



CUYAHOGA VALLEY
CAREER CENTER

8001 Brecksville Road
Brecksville, Ohio 44141



Cuyahoga Valley Career Center

Adult Education Student Handbook Cosmetology

Updated July 2010

Contents

CVCC's Mission Statement	3
Adult Education Office Information	3
Alcohol and Drugs	4
Crime Awareness and Campus Security.....	4
Emergency Procedures.....	5
Grievance Policy	5
Job Search Assistance.....	10
Non-Discrimination Policy	10
Non-School Dates	10
Refunds and Withdrawal Policy.....	11
Release Policy	11
School Closings.....	12
Student Health and Safety.....	12
Student Health Care Services	13
Student Records	13
Student Resources	13
Telephone Calls.....	13
Welcome to the Cosmetology Profession.....	15
Course Description	15
Program Philosophy	16
What Can You Expect From This Course?.....	16
Teacher/Student Expectations,	17
Rules/Regulations and Safety Precautions.....	17
Cosmetology Syllabus/Grade Determination	17
Sanitation and Sterilization –.....	19
Chemical Services	19
Rules.....	20
Approval/Accreditation.....	20
Instructional Strategies	20
Instructional Staff.....	20
Vacation Period.....	20
Class Schedule.....	21
Warning.....	21
Probation	21
Dismissal/Termination.....	21
Assignments.....	21
Tests and Examinations.....	21
Absences-Tardiness	22
Make Up Time.....	22
Student Data	22
Student Records	22
Dress Codes/Students Behavior	23
Soliciting	23
Fees/Textbooks/Supplies.....	23
Tuition & Financial Aid	23
CONTRACT	24

CVCC's Mission Statement

Cuyahoga Valley Career Center prepares youth and adults to enter, compete and advance in an ever-changing work world.

Adult Education Office Information

ADULT EDUCATION EVENING HOURS - The Adult Education Department is open from 8:00 am to 8:00 pm Monday through Thursday, and from 8:00 am to 5:00 pm on Friday. Please Note: During the summer the building may be closed on Friday.

FOOD AND BEVERAGES- To keep our facility clean and protect valuable equipment from damage **food and beverages are not permitted in any classrooms or labs**. Please restrict your snacks to the Staff Lounge (Level 2) and the Commons (Level 6).

PARKING AREAS – There are two main parking areas:

- 1) the main lot to the north of the building or
- 2) the east lot at the east end of the building.

Please note that there is a **one-way entrance and a one-way exit lane** for the main (north) parking lot. You must exit, using the lane farthest from the school. Handicapped spaces are reserved for personnel with proper authorization.

RESTROOMS – The restrooms in the original building are located on every level of the building on the south side of the main corridor and in the **Adult Education** wing off the corridor to the computer labs before the cafeteria.

SMOKING – Cuyahoga Valley Career Center is a non-smoking facility. This includes the parking lots.

Alcohol and Drugs

The possession, use and sale of alcoholic beverages or illegal chemical substances on school property are prohibited and will result in immediate dismissal and possible prosecution according to established laws. Evidence of illegal use of drugs or intoxicating beverages will be sufficient grounds for termination from the program without prospects of re-enrollment and with a notation of same in student's permanent file.

Crime Awareness and Campus Security

Federally Mandated Public Information

Students are expected to report the occurrence of any destructive actions or other emergencies to the faculty, teaching assistant, supervisor, or administrative assistants of this program and administration of school or clinical agency. It is the responsibility of each enrollee to keep the school safe by monitoring one's own behavior and reporting incidents involving other individuals that have the potential of violence or threatening behavior. Violent behavior, direct or indirect threats, harassment, or intimidation will not be tolerated. (This includes violent abusive/harassing behaviors an enrollee may be experiencing or who are the generator of such undesirable behavior.) Liaison relationships are operational with safety and security services and local law enforcement, facilitating reporting of offenses occurring on school campus. Authorities will be immediately notified.

Weapons, handguns, or knives in excess of 3 1/2 "are not to be on your person, in the school building, on the property, any clinical site, and/or enrichment/observation sites.

