



# **COSMETOLOGY**

## **Student Handbook Program Addendum**

**518 W. Prospect St.  
Smithville, OH 44677**



Phone: 330.669.7070

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<http://www.wcsc.org/adulted/>

**Updated 2019**

## Program Overview

This handbook serves as a supplement to the Wayne County Schools Career Center Adult Education Handbook.

The Wayne County Schools Career Center - Adult School of Cosmetology is a 1500 hour program requiring approximately 17 months to complete. Cohorts start approximately every nine months.

The student is responsible for any costs not covered by financial aid. Monthly, interest free payments will be calculated by dividing the total amount due by 16. Payments will be due prior to the 15<sup>th</sup> of each month of the first 16 months of the program.

If it is necessary to withdraw from the program, notify your Career Services Advisor or instructor immediately. Any classes for which you have not completed the required coursework will be recorded as "incomplete" on your transcript. Pursuant to rule 4713-3011 of the Administrative Code, enrollment may be canceled by submitting written notice within three business days of the desired cancellation date. The reimbursement policy can be found in the adult education handbook.

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Student Signature

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Date

Any student or potential student who believes rule or regulations have not been followed may file a complaint with the State Board of Cosmetology at 1929 Gateway Circle Grove City, OH 43123 or at 614.466.3834

## Staff

Students should become familiar with the following individuals, as they are primarily responsible for the administration of the Adult School of Cosmetology. Contact information is provided for the student's convenience.

<b>Staff Member</b>	<b>Title/Department</b>	<b>Email Address</b>	<b>Extension</b>
Sandy Elliott	Program Supervisor	sellriott@wcsc.org	1322
Amy Conner	Instructor	aconner@wcsc.org	2062
Josi Weaver-Kranz	Career Services Advisor	JWeaver-Kranz@wcsc.org	6013
Taryn Wolf	AE Financial Aid	twolf@wcsc.org	1323

## Opportunity for Improvement

The Wayne County Schools Career Center values your feedback so that we may ensure the education you receive is of the highest quality. Concerns should be initially discussed with the classroom instructor. If the situation is not resolved, contact your student advisor. Unresolved concerns should be referred to the Program Supervisor in writing. A record of these written concerns will be maintained.

If the complaint has not been resolved by the adult education administration, superintendent, and/or the board of education, the student has the right to petition help from:

- Director of the Office for Civil Rights
- Ohio Department of Higher Education
- Council on Occupational Education, 7840 Roswell Road, Building 300, Suite 325, Atlanta, Georgia 30350, or any other applicable agency.
- State Board of Cosmetology, 1929 Gateway Circle, Grove City, Ohio 43123

## State Board of Cosmetology and Barber Board

The WCSCC Adult Education Cosmetology program is approved by the Ohio State Board of Cosmetology and Barber Board. The licensure to practice as a cosmetologist is granted by this State Board. For your convenience, the contact information for the Ohio State Board of Cosmetology and Barber Board is provided below.

Ohio State Board of Cosmetology and Barber Board  
1929 Gateway Circle, Grove City, Ohio 43123  
614.466.3834

## **Code of Conduct**

Student behavior is expected to reflect the high standards and expectations of the Career Center. Inappropriate behavior outside of school that involves law enforcement may impact your enrollment status. Other reasons for disciplinary actions are listed below.

1. Any action that may jeopardize the safety or well-being of a client, a peer or oneself
2. Plagiarism, cheating, or any other academic behavior deemed unacceptable by the Career Center staff
3. Any unprofessional behavior, including cursing, vulgar language, fighting, inappropriate gesturing, insubordination, sleeping in class, or other behaviors deemed disruptive to the learning environment
4. General violations of school or Board of Education policies
5. Absenteeism or habitual tardiness
6. Lack of aptitude or unsafe performance in the clinical area, resulting in possible harm to client, co-worker or self
7. Unprofessional behavior in the classroom, lab, or internship setting with regard to clients, faculty, staff, visitors, high school students, or a classmate
8. Disrespectful treatment of others, including threatening comments

## **Student Records**

Students may request a copy of their student record at any time throughout the program.

- Students can access their grades by going to the following link:  
<https://wcscs.schoology.com/login?&school=1961895667>
- Students will be given a copy of their attendance report monthly
- All students will be required to sign a FERPA agreement as part of the financial aid intake process. Student data will only be shared with those individuals that the student specifies.
- All students will sign a release of information agreeing to allow the school to report required data to state/federal agencies and accrediting agencies/boards.

