



# COSMETOLOGY

POLICY GUIDE





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## PROGRAM DESCRIPTION

The Cosmetology program prepares students for practice as a licensed cosmetologist in specialized or full-service salons. The program's curriculum provides concentrated studies in the professional competency areas unique to the cosmetology field. Students develop a knowledge base through classroom theory lessons and perfect their clinical skills by applying learned knowledge in the program's student-operated salon. Classroom lessons include lectures, reading and writing assignments, demonstrations, and individual and group projects. The program's instruction includes units on shampooing, conditioning, cutting and styling hair; chemical texture services and hair coloring techniques; and providing facials, manicures and pedicures. Personal safety, professionalism, and sanitation and disinfection of equipment and facilities are emphasized. Students also study business management with a focus on managing a salon.

## CORE CURRICULUM

- Chemical Textures & Hair Coloring
- Chemistry, Anatomy, Physiology
- Facials
- Infection Control
- Nail Structure/Technology
- Professional Skills
- Properties of Hair/Scalp & Hair Care
- Salon Business

### Industry Certifications:

PA State Board of Cosmetology License  
Safety & Pollution Prevention Cosmetology (S/P2)



### Assesment(s)

National Occupational Competency Testing Institute (NOCTI) - Cosmetology / Cosmetologist PA

### Articulation(s)

Laurel Technical Institute - Cosmetology

### Pennsylvania Skills Certificate/College Credit:

Students who successfully complete their program of study have the opportunity to earn college credits to post-secondary institutions where we have current articulation agreements. Students who meet a 70% benchmark on the written portion of the NOCTI end-of-program assessment, may also earn 3 credits at over 60 colleges and universities in Pennsylvania.

A sample listing of post-secondary articulation agreements include: Butler County Community College, Laurel Technical Institute, Pittsburgh Technical College and Precision Manufacturing Institute. For more information about articulation agreements and college credit, please see the MCCC Guidance Counselor.

Graduates that complete the program are equipped with the knowledge, understanding and the skills essential for entry-level employment in the following:

- Cosmetologist Salon Manager
- Esthetician
- Nail Tech
- Post-Secondary Options (with additional training)
- Salon Assistant
- Salon Receptionist
- Salon Sales Consultant Nail Care
- Skin Care Salon Sales Consultant

Mercer County Career Center does not discriminate on the basis of age, race, color, national or ethnic origin, sex, or disability in employment or in the administration of any of its education programs and activities in accordance with applicable federal statutes and regulations. Inquiries should be directed to Title IX and Section 504 Coordinator, Aaron Kline, Mercer County Career Center, 776 Greenville Road, Mercer, Pennsylvania, 16137. 724-662-3000.

# WELCOME

## PROGRAM OUTLINE

- A Orientation & Safety**
- B Life / Professional Skills**
- C Infection Control**
- D Anatomy & Physiology**
- E Basics of Chemistry & Electricity**
- F Properties of Hair & Scalp**
- G Hair Care**
- H Chemical Textures & Haircoloring Services I**
- I Braiding & Hair Enhancements**
- J Chemical Textures & Haircoloring Services II**
- K Skin Care / Diseases & Disorders**
- L Hair Removal**
- M Facials/Facial Makeup**
- N Nail Structure & Growth/Diseases & Disorders**
- O Nail Technology**
- P Clinical Experience**
- Q Salon Business**
- R Seeking Employment**
- S On the Job**
- T Mastering the State Standards for the Cosmetology Examination**

The cosmetology program is a three year program that is broken down into three phases: Introductory, Intermediate and Advanced Phases. Students work in a realistic salon environment learning content and hands on skills that are vital to be employed in the beauty industry. Two days per week the salon is open to the public for hands on experiences. Students successfully completing 1250 hours of instruction are eligible for licensure testing from the Pennsylvania State Board.

## PROPOSED 9 WEEK UNIT PLANS

|   | 1ST 9 WEEKS  | 2ND 9 WEEKS   | 3RD 9 WEEKS  | 4TH 9 WEEKS   |
|---|--|---|--|---|
| <b>SOPHOMORE</b><br><b>INTRODUCTORY</b> | Cosmetology Orientation and Safety<br><br>Infection Control<br><br>Properties of the Hair and Scalp<br><br>Scalp Care and Shampooing | Hairstyling<br><br>Principals of Hair Design<br><br>Haircutting                         | Chemical Texture Services<br><br>Nail Structure and Growth<br><br>Manicuring and Pedicuring              | Skin Structure and Growth<br><br>Hair Removal<br><br>Facials                |
| <b>JUNIOR</b><br><b>INTERMEDIATE</b>    | Communicating for Success<br><br>General Anatomy<br><br>Nail Diseases and Disorders  | Life Skills/Professional Skills<br><br>Skin Disorders and Diseases<br><br>Facial Makeup | Light Cured Gels<br><br>Monomer Liquid & Polymer Powder Nail Enhancements<br><br>Braids and Enhancements | Basics of Chemistry<br><br>Basics of Electricity<br><br>Nail Tips and Wraps |
| <b>SENIOR</b><br><b>ADVANCED</b>        | Seeking Employment<br><br>On the Job<br><br>Mastering the State Standards for Exam   | Salon Business<br><br>Mastering the State Standards for Exam                            | Mastering the State Standards for Exam   | Mastering the State Standards for Exam                                      |