Electronic devices, personal and business beepers, and cellular phones are to remain out of sight, not utilized and in silent mode during class periods and while on any active assignment in client care environments. Personal phones may be utilized in the "Commons Area" or outside the building in your vehicle and in designated break areas. Enrollees are expected to abide by clinical site regulations regarding cellular phones and other electronic devices if applicable to your enrolled program.

Emergency Procedures

Students are expected to comply with CVCC emergency/evacuation procedures. Basic fire evacuation is to close all doors and windows, exit through the nearest door, and do not use elevators. Evacuate quickly and quietly in a calm manner without running and talking. (Additional procedures will be discussed at orientation or on the first night of class.)

Grievance Policy

5710 - STUDENT GRIEVANCE

The Board of Education recognizes that, as citizens, students have the right to request redress of grievances. Further, the Board believes that the inculcation of respect for lawful procedures is an important part of the educational process. Accordingly, individual and group grievances should be provided for and appropriate appeal procedures implemented.

For purposes of this policy, a student complaint or grievance shall be any such that arises out of actions, procedures, and policies of this Board or its employees or the lack of such policy or procedure.

The Board or its employees will hear the complaints and grievances of the students of this District provided that such complaints and grievances are made according to procedures established by Board Policy [9130](#).

9130 - PUBLIC COMPLAINTS

Any person or group having a legitimate interest in the operations of this District shall have the right to present a request, suggestion, or complaint concerning District personnel, the program, or the operations of the District. At the same time, the Board of Education has a duty to protect its staff from unnecessary harassment. It is the intent of this policy to provide the means for judging each public complaint in a fair and impartial manner and to seek a remedy where appropriate.

It is the desire of the Board to rectify any misunderstandings between the public and the District by direct discussions of an informal type among the interested parties. It is only when such informal meetings fail to resolve the differences, shall more formal procedures be employed.

Any requests, suggestions, or complaints reaching the Board, Board members, and the administration shall be referred to the Superintendent for consideration according to the following procedure.

Matters Regarding a Professional Staff Member

A. First Level

If it is a matter specifically directed toward a professional staff member, the matter must be addressed, initially, to the concerned staff member who shall discuss it promptly with the complainant and make every effort to provide a reasoned explanation or take appropriate action within his/her authority and District administrative guidelines.

This level does not apply if the matter involves suspected child abuse, substance abuse, or any other serious allegation which may require investigation or inquiry by school officials prior to

As appropriate, the staff member shall report the matter and whatever action may have been taken to the his/her supervisor.

B. Second Level

If the matter cannot be satisfactorily resolved at the First Level, it shall be discussed by the complainant with the staff member's supervisor or Director and in compliance with provisions of a collective bargaining agreement, if applicable.

C. Third Level

If a satisfactory solution is not achieved by discussion with the Supervisor or Director, a written request for a conference shall be submitted to the Superintendent. This request should include:

1. the specific nature of the complaint and a brief statement of the facts giving rise to it;
2. the respect in which it is alleged that the complainant (or child of the complainant) has been affected adversely;
3. the action which the complainant wishes taken and the reasons why it is felt that such action be taken.

Should the matter be resolved in conference with the Superintendent, the Board may be advised of the resolution.

D. Fourth Level

Should the matter still not be resolved, or if it is one beyond the Superintendent's authority and requires a Board decision or action, the complainant shall request, in writing, a meeting by the Board.

The Board, after reviewing all material relating to the case, may provide the complainant with its written decision or grant a meeting before the Board or a committee of the Board.

The complainant shall be advised, in writing, of the Board's decision, no more than ten (10) business days following the meeting.

Matters Regarding an Administrative Staff Member

Since administrators are considered members of the District's professional staff, the general procedure specified in "Matters Regarding a Professional Staff Member" shall be followed.