## **Dress Code**

The Wayne County Schools Career Center's Adult Cosmetology Program strives to promote professionalism in our students. Personal appearance is a reflection on you, your profession, and your school. Each student is expected to maintain appropriate appearance at all times. This includes personal grooming and attire.

### **General Appearance**

1. Smock or apron must be clean, fit appropriately and worn at all times
2. A shirt, sweater, or warm-up top must be worn underneath the smock
3. An identification badge (ID) must be worn at all times
4. Body piercings must not be visible. Earrings allowed.
5. Three "B" rule (no bellies, no butts, no boobs)

### **Tops**

1. Professional tops must be clean and fit appropriately. No scrub tops.
2. Warmer tops (sweatshirts, warm-up tops, sweaters) may be worn underneath tops.

### **Pants and Shoes**

1. Pants must be black (no jeans). Leggings allowed, professional only.
2. Shoes are to be closed-toed. Sandals are not permitted.
3. No skirts or dresses. Capris allowed.

Failure to comply with the preceding dress code may result in dismissal from the class and be considered a class absence.

### **Special Services**

Each student is assigned a career services advisor . Your career services advisor will help to brainstorm solutions to barriers that you may encounter though out your program and assist you through the job search process.

Housing, child care and transportation are not provided by WCSCC.

## Course Costs

Tuition costs are based on an hourly rate of \$6.25 for the 1500 scheduled hours and a total Book/Supply cost of \$1,180.00 for the program. There is an additional \$350.00 for student support services included in the program cost. The cost for a work permit (\$7.50) and for the State Board Licensure test (\$32.50) is not included tuition

## Make-up Time

You are required to have 1500 hours of class attendance. We understand that there may be circumstances that require you to miss class time. All hours of missed class time must be made up. Scheduled make up time is \$45/hour.

## Courses

### 1500 Hour Cosmetology Curriculum

SUBJECT AREA	1500 Hour Core	Clinic 50% Core	Theory 25% Core
1. Infection Control & Principles/Practices <input type="checkbox"/> Bacteriology <input type="checkbox"/> Dispensary Requirements & Operations	60	30	15
2. Properties of the Hair & Scalp <input type="checkbox"/> Trichology <input type="checkbox"/> Draping Techniques/ Client Protection <input type="checkbox"/> Shampoos/Rinses/Treatments <input type="checkbox"/> Disorders/Diseases/Conditions <input type="checkbox"/> Chemistry ( <i>Basics/pH</i> )	120	60	30
3. Hair Procedures & Practices <input type="checkbox"/> Styling & Finishing ( <i>Roller Setting/Hair Molding</i> ) <input type="checkbox"/> Thermal Styling ( <i>Thermal Iron/Straightening/Blow-dry Techniques</i> ) <input type="checkbox"/> Formal Styling ( <i>Braiding/Wigs/Hair Pieces &amp; Hair Additions</i> ) <input type="checkbox"/> Haircutting Basics <input type="checkbox"/> Haircutting Techniques & Tools( <i>Shears/Razor/Texturizing/Clippers/Trimmers</i> )	460	230	115
4. Chemical Procedures & Practices • Chemical Texturizing ( <i>Permanent Wave/Chemical Relaxers/Curl Re-forming/Corrections</i> ) • Hair Coloring ( <i>Dimensional Coloring Techniques/Corrections</i> )	480	240	120