## COSMETOLOGY – ESSENTIAL SKILLS

### CLASSROOM TESTS

Level 1 – 16 Chapter Tests (4 per 9 weeks)\*  
Level 2 – 12 Chapter Tests (3 per 9 weeks)\*  
Level 3 – 8 Chapter Tests (2 per 9 weeks)\*

\*This number is approximate and is subject to change

### LECTURE TIME

Level 1 – 3 hours per week\*  
Level 2 – 2 hours per week\*  
Level 3 – 2 hours per week\*

\*This number is approximate and is subject to change

### ACADEMIC SKILLS

Reading Skills – Grade Level Reading

- Math Skills:
- Liquid measurements/conversions
- Angles
- Shapes
- Fractions
- Addition, Subtraction, Multiplication, Division
- Decimals
- Percentages

### SOFT SKILLS

- Read and follow manufacturer's directions
- Follow State Cosmetology Laws
- Communication Skills
- Self-motivation
- Problem solving
- Management skills

### COMPUTER SKILLS

- Possess basic computer skills

### PHYSICAL REQUIREMENTS

- Overall good health
- Good posture
- Good hygiene
- Professional appearance and attitude

### VOCATIONAL TESTING

Essential Aptitudes for lab recommended levels

- Structural mechanical visualization/reasoning
- Discrimination by size/shape
- Gross/fine motor skills
- Manual dexterity
- Retention of mechanical and structural detail

# MCCC POLICIES

## GRADING POLICY

Grading will be broken into three categories.

### Theory/ Classroom Work:

- 40% total of homework, tests, quizzes, free writes & journals

### Lab/Clinical Work:

- 40% total of all lab and clinical skills

### STRIVE/Work Skill Grade:

(20% safety, shop cleanup, productivity, team work, behaviors and clocking in/out at appropriate times, and starting work on time)

# S

#### SAFETY

Wear safety glasses  
Follow dress regulations  
Operate equipment appropriately

# T

#### TEAMWORK

Completes assigned job  
Correctly cares for tools & equipment  
Keeps shop and work area clean

# R

#### RESPECT

Respects others  
Uses proper language  
Uses technology correctly

# I

#### INSPIRED

On-Time  
Dressed  
Cell Phone is put away

# V

#### VISION

Positive Attitude  
On-Task  
Obeys class and school rules  
Obeys safety guidelines

# E

#### EXCELLENCE

Completes work on time  
Do your best work possible  
Meet benchmarks

## GRADE REPORTING

A student grade report will be given to a student whose grade drops below 70%.

A parent/guardian will receive notification if a student's grade drops below 70%. (Phone call, Grade Report Sent Home)

A referral to the Student Support Team will be made if a student's grade drops below 70%.

## REPORT CARDS

Grades are reported to the home schools at the end of MCCC's quarters. Home schools report the MCCC program grade on their report card. MCCC does not issue a report card.

## PASSING AND CREDIT

Students must follow their home school's grading scale to ensure they receive credit. MCCC does not issue credit towards student graduation. Credit is issued by the home school.

## MCCC PASSING

To stay enrolled in a MCCC program and to earn a MCCC Certificate, MCCC recognizes 65% as passing.

## MAKE-UP WORK

IF A STUDENT IS ABSENT AN EXCUSE MUST BE GIVEN TO THE OFFICE WITHIN 3 DAYS OF YOUR RETURN TO SCHOOL (Please see the Student Handbook for attendance policies). If a student is absent he/she will receive a "0" for a STRIVE grade. The procedures for making up work include:

- Upon return to school it is the students' responsibility to ask the instructor for make-up work. This is to be done between 8:00 a.m. and 8:45 a.m. or 12:00 p.m. and 12:45 p.m.
- The student must complete the assignment and hand it in to the instructor on or before the due date. The student is allowed 1 day to make up assignments.
- The student will then be given credit for the assignment. Unexcused absences cannot be made up.