Matters Regarding the Superintendent or Treasurer

Should the matter be a concern regarding the Superintendent or Treasurer which cannot be resolved through discussion with the Superintendent or Treasurer, the complainant may submit a written request to the Board President for a conference with the Board. This request shall include:

- A. the specific nature of the complaint and a brief statement of the facts giving rise to it;
- B. the respect in which it is alleged that the complainant (or child of the complainant) has been affected adversely;
- C. the reason that the matter was not able to be resolved with the Superintendent or Treasurer;
- D. the action which the complainant wishes taken and the reasons why it is felt that such action should be taken.

The Board, after reviewing the request, may grant a hearing before the Board, or a committee of the Board, or refer the matter, if permitted by State law, to an executive session.

The complainant shall be advised, in writing, of the Board's decision within thirty (30) business days.

If the complainant contacts an individual Board member to discuss the matter, the Board member shall inform the complainant that s/he has no authority to act in his/her individual capacity and that the complainant must follow the procedure described in this policy.

Matters Regarding a Classified Staff Member

In the case of a classified staff member, the complaint is to be directed, initially, toward the person's supervisor, and the matter then brought as required to higher levels in the same manner as prescribed for "Matters Regarding a Professional Staff Member".

Matters Regarding District Services or Operations

If the request, suggestion, or complaint relates to a matter of District procedure or operation, it should be addressed, initially, to the person in charge of the service or operation and then brought, in turn, to higher levels of authority in the manner prescribed in "Matters Regarding a Professional Staff Member".

Matters Regarding the Educational Program

If the request, suggestion, or complaint relates to a matter of District program, it should be addressed, initially, to the Director and then brought, in turn, to higher levels of authority in the manner prescribed in "Matters Regarding a Professional Staff Member".

Matters Regarding Instructional Materials

The Superintendent shall prepare administrative guidelines addressing students' and parents' rights to be adequately informed each year regarding their ability to inspect instructional materials and the procedure for completing such an inspection. See AG [9130A](#) and Form 9130F3.

If the request, suggestion, or complaint relates to instructional materials such as textbooks, library books, reference works, and other instructional aids used in the District, the following procedure shall be followed:

- A. The criticism is to be addressed to the Director, in writing, and shall include:
 1. author;
 2. title;
 3. publisher;
 4. the complainant's familiarity with the material objected to;
 5. sections objected to, by page and item;
 6. reasons for objection.
- B. Upon receipt of the information, the Director shall after advising the Superintendent of the complaint and upon the Superintendent's approval, appoint a review committee which may consist of:
 1. one (1) or more professional staff members;
 2. one (1) or more Board members on the Board Curriculum Committee;
 3. one (1) or more lay persons knowledgeable in the area.

The Superintendent, or his/her designee shall be an ex-officio member of the committee.

- C. The committee, in evaluating the questioned material, shall be guided by the following criteria:
 - 1. the appropriateness of the material for the age and maturity level of the students with whom it is being used
 - 2. the accuracy of the material
 - 3. the objectivity of the material
 - 4. the use being made of the material
- D. The material in question may be withdrawn from use pending the committee's recommendation to the Superintendent.
- E. The committee's recommendation shall be reported to the Superintendent in writing within fifteen (15) business days following the formation of the committee. The Superintendent will advise the complainant, in writing, of the committee's recommendation and advise the Board of the action taken or recommended.
- F. The complainant may appeal this decision, within thirty (30) business days, to the Board through a written request to the Superintendent, who shall forward the request and all written material relating to the matter to the Board.
- G. The Board shall review the case in public session and advise the complainant, in writing, of its decision within ten (10) business days.

No challenged material may be removed from the curriculum or from a collection of resource materials except by action of the Board, and no challenged material may be removed solely because it presents ideas that may be unpopular or offensive to some. Any Board action to remove material will be accompanied by the Board's statement of its reasons for the removal.

R.C. 149.43

Revised 11/20/97

Revised 3/27/03

Job Search Assistance

A job search counselor will make presentations in all career development courses. Additional assistance is available through the CVCC Job Seekers Program. Contact pcoyne@cvccworks.com or call 440-746-8233.