<input type="checkbox"/> 5. Manicure & Pedicure Procedures & Practices <input type="checkbox"/> Structure of Nails (Anatomy of Bones, Skin and Muscles) <input type="checkbox"/> Diseases, Disorders, and Conditions <input type="checkbox"/> Basic Manicure and Pedicure <input type="checkbox"/> Manicure and Pedicure (Tools/ Equipment) <input type="checkbox"/> Hand/ Arm/ Foot/ Leg Massage <input type="checkbox"/> Artificial Nail Enhancements / Maintenance	<input type="checkbox"/> <input type="checkbox"/> 1 2 0	<input type="checkbox"/> <input type="checkbox"/> 60	<input type="checkbox"/> <input type="checkbox"/> 3 0
<input type="checkbox"/> 6. Skin Care Procedures & Practices <input type="checkbox"/> Skin Theory (Anatomy of Skin/Body Systems/Cells/ Tissues) <input type="checkbox"/> Diseases, Disorders, and Conditions <input type="checkbox"/> Basic Facials (Techniques/Treatments/Hair Removal) <input type="checkbox"/> Relaxation Treatments/ Health History <input type="checkbox"/> Electricity (Principles/Safety/Effects/Therapies)	<input type="checkbox"/> <input type="checkbox"/> 9 0	<input type="checkbox"/> <input type="checkbox"/> 45	<input type="checkbox"/> <input type="checkbox"/> 2 2 .5
<input type="checkbox"/> 7. Artificial Lashes/Extensions	<input type="checkbox"/> 8	<input type="checkbox"/> 4	<input type="checkbox"/> 2
<input type="checkbox"/> 8. Facial Make-Up <input type="checkbox"/> Brow Tinting	<input type="checkbox"/> 2 2	<input type="checkbox"/> 11	<input type="checkbox"/> 5 .5
<input type="checkbox"/> 9. Salon Operations & Communication Skills <input type="checkbox"/> Salon Operation & Management (Sales/Consultation/Career Development/Professional Image) <input type="checkbox"/> Communication Skills (Listening Skills/Product & Service Education/Consultation)	<input type="checkbox"/> <input type="checkbox"/> 1 2 0	<input type="checkbox"/> <input type="checkbox"/> 60	<input type="checkbox"/> <input type="checkbox"/> 3 0
<input type="checkbox"/> 10. Cosmetology Laws & Rules <input type="checkbox"/> Ohio Administrative Code/ Ohio Revised Code/ Inspection & Enforcement <input type="checkbox"/> Continuing Education / Policies & Procedures <input type="checkbox"/> Human Trafficking (1 Hour)	<input type="checkbox"/> <input type="checkbox"/> 2 0	<input type="checkbox"/> <input type="checkbox"/> 10	<input type="checkbox"/> <input type="checkbox"/> 5
<input type="checkbox"/> Total	<input type="checkbox"/> 1500	<input type="checkbox"/> 750	<input type="checkbox"/> 375
<input type="checkbox"/> Flexible Learning Hours		<input type="checkbox"/> 375	
<b>Parameters:</b> <ul style="list-style-type: none"> <li>Any scheduled Internship Hours will be designated as Flexible Learning Hours.</li> </ul>			

## Potential Occupations

Employment opportunities upon completion of the program are provided for the student's convenience. Many career paths are available.

- ☐ Cosmetologist
- ☐ Cutting Specialist
- ☐ Esthetician
- ☐ Extension Specialist
- ☐ Film/Theatrical Stylist
- ☐ General Business
- ☐ Hair Color Specialist
- ☐ Hair Designer
- ☐ Instructor
- ☐ Platform Artist
- ☐ Product
- ☐ Educator
- ☐ Make-up Artist
- ☐ Nail Technician
- ☐ Sales Consultant
- ☐ Salon Manager
- ☐ Salon Owner
- ☐ Salon Trainer
- ☐ State Board Member
- ☐ Texture Specialist



## The Internship

Cosmetology students are required to complete a scheduled internship during the program. This page documents the internship process and any additional requirements that must be met prior to being released to begin the internship experience.

1. Students must be current in their coursework, and making satisfactory progress (C or better) to be considered for the internship.
2. Students must have 100% of hours scheduled in attendance (or make up) to be considered for the internship.
3. Students must meet with one of the instructors one month prior to internship so that they may collaboratively generate a list of possible sites based on the student's interest and the instructor's expertise in the field. The results of this meeting will be documented on the *Internship Release Form* included in this handbook.
4. Students are required to obtain the requisite signature at the bottom of the *Internship Release Form* and make an appointment with the Career Services Externship Coordinator who will make the internship arrangements with the site. (Please note: We wish to place students where they have an interest, but it is not always possible to grant a first choice based on the availability of the site listed.)
5. Students must meet all requirements of an individual site, in addition to the requirements listed in this handbook.
6. The Externship Coordinator will explain the paperwork and ensure the correct paperwork is distributed to both the student and the internship site supervisor.

Students are only permitted to provide services in the salon for which they have been **"Certified"**. The school should provide the salon where the student is interning a copy of the certifications and/or list of these services.

**NOTE:** "Certified services" means services that a student has been authorized by the school to provide after successfully passing a theory and practical test for each service rendered to the public;

An Internship is intended to provide a student with in-salon experience while still earning hours toward program completion. Students should be providing services (for which they are certified) under the direct and immediate supervision of an experienced licensee. Cleaning, folding towels, etc. should not be the **ONLY** duties provided by the student intern. If a salon agrees to have a student intern, opportunities for the Intern to provide services should be available.

