



# COSMETOLOGY

## Student Handbook Program Addendum

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## 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 22 months to complete. Cohorts start approximately every nine months.

The WCSCC AE Cosmetology program is designed to prepare an individual for the State Board Licensure exam. This program will focus on the practical application of foundational knowledge of salon daily operations, scalp care, hair styling, cutting, highlighting, coloring and skin care, career advancement, cultural diversity, awareness of strengths and weaknesses related to the demands of a work environment. Students will practice troubleshooting, skills and complete hands-on work-based projects.

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 20. Payments will be due prior to the 15<sup>th</sup> of each month of the first 16 months of the program.

The Cosmetology Board requires 1500 recorded hours of attendance. We understand that there will be sometimes that you need to miss class. Our attendance policy is 90% to graduate but 90% attendance would not allow you to qualify for the Cos Exam. To alleviate this issue, we utilize 150 hours of internship to make up for up to 10% of your absences allowing you to clock 1500 hours to qualify for the state boards.

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. The hours completed will be submitted to the Cosmetology board upon final balance being paid. The refund policy can be found in the adult education handbook.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

## 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.

Staff Member	Title/Department	Email Address	Extension
Sandy Elliott	Program Supervisor	<a href="mailto:selliott@wccsc.org">selliott@wccsc.org</a>	1322
Tracie Ackerman	Instructor	<a href="mailto:tackerman@wccsc.net">tackerman@wccsc.net</a>	2060
Jackie Payne	Instructor	<a href="mailto:jpayne@wccsc.net">jpayne@wccsc.net</a>	2062
Josi Weaver-Kranz	Career Services Advisor	<a href="mailto:jweaver-kranz@wccsc.org">jweaver-kranz@wccsc.org</a>	6013
Taryn Wolf	AE Financial Aid	<a href="mailto:twolf@wccsc.org">twolf@wccsc.org</a>	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. 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

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 WCCSC 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 ones- self.
2. Plagiarism, cheating, or any other academic behavior is 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 regarding 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://wscsc.schoolology.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. A 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. 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 throughout your program and assist you through the job search process.

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

Tuition cost is \$10,000 for the 1500 scheduled hours and a materials cost of \$2,830 for the program. The cost for a work permit (\$10.00) and for the State Board Licensure test (\$40.00) is

not included tuition. Additional make up hours needed beyond the 150 internship hours to achieve the 1500 hours required by State Boards for testing, must be prepaid at a rate of \$50 per hour.

## **Understanding Cosmetology Attendance**

Copied From Ohio Cosmetology and Barber Board 4713-5-17:

During all school hours, a school of cosmetology shall have a licensed instructor on duty to teach courses on the theory and practical application of all branches of cosmetology. There shall be a minimum of one instructor for each twenty-five students or part thereof in attendance. Should a licensed instructor, operating within the instructor to student ratio established by this rule, determine that a student requires additional training in a theory subject and the instructor can effectively oversee the student's theory activity with no impact on their ability to oversee clinic instruction for the remaining students, the student may clock theory hours under the direct supervision of the licensed instructor. Any time clinic or theory courses are conducted concurrently in separate areas of the facility that prevent direct supervision, at least two instructors must be present. All theory and practical courses for program hours must be taught and led by a licensed instructor. Third party resources may be utilized to provide additional context and information, but may not be used as the sole method of instruction.

### **What does that mean for you and tracking your attendance at WCSCC?**

We understand that life happens, and it is unrealistic to require that our students maintain perfect attendance; however, per the Cosmetology rules each student must successfully clock 1500 hours to sit for the State Cosmetology exam.

Our school guideline for graduation requires that students maintain 90% overall attendance or better throughout their program. If a student falls below 90% overall attendance for two months within their program, they are put on at-risk status. A third month below 90% will result in a dismissal letter. (see the student handbook for more specifics)

To offer an opportunity for students to achieve their 1500 hours to qualify for the state board exam we have built our program using the following model:

- 1500 hours of class is scheduled-- if a student remains at or above 90% overall attendance throughout their program, a 150-hour internship will account for any classroom/lab hours missed and allow the student to complete the needed 1500 hours.

- Due to the regulations that a certified instructor must be available at all times, make up time throughout the program is not an option unless paid time at \$50 per hour with one of our certified instructors is coordinated or distance education has been approved for an excused absence or schedule adjustment. All paid time must be coordinated through the adult education office and must be paid prior to attending.

## 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. Therefore the 150 internship will allow you to maintain 90% classroom attendance and “make-up” the 150 hours through the internship hours. All additional hours of missed class time must be made up. Scheduled make up time is \$50/hour or assigned Milady distance learning assignments based on the theory missed.