Non-Discrimination Policy

The Cuyahoga Valley Career Center affirms that no person shall, on the basis of race, color, national origin, gender, marital status, ancestry, religion, age, disability, genetic information and/or military status be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity conducted under its auspices. This shall extend to employees therein and to admission thereto. The Board of Education has designated an administrator to carry out these policy statements and shall be responsible for compliance within these designated areas. Complaints, questions or requests for information regarding Title VI of the Civil Rights Act of 1964 (race, color and national origin), Title IX of the Educational Amendments of 1972 (gender), Section 504 of the Rehabilitation Act of 1973 (disability) should be directed to:

Business Manager

Title VI, Title IX, and Section 504 Coordinator

(440) 838-8909

Non-School Dates

CVCC observes the following holidays: Labor Day, Thanksgiving, Christmas Eve, Christmas Day, New Year's Eve, New Year's Day, Martin Luther King Jr. Observance, President's Day, Good Friday, Memorial Day and Independence Day. Other non-school days may occur due to high school activities, winter break or spring break. In the case of these events, you will be notified by your instructor and/or program coordinator.

Refunds and Withdrawal Policy

Refund Policy:

Refunds are issued in the method fees were paid; either by check (once check has cleared) or credited to your account, within 6 weeks of refund request.

Withdrawal More Than 1 Week Before The First Class:

Students will receive a full refund of their course tuition fee, less a \$20 service charge.

Withdrawal Less Than 1 Week Before The First Class:

Students will receive a refund equal to 50% of the tuition less a \$20 service charge.

FOR ONE-DAY CLASSES AND WITHDRAWAL AFTER FIRST CLASS: NO REFUND.

Release Policy

The adult enrollee voluntarily desires to participate in this curriculum experience that includes classroom, field trips, and clinical experiences. The enrollee is duly aware of risks and hazards, which may arise through participation in activities/ experiences that may result in loss of life and/or limb and/or property. In consideration of being afforded the opportunity to participate and receive the educational benefits of this curricular experience, each enrollee hereby voluntarily assumes all risks of illness/accident or personal damage to his person or property. Any costs pursuant to potential injury, or injury are the responsibility of the adult enrollee. While at the facility and/or in the school environment, the adult enrollee will not be considered as an employee or agent of the facility nor the school district. Therefore, they will be ineligible for remuneration and will not be covered by the facility's social security, unemployment compensation, workers' compensation, malpractice insurance coverage, or any other benefits. The adult enrollee will indemnify and hold harmless the facility, and the school district, its shareholders, officers, trustees, employees, and agents from any and all liability, claims and damages, including but not limited to attorney fees and costs arising out of or related to the enrollee's actions or activities. This release shall be binding with the signing of the contract on the part of the student, any heirs, administrators or executors. This contract is a permanent part of your file at Cuyahoga Valley Career Center.

School Closings

The Adult Education offices will observe the same "snow days" as the high school. If the school must be closed or the opening delayed because of inclement weather or other conditions, the school will notify the local radio and television stations. It is necessary for 5 out of the 8 school districts to have school closings for CVCC to be closed. It is the responsibility of each enrollee to become self-informed of a "snow day" announcement via the news media. Use your very best judgment as your home territory may be a very different snow issue than other areas. If daytime classes at Cuyahoga Valley Career Center are canceled due to inclement weather or for other reasons, all day and evening adult classes will be canceled. If applicable, enrollees with weekend clinical may experience different "snow" issues as local communities and state plowing is not performed on as vigorous a basis on Saturday and Sunday. Enrollees are urged to establish a telephone tree within the class members to facilitate communications regarding official closings. If excessive "snow days" occur, jeopardizing program requirements, class/clinical hours may need to be "made up" utilizing break time, planned days off or an extended school year.

Student Health and Safety

As part of your learning experience, you will be using equipment and materials specific to the program. You should not attempt to use items that you have not yet received instruction on. Correct safety procedures should be followed at all times.

Students must constantly be aware of conditions in all work areas that could produce injuries. Your cooperation in detecting hazards and in turn controlling them is imperative. If a situation is beyond your ability or authority to correct, notify an instructor immediately.