The school and the salon shall have a **signed training agreement and a completed training plan on file**. Schools shall provide salons with an internship packet that includes the laws and rules governing the practice of cosmetology and branches of cosmetology in the state of Ohio, the school's policies and procedures, and the student certifications required to participate in the internship program.

Students are required to maintain a daily journal of all services, jobs, and tasks performed by the student during the internship. The salon must sign off or initial each page to verify the accuracy of the entries. The school shall review the journal on a regular basis for evaluation purposes. Salons shall provide a written assessment to the school on forms provided by the board. All assessments of hours shall be done in increments of not more than sixty hours. All internship hours shall be assessed.

### **Notes**

*Internships are handled on a student-by-student basis. The WCSCC staff takes great care in matching students and site, based on student-preference and site-availability. Timing of internship may be adjusted to meet the needs of the selected site.*

*Students must inform the WCSCC staff of their site preference(s). Students are not to contact sites directly.*

Students must meet additional requirements while on internship. These requirements are listed below and must be met to successfully complete the internship experience.

1. Students are responsible to document internship hours on the time-sheets provided by the Externship Coordinator on a weekly basis, and turn them in to the Adult Education Office.
2. Students are responsible to complete the Student's Evaluation of the internship site and return it to the Externship Coordinator at the conclusion of their internship.
3. Students are required to call off to both their internship site and the Externship Coordinator, should an absence be necessary.
4. Should student concerns arise at an internship site, the Program Supervisor and the Externship Coordinator should be notified as soon as possible, and attendance at the site should continue until handled by the Program Supervisor and/or the Externship Coordinator.

## Customer Service

Students will do customer service once they have been certified.

### Shampoo/Haircutting Services

Scalp Massage	\$4.00
Shampoo/Set	\$6.00
Haircut	\$5.00
Haircut+Shampoo	\$7.00
Shampoo/Cut/Style	\$10.00
Shampoo	\$2.00

### Styling Services

Up-Do	\$15.00
Style-Curling	\$7.00
Style-Smoothing	\$5.00

### Color Services

Color	\$25.00 and up
Color & Highlights	\$35.00
Color Re-Touch	\$20.00
Foiling Highlights	\$25.00 and up

### Chemical Services

Permanent Wave	\$32.00
Spiral Perm	\$40.00
Chemical Relaxer	\$30.00

### Manicure/Pedicure Services

Water Manicure	\$6.00
Manicure with Polish	\$7.00
Pedicure	\$14.00
Spa Pedicure	\$20.00
Polish Only	\$3.00
Paraffin Wax	\$5.00
Hand& Arm Massage	\$3.00

### Facial Services

Facial	\$10.00
Facial Waxing (lip, chin, brow)	\$5.00

## Internship Release

*By signing below, staff indicates that the internship requirements, as outlined in this document, have been completed by the student.*

☐ OPTION 1

Name: \_\_\_\_\_

Contact: \_\_\_\_\_

Phone: \_\_\_\_\_

☐ OPTION 2

Name: \_\_\_\_\_

Contact: \_\_\_\_\_

Phone: \_\_\_\_\_

☐ OPTION 3

Name: \_\_\_\_\_

Contact: \_\_\_\_\_

Phone: \_\_\_\_\_

\_\_\_\_\_(student name) HAS COMPLETED ALL  
INTERNSHIP REQUIREMENTS DELINEATED IN SECTION 7 OF THIS HAND- BOOK.

\_\_\_\_\_  
Program Instructor

\_\_\_\_\_  
AE Career Services Advisor

\_\_\_\_\_  
Program Supervisor

\_\_\_\_\_  
Externship Coordinator

## Graduation Requirements

*By signing below, staff indicates that the graduation requirements, as outlined below, have been completed by the student.*

- ☐ CURRICULUM COMPLETE
- ☐ INTERNSHIP COMPLETE
- ☐ PAYMENT IN FULL

\_\_\_\_\_(student name) HAS COMPLETED ALL  
GRADUATION REQUIREMENTS DELINEATED ABOVE.

\_\_\_\_\_  
AE Career Services Advisor

\_\_\_\_\_  
Financial Aid Officer

\_\_\_\_\_  
Program Supervisor