## Courses

### 1500 Hour Cosmetology Curriculum

<b>General Sciences</b> Infection Control Principles/Practices Universal Precautions Anatomy Electricity Basics & Chemistry Basics	<b>80</b>	40	40
<b>Properties of the Hair &amp; Scalp/Trichology</b> Diseases & Disorders Hair Texture/Wave Patterns Chemistry	<b>80</b>	50	30
<b>Hair Procedures /Practices/Styling</b> Client Protection Shampoos/Rinses/Treatments Wet/ Finish/Formal Hair Styling Thermal Styling Techniques Braiding Wigs & Hair Additions	<b>140</b>	100	40
<b>Haircutting</b> Haircutting Basics Haircutting Techniques Tools (Shears/Razor/Texturizing/Clippers/Trimmers)	<b>230</b>	170	60
<b>Chemical Procedures/Practices/Products</b> Chemical Texturizing Permanent Wave Chemical Relaxers Curl Re-forming/ Corrections Hair Color Single Process Lightening Toner/Special Effects	<b>390</b>	280	110

<b>Nail Procedures &amp; Practices</b> Nail Anatomy Diseases/Disorders/Conditions Tools/Equipment Basic Manicure & Pedicure Nail Enhancements/Maintenance Massage	<b>120</b>	<b>90</b>	<b>30</b>
<b>Skin Care Procedures &amp; Practices</b> Skin Anatomy Diseases/Disorders/Conditions Basic Facial Procedures/ Skin Type/Products Hair Removal Tools/Equipment Makeup	<b>370</b>	<b>270</b>	<b>100</b>
<b>Artificial Lashes/Extensions</b>	<b>10</b>	<b>7</b>	<b>3</b>
<b>Salon Operations &amp; Communication Skills</b> Salon Operation & Management Career Dev/Professional Image/Communication/Life Skills Ohio Administrative Code & Ohio Revised Code Inspection/Enforcement/Policies/Procedures Continuing Education Human Trafficking – One (1) Hour Required	<b>80</b>	<b>55</b>	<b>25</b>
<b>Clinic Hours</b>	1062		
<b>Theory Hours</b>	438		
<b>Flexible Learning Hours</b>	375 will add to the theory and clinical for assigned areas of instruction – this will include internship hours and adjustments as needed for individual learning.		
<b>Curriculum Total Hours</b>	<b>1500</b>		



## Potential Occupations

Employment opportunities upon completion of the program are provided for the student's convenience. Many career paths are available (some require additional education).

- Cosmetologist
- Cutting Specialist
- Esthetician
- Extension Specialist
- Film/Theatrical Stylist
- Hair Color Specialist
- Hair Designer
- 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. Internships will range from 150 to 300 hours.

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 completed 750 hours of instruction to be considered for the internship.
3. Students must meet with the instructor one month prior to internship to begin the required paperwork
4. Students must meet all requirements of an individual site, in addition to the requirements listed in this handbook.
5. Your instructor 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.**

(A) Salon licensees shall assess student capabilities before allowing them to work on customers. Salons shall provide a written assessment to the school on forms provided by the board.

(B) All assessments of hours shall be done in increments of not more than sixty hours. All internship hours shall be assessed.

(C) Salons shall inform all clients of the student's intern status before the student provides any services on a client of the salon.

(D) Salons shall require that all interns wear a visible board identification card when in the salon.

(E) Salons shall not pay interns for any work performed while interning.

(F) Students shall be 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.

(G) Salons shall use a sign in/out form provided by the board to track the hours of each student intern. Salons shall ensure that each intern is at all times under the "direct and immediate supervision" as defined in paragraph (C) of rule [4713-6-01](#) of the Administrative Code.

(H) 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.

(I) Students shall be scheduled for at least three hours and students shall not exceed an aggregate ten hours per day as required by section [4713.32](#) of the Revised Code.

(J) The agreement shall have a non-discrimination clause.

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done in increments of not more than sixty hours. All internship hours shall be assessed.

The internship may be completed while still attending class/lab or you may elect to complete the internship immediately following the last day of your scheduled classes. Your state board testing application will be completed for submission as soon as you complete 1500 hours.

## Graduation Requirements

- Curriculum Complete
- Internship Complete
- Minimum of 90% attendance of classroom hours (Internship will complete the final 10% of the 1500 hour program requirement.)
- Payment in full

## Scheduled school breaks For Cosmetology Students:

<b>No Class:</b>
November 27, 28 2024
December 23-30 2024
January 1-3,20 2025
February 17 2025
March 24-28 2025
May 26 2025
June 19, 30-July 10 2025
September 1, 8 2025
November 26,27 2025
December 22-December 31 2025
January 1, 19 2026
Feb 16, 2026
March 30-April 3 2026
May 25 2026
June 29-July 10, 2026

Customer Service

Students will participate in customer service once they have been certified.

Price list

<u>SHAMPOO/CUTS</u>	<u>PRICE</u>
Shampoo Roller set	\$7.00
Haircut	\$6.00
Shampoo/cut	\$8.00
Shampoo/cut/style	\$13.00
Shampoo —	\$3.00



<u>COLOR</u>	<u>PRICE</u>
Color	\$30.00
(shoulder or longer)	\$40.00
Color & Highlights	\$50.00
Color Retouch	\$25.00
Virgin Bleach w/ toner	\$60.00
Partial Highlight	\$35.00
Full Highlight	\$45.00
Additional color for longer hair	\$10.00

<u>PERM/RELAXER</u>	<u>PRICE</u>
Permanent Wave	\$45.00
Spiral Perm	\$55.00
Chemical Relaxer	\$45.00
Additional Chemical Product	\$10.00

<u>STYLING</u>	<u>PRICE</u>
Updo	\$18.00
Style-Curling	\$9.00
Straightening	\$7.00

<u>FACIAL TREATMENTS</u>	<u>PRICE</u>
Facial	\$15.00
Facial Waxing (lip, chin, brow)	\$8.00

<u>MANICURE/PEDICURE</u>	<u>PRICE</u>
Manicure	\$7.00
Water Manicure + polish	\$9.00
Spa Pedicure	\$18.00
Polish only	\$4.00
Add gel Polish	\$6.00



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