Students will assist in the maintenance of work areas by keeping them clean and safe. Each student is responsible for equipment that they are using. This means proper use, care, cleanup and storage of the items.

Student Health Care Services

For Adult Education evening students, please contact your instructor or program coordinator in the Adult Education Office in case of a medical emergency. Use your best judgment in dialing “911”. Local healthcare providers will respond and are prepared to provide appropriate treatment and/or transport the student to the nearest medical facility. Illness that results in extended absence from the program will be review on an individual basis. Documentation from a medical provider may be required prior to returning to the program.

Student Records

The school maintains a file of each student in accordance with rules of the State of Ohio and program governing board. Release of information in a student’s file must be **requested in writing** by the student. Only official grade transcripts are released; all other documents are the property of CVCC and will not be copied unless remanded by court. An individual file containing information about each student will be maintained in a secured area. The records will be available only to instructors and appropriate Adult Education staff.

Student Resources

Academic, career and personal counseling services are available. Students should contact their program instructor or Adult Education Coordinator to initiate a request. A variety of resource materials and references are available through the Adult Education Office.

Telephone Calls

Personal telephone calls are not permitted during class. Messages of an emergency nature will be taken by the Adult Education staff and presented to the student at the earliest convenience. **Please remember personal phone, pagers, beepers and electronic devices are not permitted in the classroom or clinic.**



Cuyahoga Valley Career Center Adult Education Cosmetology



CUYAHOGA VALLEY
CAREER CENTER

Adult Education
Cuyahoga Valley Career Center
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Brecksville, Ohio 44141
Phone: 440.746.8230
Fax: 440.838.8944

Welcome to the Cosmetology Profession

Congratulations for making the decision to study Cosmetology. By enrolling for a course of study in our school, you have taken the first step toward a most interesting and satisfying career.

The future for the Cosmetology industry is especially promising. New techniques, new products, and new opportunities appear every day. There is no other industry with such a constant demand for qualified, well-trained graduates, nor is there any other industry that offers comparable opportunities for an individual to start their own business.

The most important thing to remember is to be a professional at all times. We extend a most sincere welcome to you!

Course Description

Cosmetology will teach you the basic knowledge and skills needed to provide professional hairstyling, professional skin and nail maintenance and treatments. You will apply what you learn to working with patrons in the Cuyahoga Valley Career Center Cosmetology Clinic. To take the State Board Cosmetology exam to become a licensed cosmetologist, you must complete and pass the cosmetology program.

Coursework in Cosmetology builds on the core curriculum and includes:

- Anatomy and physiology of the head, face and arm
- Chemical properties of products
- Facial treatments, make-up and skin care
- Hair services: shampooing, sets and styles, shaping, hair coloring/high-lighting/low-lighting, chemical relaxing, permanent waving
- Manicures and pedicures
- Progressive hairstyling
- Scalp treatments
- Preparation for Ohio State Board Cosmetology Exam
- Preparation for employment/customer service
- Laws, rules and sanitation
- Scalp care
- Nail and skin care
- Communication skills (human relations, salesmanship, shop management)

Program Philosophy

Our goal is to prepare our students for State Board of Cosmetology Testing and for cosmetology related employment. In order to achieve these goals, the student must have enthusiasm for the cosmetology industry, and eagerness to work with and for others as well as a will to learn. As teachers, we work as a team to develop and create lessons in which the students benefit both academically and creatively. Students will be responsible for various duties including housekeeping (station, sinks, shampoo area, dispensary), laundry (towels), reception duties (appointment taking/communication skills, inventory, money collection, etc.), as well as salon management duties. Students will be held accountable for all monies collected during the week that reception duties are assigned. The student is completely responsible for his/her duty during the week for which it is assigned. These are just some of the various techniques used to incorporate responsibility into the classroom along with confidence and self-esteem while preparing the students for licensing and employment.

What Can You Expect From This Course?