## GRADE SCALE

Mercer County Career Center only issues a percentage grade to the home school.

| %   | GPA | %  | GPA | %  | GPA | %  | GPA | %  | GPA |
|-----|-----|----|-----|----|-----|----|-----|----|-----|
| 100 | 4.0 | 80 | 2.3 | 60 | 0.3 | 40 | 0.0 | 20 | 0.0 |
| 99  | 4.0 | 79 | 2.2 | 59 | 0.2 | 39 | 0.0 | 19 | 0.0 |
| 98  | 3.9 | 78 | 2.1 | 58 | 0.1 | 38 | 0.0 | 18 | 0.0 |
| 97  | 3.9 | 77 | 2.0 | 57 | 0.0 | 37 | 0.0 | 17 | 0.0 |
| 96  | 3.8 | 76 | 1.9 | 56 | 0.0 | 36 | 0.0 | 16 | 0.0 |
| 95  | 3.8 | 75 | 1.8 | 55 | 0.0 | 35 | 0.0 | 15 | 0.0 |
| 94  | 3.7 | 74 | 1.7 | 54 | 0.0 | 34 | 0.0 | 14 | 0.0 |
| 93  | 3.6 | 73 | 1.6 | 53 | 0.0 | 33 | 0.0 | 13 | 0.0 |
| 92  | 3.5 | 72 | 1.5 | 52 | 0.0 | 32 | 0.0 | 12 | 0.0 |
| 91  | 3.4 | 71 | 1.4 | 51 | 0.0 | 31 | 0.0 | 11 | 0.0 |
| 90  | 3.3 | 70 | 1.3 | 50 | 0.0 | 30 | 0.0 | 10 | 0.0 |
| 89  | 3.2 | 69 | 1.2 | 49 | 0.0 | 29 | 0.0 | 9  | 0.0 |
| 88  | 3.1 | 68 | 1.1 | 48 | 0.0 | 28 | 0.0 | 8  | 0.0 |
| 87  | 3.0 | 67 | 1.0 | 47 | 0.0 | 27 | 0.0 | 7  | 0.0 |
| 86  | 2.9 | 66 | 0.9 | 46 | 0.0 | 26 | 0.0 | 6  | 0.0 |
| 85  | 2.8 | 65 | 0.8 | 45 | 0.0 | 25 | 0.0 | 5  | 0.0 |
| 84  | 2.7 | 64 | 0.7 | 44 | 0.0 | 24 | 0.0 | 4  | 0.0 |
| 83  | 2.6 | 63 | 0.6 | 43 | 0.0 | 23 | 0.0 | 3  | 0.0 |
| 82  | 2.5 | 62 | 0.5 | 42 | 0.0 | 22 | 0.0 | 2  | 0.0 |
| 81  | 2.4 | 61 | 0.4 | 41 | 0.0 | 21 | 0.0 | 1  | 0.0 |

**“OUR MISSION IS TO EQUIP STUDENTS WITH MARKETABLE SKILLS THROUGH EFFECTIVE CAREER AND TECHNICAL EDUCATION”**



National Technical Honor Society



## DAILY HOUSEKEEPING

To fulfill Cosmetology requirements, students will be assigned a daily housekeeping job. The student will be responsible for completing their duties correctly. Their performance will be evaluated as a weekly STRIVE grade as well as overall task completion credit.

## FOLLOWING INSTRUCTIONS

Throughout the semester students will receive various verbal and written instructions. To fulfill Cosmetology requirements the student will be evaluated on their ability to follow these instructions. This will be graded as part of their STRIVE grade.

## STUDENT OF THE SEMESTER

The criterion for selecting the "Student of the Semester" is as follows:

- Attendance
- Attitude
- Grades
- Work Ethic
- STRIVE

## STANDARDS OF DRESS

As a SAFETY REQUIREMENT, proper clothing is required in order to participate in shop activities. If a student forgets his/her proper clothing or if the clothing possesses a safety hazard they will receive a "0" for the day as part of his/her STRIVE grade. The student will additionally be given an alternative assignment. The student will not be allowed to return to the shop until the assignment is complete to the satisfaction of the instructor.

Proper clothing consists of black leather tennis shoes and their uniform. Students who wear unacceptable clothing will be given a "0" as part of their STRIVE grade for the day and they will not be permitted in the lab.

## UNIFORMS AND CLOTHING REQUIREMENTS

- Black scrub top; black scrub pants
- Black Leather Tennis Shoes
- The first pair of safety glasses is provided to the student free of charge. Additional pairs of safety glasses must be purchased for \$2.00 per pair and are sold within our school store.

