. Failure to obey rules or regulations of either the high school or beauty school.
3. Failure to cooperate with beauty school instructors.
4. Failure to cooperate with high school supervisor-coordinators.
5. Misuse or destruction of beauty school equipment or property.
6. Violation of one or more causes as listed in the *Illinois Barber, Cosmetology, Esthetics and Nail Technology Act of 1985*, and all applicable regulations of the Illinois Department of Professional Regulation.

The beauty school shall inform the high school supervisor-coordinator of any plans for dropping a student and shall give reasons for the proposed drop. The high school supervisor-coordinator shall inform the beauty school personnel of any plans for dropping a student and shall give reasons for the proposed drop.

Before a student is officially dropped from the beauty culture program, a reasonable effort shall be made by both the beauty school and the high school to work with the student in making improvements and corrections. When efforts to improve have failed, and a student is to be dropped, the supervisor-coordinator shall put this in writing, with reasons, and have this paper signed by both beauty school and high school personnel.

STUDENT DISCIPLINE

The high school shall be responsible for student discipline while the student is at the high school, and the beauty school shall be responsible for referring students for discipline by the high school for incidents that occur while the student is at the beauty school. Both high school and beauty school personnel shall cooperate in discipline cases when necessary. Students dropped from the beauty culture program shall forfeit credit for the semester. **Students dropped from the beauty culture program will still be financially bound by conditions set forth in the contract with the beauty school. The high school has no financial responsibility for student debts claimed by the beauty school.**

WAGES AND TIPS

Students shall not be paid a salary by the beauty school or the high school at any time during the 1,500-hour instructional program. However, during this time that students are involved with clients in the clinic, students may accept tips from such clients.

INSURANCE AND INDEMNIFICATION

The beauty school will carry liability insurance as agreed with the high school, naming the high school as an additional insured. The beauty school will indemnify and defend the high school from all liability and damages, costs and fees associated with student attendance at the beauty school, except for any liability arising from the negligence of the high school.

TERMINATION

The high school may terminate this agreement upon thirty days written notice to the beauty school prior to the end of any semester or summer term. Provided, however, students currently enrolled in the course will be allowed to complete the course as enrolled, unless the health or safety of the students is at risk.

REFUNDS

If a student cancels his or her enrollment and requests his or her money back in writing or in person within five (5) business days of the signing of a contract, and prior to entering classes, all monies collected by the beauty school shall be refunded. A student, who cancels enrollment after the five-business-day cancellation period, but prior to starting classes, shall be entitled to a refund of all monies paid to the beauty school less the registration fee. The registration fee and supplies and equipment fees are not refundable after a student has begun classes. Tuition refunds will be made in accordance with the *Illinois Barber, Cosmetology, Esthetics and Nail Technology Act of 1985*, and all applicable regulations of the Illinois Department of Professional Regulation.

TUITION

Total tuition cost per student and payable to the beauty school is \$8,260.00.

The student and/or parent are responsible for the tuition per agreement between the beauty school and the student/parent. The high school will have no obligation for tuition or any other payments to the beauty school.

SUPPLIES AND EQUIPMENT

Students will be required to furnish their own uniforms and shoes. Other fees, supplies, and equipment expenses are to be paid by the student/parent.

STATE BOARD EXAM

At the completion of the course of study, students will be allowed to take the *State Board Examination*.

OTHER PROVISIONS

This contract is entered into with the assurances that:

1. The contract is in accordance with state and local laws. To the extent any provision is found to be in violation of law or applicable regulation, the remainder of this contract will remain in effect.
2. The instruction to be provided under this contract will be conducted as part of the *Regional Plan for Vocational Education*, which is part of the *Vocational Education Program* for the state and will constitute a reasonable and prudent use of funds available under the state plan.
3. Federal, state, and local funds paid to the beauty school will be used to lower the rate or eliminate tuition, fees, and other charges, which would otherwise be collected from persons benefiting from the program.
4. The contract will be reviewed annually by the parties concerned and may be renewed by mutual agreement.

A copy of this contract shall be forwarded to the Three Rivers Education for Employment System (TREES), the regional vocational delivery system, to be filed with the Joliet Township High Schools District 204 Regional Plan for Vocational Education.

AGREEMENT

This contract has been agreed upon on _____ and covers the following periods of time:

Summer	2025
Fall Semester	2025
Spring Semester	<u>2026</u>
Summer	<u>2026</u>

Professional's Choice Hair Design Academy

Stephanie Herson
Beauty School Official

8/13/25
Date

Joliet Township High School District 204

Superintendent

Date

Secretary to the Board of Education

Date