The major topics to be covered are as follows:

Hair shaping, hair styling, wet set and thermal styling, chemical relaxing, permanent waving, hair lightening, hair coloring, hi-lighting, low-lighting, manicuring, pedicuring, facials, shampooing, diseases and disorders of the skin, scalp and nails, cells, anatomy and physiology, as well as chemistry and electric-light therapy, muscles and bone, hair coloring project, before and after projects as well as avant-garde styles.

Teacher/Student Expectations, Rules/Regulations and Safety Precautions

- All State Board of Cosmetology Rules/Safety Regulations must be followed at all times. (State Board Rules are posted in every room in cosmetology.)
- Students must be respectful to all students and teachers.
- Professionalism must be displayed at all times.
- Inappropriate behavior will not be accepted, ex: Refusing a client, insubordination, use of inappropriate language is included.
- All students with a facial piercing must remove the piercing or cover it with a band-aid.
- Proper attire must be worn at all times.
- Nails must not exceed ½ inch in length.
- Students must be prepared daily for any service. (Equipment and supplies)
- All students must be prepared each day to perform a service and/or be a model for a service.

Cosmetology Syllabus/Grade Determination

Laboratory Grading:

50% Tests/Quizzes (Hands-on/written/laboratory)

30% Performance/Tasks (2 Tasks per day)

20% Professionalism/Ethics/Time on Task/Duties, etc.

Grading Scale for Cuyahoga Valley Career Center

91-100% = A	A+ (98-100%)	4.1
	A (94-97%)	4
	A- (91-93%)	3.6-3.9
82-90% = B	B+ (88-90%)	3.1-3.5
	B (85-87%)	3
	B- (82-84%)	2.6-2.9
73-81% = C	C+ (79-81%)	2.1-2.5
	C (76-78%)	2
	C- (73-75%)	1.6-1.9
65-72% = D	D+ (70-72%)	1.1-1.5
	D (67-69%)	1
	D- (65-66%)	.9
0-64% = F	F (0-64%)	0-.8

Approved Course Outline commencing with students enrolled after 1/1/2003
OHIO STATE BOARD OF COSMETOLOGY

Course Breakdown for 1500 Hour Cosmetology Training Program

Subject Area	Non-Clinic Minimum	Clinic Minimum	Subject Minimum	Core Curriculum	Subject Maximum	Clinic Minimum	Non-Clinic Minimum
1. Sanitation & Bacteriology <ul style="list-style-type: none"> Sanitation, Sterilization, Bacteriology Dispensary Requirements and Operations 	8	16	32	40 10/20/40	48	24	12
2. Scalp Care <ul style="list-style-type: none"> Anatomy Head, Hair, and Scalp Shampoo, Rinses & Massage Scalp Treatments, Disorders and Diseases 	20	40	80	100 25/50/100	120	60	30
3. Hair I <ul style="list-style-type: none"> Marcelling, Iron curls Fingerwave, Pin Curls Basic Hair Styling and Techniques Haircutting, Hair Trimming Care of Wigs, Postiches, Pressing 	80	160	320	400 100/200/400	480	240	120
4. Hair II <ul style="list-style-type: none"> Permanent Wave Chemical relaxing Tinting, Bleaching, Foiling 	78	156	308	460 115/230/460	552	276	138
5. Manicuring <ul style="list-style-type: none"> Anatomy of Nails, Bones, Skin, and Muscles Basic Water, Oil, Electric Nail Techniques Artificial Nail Applications Hand and Arm Bleach Hand and Arm Massage 	22	44	88	110 27.5/55/110	132	66	33
6. Skin Care <ul style="list-style-type: none"> Anatomy of Body Facial and Make-Up Masks and Packs Eyebrow Arching Body Massage & Client Health Issues 	27	54	108	120 30/60/120	132	66	33
7. Salon Operations & Communications Skills <ul style="list-style-type: none"> Human Relations Personality/Presentation Salon Operation/Management Sales/Interpersonal Skills Career Development 	30	60	120	150 37.5/75/150	180	90	45
8. Cosmetology Laws and Rules <ul style="list-style-type: none"> Ohio Cosmetology Statutes and Rules Inspection and Enforcement 	4	8	16	20 5/10/20	24	12	6
Elective Work	20	40	80	100 25/50/100	120	60	30
Total				1500 375/750/1500			