## SCHOOL LOCKERS

School lockers are the property of the school and not the student. Students shall have no expectation of privacy in their lockers. Lockers should be locked at all times. All students will be issued a school lock for use at the Career Center, locks are to be returned at the end of the school year. The instructor will be given a master key that will open all student locks. This system will provide access to lockers in an emergency situation quickly and easily without having to cut the lock and incur cost to the student. Students shall assume responsibility for maintaining the security of their lockers. The Mercer County Career Center is not responsible for the personal property of pupils. At the conclusion of the school year students should clean out their locker completely. Any remaining items will be discarded.

Lockers are the property of the school and remain under the direct control of the Mercer County Career Center at all times. In order to maintain a safe and healthy educational environment, lockers may be subject to search by school personnel without student permission at any time the Principal or Safety Coordinator has reasonable suspicion to believe that anything stored in the locker may be a threat to the health, safety, and welfare of other students or school personnel. The Mercer County Career Center reserves the right to enlist the services of trained dogs to search for drugs or weapons anywhere on school property including the parking lots and adjacent outdoor areas.



## CELL PHONES/HEADPHONES

Cell phones are NOT permitted in the classroom or the shop area. They must be kept locked in lockers until dismissal.

1st Offense – Referral to the Office

## FOOD AND DRINKS

As per the school policy, food and drinks will only be allowed in the classroom. There will be no food or drinks allowed in the shop area.

## SAFETY RULES AND REGULATIONS

Safety is a vital part of our educational programs. Safety regulations are strictly enforced in all areas of the school. To ensure the safety of every student, all students are required to successfully complete a safety program. Students are not permitted to work in their technical program without an Emergency Card on file. It is imperative that students realize these rules are to protect them and their classmates. Safety must be taken very seriously.

- All students must arrive on time and be prepared to work. A written excuse must be presented for all cases of tardiness and absenteeism.
- Everyone must wear appropriate shoes (black leather tennis shoes/sneakers).
- Flip flops are NOT permitted to be worn in the shop area.
- All students must wear approved safety glasses at all times in the shop area.
- All work clothing shall NOT have any holes, tears, or defects that the Instructor would believe to be unsafe.
- All bags are to be left in your assigned locker. (back packs, purses, etc.)
- No horseplay of any kind is permitted. No running in the shop, no throwing of any object, no touching of each other, etc.
- No one is permitted out of the Cosmetology shop area without the Instructor's permission.

- No radios, CD /MPs, headphones, electronic games, or any other electronic entertainment device is permitted in the shop area at any time.
- No student shall lie or sit on any bench or desk at any time.
- Every student will clean-up their work area at the end of each session. The clean-up task must be completed to the Instructor's satisfaction.
- No one is permitted to use a tool or operate a piece of equipment unless he/she has received safety instructions and has permission from the Instructor.
- Sunglasses are NOT permitted to be worn in the shop area during class time.
- It is the student's responsibility to complete all assignments and turn them in to the Instructor when due. This includes all shop and classroom assignments.
- Cell phones are NOT permitted for any reason.
- All students will participate in classroom assignments and shop assignments.
- Every student will use proper language. (No Swearing)
- No food or drinks are permitted in the Cosmetology shop area.

## STUDENT EXPECTATIONS

Students who participate in the Cosmetology Program at the Mercer County Career Center are expected to:

- Read at a 10th grade level
- Write or print legibly
- Possess good communication skills
- Possess basic math skills
- Possess basic computer skills
- Stay on task without supervision
- Manage time effectively in order to complete project work independently or as part of a team



## PARENT CONTACT INFORMATION

Parent/Guardian/Student: Please read the following policies. These cover what each student is responsible for to complete the Cosmetology program. Please complete and sign **both front and back** and return this page to verify that you have read, understand and agree to abide by these policies. Please keep the rest of the pages, they are for your reference.

If you have any questions, please contact Mrs. Evenson at 724-662-3000 ext. 1180 or [aevenson@mercercoc.edu](mailto:aevenson@mercercoc.edu).

Parent/Guardian Signature: \_\_\_\_\_

Parent/Guardian Print Name: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

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

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

Student Print Name: \_\_\_\_\_



## COSMETOLOGY STUDENT CONTRACT

As I prepare for a career in the Cosmetology field I realize rules, policies and specific procedures must be followed to ensure a safe and productive environment.

I have read and understand all shop policies. I understand any infractions will result in immediate reprimand, such as a verbal warning, loss of STRIVE points, writing assignment, office referral, a call home or in severe cases removal from the Cosmetology program.

I also understand to succeed in a rewarding Cosmetology career I must meet specific classroom expectations, this includes: being respectful to others, completing all of the required assignments on my own and participating in class discussions.

I further understand that my actions may affect future job recommendations in the Cosmetology field.

YES

I can follow all procedures and rules and meet all expectations and will remain in the Cosmetology program.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

NO

I realize this class demands a high level of maturity and hard work. I would like to be removed from the Cosmetology program.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