Parameters:

- Each school must prepare and maintain on file a curriculum within the parameters of the subject averages.
- In each subject area, the school may elect a minimum of 80% of the subject average.
- In each subject area, the school may elect a maximum of 120% of subject average.
- Of school's election in each subject area, a minimum of 25% must be in class.
- Of school's election in each subject area, a minimum of 50% must be in clinic.
- Class time should be at least 25% (375 hours)
- Clinic time should be at least 50% (750 hours)

Sanitation and Sterilization – (Follow all State Board Rules)

1. Thoroughly cleanse combs, brushes, and utensils before and after each client.
2. As a Cosmetologist, practice hygiene and good grooming.
3. All soiled linen must be placed in a closed container.
4. No cape shall be placed directly against the neck of the patron, but shall be kept from direct contact with the patron by means of a paper neck strip or clean towel.
5. All creams and other semi-solid substances shall be removed from containers with a clean sanitized spatula.
6. All powder shall be dispensed from a shaker or similar receptacle and shall be applied with disposable applicators.
7. Every person engaged in the practice of Cosmetology shall thoroughly cleanse his or her hands with soap and water immediately before serving each client.
8. No student shall carry combs or instruments in their pockets.
9. All shampoo bowls, shampoo boards, cups, or similar items shall be sanitized after each service.

Chemical Services

1. Do not give a chemical service to any client with scalp lesions or abrasions.
2. For the client's safety, apply protective cream around the hairline and necks, and cover with a strip of cotton or neutralizing band.
3. If cotton strips or bands become wet with lotions, remove, blot with cool water, and replace with dry material.
4. If the lotion drips on the skin or scalp, absorb with cotton pledgets saturated with cold water or neutralizer.
5. Test water temperature.
6. The students must wear gloves to protect their hands during all chemical services.
7. Do not give a soft curl permanent to hair treated with sodium hydroxide.
8. Complete client's record card carefully and accurately.
9. If a chemical accidentally gets into the client's eye, flush the eye immediately with water and refer the client to a doctor.
10. A patch test shall be made twenty-four hours prior to the application of any hair tint upon any customer.

Rules

1. Dress code
 - a. No Hours, No Credit For The Day
2. Kit and implements
 - a. No Hours, No Credit For The Day
3. Insubordination/disrupting class
 - a. You will be removed from class, No Hours, No Credit For The Day
4. Abusive Language
 - a. Abusive language is unacceptable
5. Refusing a client
 - a. A "0" for the day and No Hours
6. Gum chewing, drinking, and eating
 - a. Absolutely no chewing gum, eating, or drinking in the lab area.

Approval/Accreditation

This Cosmetology Specialization program is licensed by the Ohio State Board of Cosmetology.

Instructional Strategies

Teaching strategies include cooperative learning, lecture, demonstration, visual and auditory aids, and hands-on customer service in the cosmetology clinic.

Instructional Staff

Cosmetology instructors are licensed by the State of Ohio. Additional, qualified instructors will be utilized for life and employability skills training as needed.

Vacation Period

CHRISTMAS RECESS -Provided, however may vary from year to year

SPRING RECESS -Provided, however may vary from year to year

HOLIDAYS -Will be indicated on school calendar

Class Schedule

Evening classes will begin at 4:00 pm and will conclude by 9:00. Saturday classes begin at 9:00 am and conclude at 2:00 pm. The class schedule will include an appropriate number of evening and Saturday classes to complete the 1500-hour program within a maximum of 19 months. Class schedules may be changed at the discretion of the instructor(s) and program coordinator. See Adult Education Catalog for dates.

Warning

A warning (verbal or written) is notification of unsatisfactory progress or performance in classroom or clinic.

Probation

Probation may be issued for a more serious or recurring violation of established policies and procedures.

Dismissal/Termination

For behavior of an extremely serious nature, academic performance below 90%, continued undesirable attendance, violation of CVCC policies/procedures, or foul/inappropriate language, immediate dismissal may occur without prior warning.

Assignments

All work is to be neat and legible. The instructor will discuss any additional guidelines the first day of class. Assignments are to be submitted on date specified. At the discretion of the instructor, late assignments may be refused; or if accepted, the grade may be lowered one letter grade for each day late.

Tests and Examinations

Short quizzes will be given throughout the course. Unannounced quizzes may be given at the discretion of the instructor. Other tests and examinations will be scheduled as needed. Testing will cover content areas of reading assignments as well as class presentations and demonstrations.

Absences-Tardiness

Regular attendance and punctuality is expected of each student. Each student must attend at least 90% of classes to successfully complete this program.

There are no excused absences—just provisions to deal with time away from the program. Absence from the school or tardiness will be recorded by the instructor and noted in your personal file. Any student who is absent for five (5) or more consecutive days must provide a written physician's statement allowing unrestricted permission to return to school. Extended illnesses and special circumstances/situations (including vacation) will be taken under advisement by the faculty and program coordinator with specific attention to the student's past attendance and tardiness record, other illnesses, and progress in the program.

Armed Forces students, if activated by state or governmental action, will be treated on a case-by-case basis with strong compliance to Title IV recommendations.

Make Up Time

In the event of an excused absence, it is up to the instructor's discretion to schedule one-on-one time to make up class work or lab time. This additional time will be charged to the students at a rate of \$40.00/hour to cover the cost of the instructor's time and schedule adjustment.

Student Data

If you have a change of name, residence and/or phone number must notify the instructor and/or program coordinator immediately so your personal file may be updated. In the event of an emergency during the school year, it may be necessary to contact you. This data will become a part of your permanent record. If an individual knowingly offers false or misleading information, they may be subject to disciplinary action and/or dismissal from the program.

Student Records

The school maintains a file of each student in accordance with rules of the Ohio State Board of Cosmetology. Release of information in a student's file must be **requested in writing** by the student. Only official grade transcripts are released; all other documents are the property of CVCC and will not be copied unless remanded by court. An individual file containing information about each student will be maintained in a secured area. The records will be available only to instructors and appropriate Adult Education staff.

Dress Codes/Students Behavior

Your general appearance (dress, hair, jewelry, and state of health) communicates your image. Cosmetology students are required to wear a black uniform and white clinic shoes at all times. Face piercings are not recommended.

Interactive/Communication Behaviors: Communication with customers, faculty, staff and peers is expected to be positive and of a professional nature. Theft, cheating, insubordination or disrespectful behavior toward anyone associated with this program is unacceptable and may jeopardize your remaining in the program.

Sexual Harassment: Sexual harassment is defined as, "Sexual or gender based behavior that is unwelcome, unwanted and/or uninvited by the recipient can be verbal, non-verbal and/or physical and/or an issue of power or control is unacceptable." (See Title VII of the Civil Rights Act of 1964).

Soliciting

No soliciting of any kind is permitted on school property without prior authorization of CVCC administration.

Fees/Textbooks/Supplies

The equipment kit fee covers the cost of the text books along with a basic starter set of supplies and equipment. Fees do not cover the cost of uniform, shoes, or the Ohio Board of Cosmetology licensing exam application fee.

Tuition & Financial Aid

See the Adult Education Catalog for details about tuition.

The government based upon submission of the FASFA form determines federal financial aid eligibility. Please make an appointment with the financial aid coordinator for additional information.

CONTRACT

I, _____, do hereby
enroll in the Adult Education Cosmetology Program at Cuyahoga Valley Career
Center (CVCC) this _____ day of _____, 20____.

I have read and fully understand the policies, rules and regulations set forth in the
Student Handbook for entry into the Cosmetology program at Cuyahoga Valley
Career Center.

I will abide by these policies, rules and regulations and understand that the School
will also abide by this contract. This document becomes a permanent part of my
file.

Please retain a copy for your records.

